



County of:

Notary Public:

Notary Seal:

Address, City, State, Zip Code:

**NRS 394.221** The BOARD shall receive investigate as necessary and act upon applications for licenses and agents' permits.

## **NEVADA REVISED STATUTES & NEVADA ADMINISTRATIVE CODE REQUIREMENTS**

### **Component 1: Instruction**

**1.1** If you are **strictly** following the Common Core State Standards and/or going beyond, ([Nevada Standards](#)) initial here: \_\_\_\_\_ If you are not strictly following the CCSS, list the names, descriptions and levels of proposed courses. These must be at a level above the CCSS and comply with, ●Nevada High School Graduation Requirements and ●NRS 389. (NRS 394.130 & NAC 394.030)

**1.2** If you are not strictly following the CCSS, state the measurable objectives for each grade and course. Provide the procedures to be used in evaluating attainment of the objectives. (You will attach a sample copy of the report card and the progress report in component 3) (NAC 394.030)

**1.3** List the textbooks & supplementary materials to be used for each course. Are these in concert with 1.1 above? **YES** **NO** (NAC 394.040)

**1.4** Make a table that lists the grade levels of your school and the time period during which each grade will be attending school. Be sure your times meet the minimum requirements in the ●Nevada Course of Study, ●Nevada High School Graduation Requirements and ●NRS 389

(NAC 387.130) Minimum Required times: Kindergarten ~ 120 minutes Grades 1 – 2 ~ 240 minutes  
Grades 3 – 6 ~ 300 minutes Grades 7 – 12 ~ 330 minutes Special Education ~ 330 minutes  
(NAC 387.105) Short school day is 2/3 of a regular school day. K ~ 80 minutes Grades 1 & 2 ~ 160 minutes  
Grades 3 – 6 ~ 200 minutes Grades 7 – 12 & Special Education ~ 220 minutes

**1.5** When will the examination on the Constitutions of the United States and Nevada be given? (Kindergarten only schools – N/A) (Once in elementary and once in secondary) (NRS 394.150)

**Grade: Month: Grade: Month:**

**1.6** Describe the physical education facilities (photos acceptable). List the equipment available. (NAC 394.040) How will PE Standards be met?

**1.7** List the library materials and other facilities/services available for instruction, research and study. You do NOT need to list every title in your library; the number of titles is sufficient. (NAC 394.040)

**1.8** List the audiovisual & instructional equipment available and used. Describe those items that may be unusual. (NAC 394.040)

## Component 2: Personnel

### *ADMINISTRATOR (NAC 394.050) /LIAISON (NAC 394.040)*

**2.1 Name:** \_\_\_\_\_ **Title:** ADMINISTRATOR\* LIAISON<sup>1</sup>  
Schools with 150 or more students or 6 or more teachers must have a qualified administrator.

\*Ways to **qualify** as an **Administrator** in Nevada Private Schools in accordance with NAC 394.040:

- 1) Hold a valid Nevada Administrator license;
- 2) Hold a valid Educator Administrator license from another state;
- 3) Have a Bachelor's Degree from an approved college/university and FIVE years of verified experience in educational administration; or
- 4) Have a Master's Degree from an approved college/university and THREE years of verified experience in educational administration.

<sup>1</sup> Ways to **qualify** as a **Liaison** in Nevada Private Schools in accordance with NAC 394.040:

- 1) Hold a valid Nevada Teacher license;
- 2) Hold a valid Teacher license/credential from another state;
- 3) Have a Bachelor's Degree from an approved college/university and FIVE years of verified full-time classroom teaching experience as the teacher, not substitute time; or
- 4) Have a Master's Degree from an approved college/university and THREE years of verified full-time classroom teaching experience as the teacher, not substitute time.

Check the qualification that the above named person is able to demonstrate and submit copies of the paperwork that proves the qualifications.

Attach the resume and three reference letters which attest to the character, reputation and professional competence of the above-named person. One letter MUST be from a NV resident. All letters must be signed and on personal or professional letterhead that shows how NDE might contact the signer.

### *TEACHERS/INSTRUCTORS (NAC 394.050)*

**2.2** Attach copies of licenses or other proof of qualification for all Teachers hired after this year's Enrollment & Staff Report was submitted in October.

Ways to **qualify** as a **Teacher** in Nevada Private Schools in accordance with