

PRIVATE SCHOOL LICENSE

Application for the Non-Exempt Schools



Direct all questions and/or send completed packet to:

Orval Nutting
Private Schools Consultant
Nevada Department of Education
1749 Moody Street, Suite 40
Carson City, NV 89706-2543

Telephone: (775) 687-9238
Fax: (775) 687-9113
E-mail: onutting@doe.nv.gov

**NEVADA DEPARTMENT OF EDUCATION
APPLICATION FOR PRIVATE SCHOOL LICENSE**

Check one:

 NEW LICENSE RENEWAL OF LICENSE

A fee of \$300 is paid herewith (new school) or Renewal License Fee of \$250
(Check or money order made out to the Nevada Department of Education)

a. Name of school (as you want it listed in the Private Schools Directory):

b. Designated Administrator:

c. Title of the administrator as you want it listed in the Private Schools Directory
(e.g., principal, administrator, liaison, director, headmaster...): _____

d. Ownership status (individual, partnership, corporation, other) _____

e. Address (mailing): _____

f. Address (physical if different than above): _____

g. Telephone number: _____ h. FAX number: _____

i. E-mail address: _____ j. Website _____

k. Grade level(s) to be served: _____

l. Current Enrollment (school currently in operation) _____

m. Anticipated Enrollment (new school opening) _____

n. Profit OR Nonprofit

o. If a new license, anticipated opening date _____

*Any member of the Nevada Department of Education may visit the school and inspect the premises and operating procedure of the school during reasonable business hours.

*A designated representative of the school will appear before the Nevada State Board of Education if requested by the Department.

I, the undersigned, do consent to the investigation by state authorities and do solemnly swear (or affirm) that the information set forth in the foregoing application is true and complete to the best of my knowledge, and that failure to disclose pertinent information or the concealment of information or making false statements in the detailed application for licensure shall constitute valid grounds for refusal of license or revocation of a license.

Subscribed and sworn before me this _____ day of _____
date month year

(seal)

Signature

Notary Public

Address

City, State, Zip Code

Send Licensing Application Packet to:

Nevada Department of Education
Attn: Orval K. Nutting, Private Schools Consultant
1749 Moody St., Ste. 40
Carson City, NV 89706

Ph: 775-687-9238 (or assistant at 775-687-9174)

Fax: 775-687-9113

<onutting@doe.nv.gov>

A fee of \$300 is paid herewith (new school) ___ or Renewal License Fee of \$250 ___
(Check or money order made out to the Nevada Department of Education)
(Submitted for receipt _____)

**Received by Nevada Department
of Education on:**

(date)

by: _____

(name and title)

Below is a comprehensive checklist of materials and information that must be submitted before a private school will be considered for licensure or renewal. Incomplete applications will not be considered for licensure or renewal. If you need help with any of the required licensing items, call the private schools consultant as often as is necessary to submit a complete packet.

All copies of licensing items must be submitted each time the license is renewed.

DO NOT SAY "On File". Binders are kept in storage for a certain period of time only and it is difficult to retrieve missing items from stored binders.

Refer to actual Nevada Administrative Codes in this manual as necessary to understand the specific requirements, as well as the actual Nevada Revised Statutes which are located on the legislative website www.leg.state.nv.us.

NEVADA ADMINISTRATIVE CODE REQUIREMENTS

Check (√) **YES** if the information has been submitted.

Standard No. 1: Instruction; Quality of Instruction (394.030)

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	1.1	(1a; 2) Names, descriptions and levels of proposed courses are listed which are (except as otherwise provided in subsection 2) at a minimum commensurate to & offered at the levels described in: - Nevada Course of Study - Nevada High School Graduation Requirements - and NRS 389.
_____	_____	1.2	(3) Class schedules are provided and meet minimum requirements in: - Nevada Course of Study, -- - Nevada High School Graduation Requirements, - and NRS 389.
_____	_____	1.3	(1c) Procedures are described to be used in evaluating attainment of Nevada State Content and Performance Standards for each grade and course.
_____	_____	1.4	(1d) Student enrollment per grade and course is stated.
_____	_____	1.5	(1e) Staff assignments per grade and course are stated.

NAC REQUIREMENTS (Continued)

Check (✓) **YES** if the information has been submitted.

Standard No. 2: Space, Equipment, Materials and Personnel (394.040)

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	2.1	(1a) Amount of space for students is specified on a floor plan and in compliance with minimum standards. (Kindergarten: 35 sq. ft/child; Grades 1-12: 30 sq/ft)
_____	_____	2.2	(1b) Physical education facilities and equipment are described.
_____	_____	2.3	(1c) * Library materials are listed, and * other facilities/services available for instruction, research and study are described.
_____	_____	2.4	(1d) Audiovisual & instructional equipment such as charts & maps, machines & models are described.
_____	_____	2.5	(1e) Textbooks & supplementary materials for each course are listed – based on Nevada State Content and Performance Standards.
_____	_____	2.6	(1f) Pupil/teacher ratios are stated and are within minimum requirements.

NAC REQUIREMENTS (Continued)

Check (√) YES if the information has been submitted.

Standard No. 3: Personnel (394.040; 394.050)

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	3.1	394.040 (2)(3) An administrator or liaison has been designated. (Full-time administrator for more than 150 students; or 6 or more full-time instructors). Administrators must be qualified under NAC 394.050 (1a,b, or c). Liaisons must be qualified under 394.040 (3) or under “administrator” qualifications. Attach copy of license and/or list of qualifications. (see form)
_____	_____	3.2	A resumé and three written reference letters, one of which is local for the designated administrator or liaison , have been submitted. References attest to the character, reputation, and professional competence of the person.
_____	_____	3.3	Instructors hold a teacher’s license from Nevada or another state or territory, or are qualified under 394.050 (2a,b or c). Attach copies of licenses or proof of qualification. (see form)
_____	_____	3.4	394.050 (3d) Job descriptions have been filed for each class of employee- administrator, liaison [include 394.040 (3)(a)(b)(c)(d)], instructor, aide, etc.
_____	_____	3.5	394.050 (3d) A description of the procedures for evaluating educational personnel has been submitted (administrator, supervisor, instructor, aide...).

3.1 FORM

ADMINISTRATOR/LIAISON

3.1 ADMINISTRATORS/LIAISON

Administrator for a school enrolling **150 or more pupils or employing 6 or more full time instructors:/Liaison** for a school enrolling **less than 150 pupils or employing less than 150 pupils.**

* Check appropriate column indicating qualification

Name of Administrator and Social Security # if Non-Licensed	Title/ Assignment	*Administrator's License Issued by Any State/Territory (Attach Copy)	*BA from Accredited School + 5 Yrs. Verified K-12 Ed. Admin. [Attach Copy of Degree and Letter(s) of Verification of Experience from Supervisor– dates, school(s), address(es), grade levels on Supervisor's Letterhead Stationary] (*And Attach "Occupational Permit" – See Section I)	*MA from Accredited School +3 Yrs. Verified K-12 Ed. Admin. (Attach Copy of Degree and Letter(s) of Verification of Experience from Supervisor– dates, school(s), address(es), grade levels on Supervisor's Letterhead Stationary] (*And Attach "Occupational Permit" – See Section I)

(Attach licenses, degrees, letters of verification of experience after this page.)

3.3 FORM
INSTRUCTORS

ALL INSTRUCTORS MUST QUALIFY:

ALL private school instructors teaching anything including music, art, religion etc. **must qualify under one of the qualifying categories** listed.

LIST ONLY ONE QUALIFYING CATEGORY

You are indicating how each instructor qualifies as instructor under only 1 qualifying category:

either Nevada licensed, **OR** non-Nevada licensed, **OR** BA+3 (NO LICENSE, **OR** MA+1 (NO LICENSE).

(We don't need to know if instructors have a license *and* BA+3 for example.)

WHICH LICENSES TO SUBMIT:

Do not submit more than one state license unless they show different licensing. For example, don't submit a valid Nevada license and a valid California license licensing for the same subjects/grades. Or don't submit an invalid Nevada license and a valid California license.

Submit only licensing that is essential for qualifying for the assignment.

ORDER OF LICENSES FOR REFERENCING QUALIFICATIONS

Enclose copies of licenses **in the order of names listed under each qualifying category** for easy referencing.

VALID LICENSES- Valid for teaching subject/grade; not expired.

√ Make sure the name on the license matches the employee name you have listed.

Ex. Make it clear that "Suzie Smith" (married name) matches "Suzanne Jones" (maiden name on the license) by either writing a note on the license "Suzanne Jones is same as Suzie Smith" or making it clear on the list "Suzie ('Suzanne Jones') Smith".

√ You must submit valid licenses
front and back to indicate provisions- but don't submit the back if it is blank!
(-OR- indicate another means of qualifying, e.g., BA+3, MA+1).

√ Check the expiration date of the license to make sure it is readable and not expired.

√ Check that the provisions have been removed by the required date.

Attach the Department of Education **letter saying all provisions have been removed.**

Don't just check off/cross out provisions on the license – if there is no proof attached.

If provisions have not been removed by the expiration date, it makes the license invalid.

Listing the instructor's assignment by subject/grade level is essential to matching qualifications/licensing.

NEVADA LICENSED INSTRUCTORS

*****ATTACH COPY OF EACH LICENSE AFTER THIS PAGE*****

(INCLUDING BACK OF LICENSE WITH PROVISION INFORMATION)

DO NOT LIST SUBSTITUTES HERE. DO NOT LIST LIBRARIANS HERE.

Name of Instructor (Listed in Order by Grade Level/ Subject Ex. All K, then all 1 st ...)	Assignment: Subject and Grade Level	License - Valid for Subject/ Grade Level	License - Readable/ Not Expired	License – Provisions: Date OK or Provi- sions Removed
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NON-NEVADA LICENSED INSTRUCTORS

ATTACH COPY OF EACH "OTHER STATE/TERRITORY" LICENSE AFTER THIS PAGE

(INCLUDING BACK OF LICENSE WITH PROVISION INFORMATION)

Name of Instructor (Listed In Order By Grade Level/ Subject)	Assignment: Grade Level/ and Subject	State License- Valid for Grade Level/ Subject	License - Readable/ Not Expired	License – Provisions: Date OK or Provi- sions Removed
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INSTRUCTORS WITH BA + 3 YEARS OF EXPERIENCE

Name of Instructor (Listed in Order By Grade Level/Subject)	Assignment: Grade Level/ and Subject	BA from Accredited School (Attach Copy of Degree)	+ 3 years Verified Teaching Experience at the GradeLevel [Attach Copy of Letter(s) of Verification of # of Years of Full-Time or Supervised Teaching Experience from Administrator(s)- dates, school(s)/ Address(s), grade levels/ subject- on Administrator's Letterhead Stationary]	List Social Security Number (*Attach Copy of Occupation- al Permit - See Section I)
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(Attach degrees, letters of verification of experience after this page.)

INSTRUCTORS WITH MA + 1 YEAR OF EXPERIENCE

Name of Instructor (Listed in Order By Grade Level/Subject)	Assignment: Grade Level/ and Subject	MA in Area Appropriate for the Assignment (e.g. elementary = “education”/ e.g. secondary = subject teaching) from Accredited School (Attach Copy of Degree)	+ 1 year Verified Teaching Experience at the GradeLevel <u>[Attach Copy of Letter(s) of Verification of # of Years of Full-Time or Supervised Teaching Experience from Administrator(s)- dates, school(s)/ address(es), grade levels/ subject- on Administrator’s Letterhead Stationary]</u>	List Social Security Number (*Attach Copy of Occupation- al Permit - See Section I)
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(Attach degrees, letters of verification of experience after this page.)

NAC REQUIREMENTS (Continued)

Check (✓) YES if the information has been submitted.

**Standard No. 4: Contents & Distribution of Catalog or Brochure;
Calendars; School Year (NAC 394.060 - .170)**

Provide a sample of the *catalog, brochure or handout(s)*; highlight each item required on the catalog/brochure/handout and label with item on checklist to indicate where it is e.g., highlight name and address –and- write 4.1 next to the name and address.

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	4.1	(1a) Brochure states name and address of private school.
_____	_____	4.2	(1b) Brochure states names of members of governing body; officials; and faculty members including [1(1)] the name & brief description of qualifications of any administrator, supervisor or instructor (<u>licensing or meeting alternative requirements</u> set forth in 394.050 or 394.040).
_____	_____	4.3	(1c) Date of brochure's publication is shown.
_____	_____	4.4	(1d) Brochure states school's philosophy .
_____	_____	4.5	(1e) Brief description of grades and programs is provided in the brochure.
_____	_____	4.6	(1f) Daily class schedules , and if secondary ed is provided, the # of credits which a student must earn are listed.

NAC REQUIREMENTS (Continued)

Check (✓) YES if the information has been submitted.

**Standard No. 4: Contents & Distribution of Catalog or Brochure;
Calendars; School Year (NAC 394.060 - .170)**

Provide a sample of the *catalog, brochure or handout(s)*; highlight each item required on the catalog/brochure/handout and label with item on checklist to indicate where it is e.g., highlight name and address –and- write 4.1 next to the name and address.

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|-------|-------|------|---|
| _____ | _____ | 4.7 | (1g) * All charges are described, * purpose for each charge, and * methods & time of payment .
(1h) Detailed schedule of all fees, including tuition, fees for books, supplies, activities for pupils, use of labs, service charges, rentals, deposits, & charges for room & board. |
| _____ | _____ | 4.8 | (1i) Cancellation and refund policy is clearly stated. |
| _____ | _____ | 4.9 | (2) The method used to distribute the approved catalog/ brochure to parents & pupils before enrollment is indicated. |
| _____ | _____ | 4.10 | (3) School calendars including at least 180 days for the succeeding 2 years must be provided to show legal holidays, beginning/ending dates of terms, and other important dates. |
| _____ | _____ | 4.11 | NAC 394.170 (1) The policy of the school on enrollment and entrance requirements is stated. (It must be clearly stated in all literature.)
Note: If the private school follows the public school entrance requirement of age 5 by September 30 th for kindergarten, and age 6 by September 30 th for 1 st grade, state this as part of the entrance requirements. |
| | | → → | |

NAC REQUIREMENTS (Continued)

Check (✓) YES if the information has been submitted.

Standard No. 5: Maintenance of Records (NAC 394.070)

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	5.1	(1a; 2) The name of the person responsible for maintenance of permanent records in a separate file is provided, and an example of a proposed folder for a pupil's cumulative record which must show <u>attendance, grades and other documentation directly related to the pupil's progress, and certificate of immunization.</u> → → (Note: 394.190 (2) Unless excused because of religious belief or medical condition, a child may not be enrolled in a private school in Nevada unless he has been immunized against the mumps.)
_____	_____	5.2	(1b; 3) The proposed safe location of all records is stated.
_____	_____	5.3	(1c) The name of the person who will be responsible for the records in case of the termination of operation by the school is stated. → → Note: [(4) If a school plans to close, it's owners or administrators shall notify the department and submit all permanent records of pupils as well as all records pertinent to the financial resolution of encumbrances and indebtedness.]
_____	_____	5.4	(1d) The policy on the retention of records is stated. (How many years are student permanent records kept?)

NAC REQUIREMENTS (Continued)

Check (✓) YES if the information has been submitted.

Standard No. 6: Evaluation of Pupil; Transfer of Credits (NAC 394.080)

Records of Attendance, Progress and Performance (NAC 394.090)

YES	(Consultant Verification)	NAC 394.080
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| _____ | _____ | 6.1 | (1a) A sample of educational credentials to be used to indicate the student satisfactorily completed the course of study is described or provided.
(This is usually provided on a report card.) |
| _____ | _____ | 6.2 | (1b, c) The policy of the school on transfer of credits is stated (secondary schools only). |
| _____ | _____ | 6.3 | (1d) An example of a proposed student transcript of credit is provided (secondary schools only). |
| _____ | _____ | 6.4 | (1e) A copy of the diploma or certificate of completion is provided. |

YES	(Consultant Verification)	NAC 394.090
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| _____ | _____ | 6.5 | (1) The policy on absences, tardiness, & unsatisfactory attendance; and the procedure used to maintain and report attendance is stated. |
| _____ | _____ | 6.6 | (2) The policy relative to standards of progress required of students, including the grading system, conditions for probation, dismissal and reentrance is stated. |
| _____ | _____ | 6.7 | (3) Methods of student evaluation are stated. |

NAC REQUIREMENTS (Continued)

Check (√) YES if the information has been submitted.

Standard No. 7: School Facilities (NAC 394.100 - .130)

*NAC 394.100-.130 apply to any facility which will be rented or leased by the applicant.

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	7.1	394.100(1, 2) Submitted/described Plans (circle a, b, or c): prepared by architects or engineers licensed to practice in Nevada: (New School) a. Proposed plans describing facilities in detail which school will operate in; (New School) b. Facilities proposed, including extensive remodeling, repairs, or additions to existing buildings; c. “As built” drawings for existing facilities. (Re-license School)
_____	_____	7.2	394.110 (1) The facility has been inspected and meets the requirements of building codes for new/remodeled structures. <u>COPY ATTACHED</u>
_____	_____	7.3	394.110 (1) Provide a copy from the fire department documenting the facility has been inspected within the last 12 months and it meets the codes for the prevention of fire. (Appendix A) <u>COPY ATTACHED</u>
_____	_____	7.4	394.110 (1) Provide a copy from the health department documenting the facility has been inspected within the last 12 months and it meets the codes for safety, health, and sanitation. (Appendix A) <u>COPY ATTACHED</u>

Standard No. 7: School Facilities (NAC 394.100 - .130)

*NAC 394.100-.130 apply to any facility which will be rented or leased by the applicant.

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	7.5	394.110(2) Provide evidence of communication dated within the last 12 months that the division of industrial relations of the department of business & industry re: compliance with the federal Occupational Safety & Health Act. <u>EVIDENCE ATTACHED</u>
_____	_____	7.6	394.110 (3) Vehicle for transportation of pupils has been inspected by the department of motor vehicles & public safety as to condition, equipment & identification. <u>CERTIFICATION DOCUMENT ATTACHED</u>
_____	_____	7.7	394.130 (1b) * Procedures for fire drills are described and * Sample information to be posted in rooms is provided.
_____	_____	7.8	394.130 (1c) * Proposed or actual program of insurance is described , and * The name of the agent is given.
_____	_____	7.9	394.130 (1d) Adequate insurance is maintained covering buildings and equipment. <u>COVERSHEET OF POLICY IS ATTACHED</u>
_____	_____	7.10	394.130 (1d) Insurance for death, personal injury or property damage for at least \$1,000,000 per occurrence is obtained. <u>COVERSHEET OF POLICY IS ATTACHED</u>

NAC REQUIREMENTS (Continued)
Check (√) **YES** if the information has been submitted.

Standard No. 7: School Facilities (NAC 394.100 - .130)

*NAC 394.100-.130 apply to any facility which will be rented or leased by the applicant.

- | | | | |
|-------|-------|------|---|
| _____ | _____ | 7.11 | 394.130 (2)
* A copy of the rental agreement or lease , and
* the name of the owner of the facility is provided. |
| _____ | _____ | 7.12 | 394.110 (1) If the licensed private school operates a food service program, provide a copy from the Health Department documenting the kitchen has been inspected within the last 12 months and it meets the codes for safety, health, and sanitation. |

NAC REQUIREMENTS (Continued)

Check (✓) YES if the information has been submitted.

Standard No. 8: School Facilities (NAC 394.140)

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	8.1	(1) Proposed budgets showing estimated revenues and expenditures for each of the years of proposed licensed operation have been submitted. (new schools & on 2 year cycle = two years; others = four years)
_____	_____	8.2	(2a) *Full disclosure of all owners, directors, officers, shareholders, trustees & any other parties maintaining a financial interest in the school has been filed, and
_____	_____	*	* The basis upon which the organization is legally constituted. An incorporated school submitted a certificate of authorization to do business from the secretary of state and
_____	_____	*	* a copy of its articles of incorporation and bylaws . (Any changes in the articles or bylaws must be reported to the board.)
_____	_____	8.3	(2b) A financial statement has been submitted . Schools with enrollments of: → → 30-150 pupils submitted a statement <u>compiled by a certified public accountant or public accountant.</u> ; OR → → 150+ pupils submitted a statement <u>reviewed and signed by a certified public accountant.</u>
_____	_____	8.4	(4) With an application from a nonprofit organization : Evidence of an official declaration of tax exempt status by the IRS is submitted.

NAC REQUIREMENTS (Continued)

Check (√) **YES** if the information has been submitted.

Standard No. 8: School Facilities (NAC 394.140)

<u>YES</u>	<u>(Consultant Verification)</u>	8.5	(NRS 394.271) A \$5,000 <u>surety bond or certificate of deposit</u> has been filed. (Form is next 2 pages) (Send in copy- keep original)
_____	_____		

NAC REQUIREMENTS (Continued)

Check (√) YES if the information has been submitted.

Standard No. 9: Advertising (NAC 394.150)

<u>YES</u>	<u>(Consultant Verification)</u>	Description
_____	_____	9.1 (1) A sample of the school's proposed advertising is provided.
		Note:
	→ →	(2) In any outdoor advertising or on the building itself, the school shall not use the words "State Board of Education."
	→ →	(3) The words "licensed by the state board of education" or any allusion to state licensing if included in any brochure, stationery or printed advertisement must be in print no larger than the smallest print used elsewhere in the material.

NAC REQUIREMENTS (Continued)

Check (√) **YES** if the information has been submitted.

Standard No. 10: Local Occupational Permits;
Reputation and Character of Officers and Staff (394.160. NRS 394.168-1699)

<u>YES</u>	<u>(Consultant Verification)</u>	Description
_____	_____	10.1 (1) Each applicant and employee of an applicant without a teacher’s license or administrator’s license holds local <u>occupational permits before beginning any activity at a private school.</u> <u>COPIES SUBMITTED</u> (see 10.1 forms)
_____	_____	10.2 (3a) Three local written reference letters for the owner or Chairman of the Board of Trustees attesting to the character and reputation have been filed.
_____	_____	10.3 (3b) Notification has been made to the department in writing of the conviction of an officer or member of the staff of the school of any crime or felony involving moral turpitude which could affect relationships with pupils. → → (Note: If no convictions, write “ none ” in first column.)
_____	_____	10.4 NRS 394.168 thru NRS 394.1699 If you are a new applicant, you need to submit a Crisis Response Plan . If you are renewing your private school license, only Crisis Response Plans that have been revised need to be submitted. For assistance, contact my office to request a “Model Crisis Response Plan.”

10.1 FORMS

“Report on Employees”:

NON-LICENSED EMPLOYEES

Relist all the non-licensed administrators and teachers (already listed in other tables) as well as list the other nonlicensed staff in the table below (e.g., teaching assistants, secretaries, clerks, receptionists, bus drivers, cooks, custodians...).

Name	Assignment	Social Security Number	Copy of Occupational Permit (Or “Background Checks”)	Expiration Date
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Do not list “after school care” employees.

NAC REQUIREMENTS (Continued)

Check (✓) YES if the information has been submitted.

Standard No. 11: Enrollment, Entrance and Dismissal (394.170)

<u>YES</u>	<u>(Consultant Verification)</u>	Description
_____	_____	11.1 (2) A statement of assurance has been filed with the department that students will be admitted to the school without regard to race.
_____	_____	11.2 (3) The policy of the school relating to student conduct or behavior and conditions for dismissal is stated. → → (Dismissal procedures must comply with requirements of due process of law.)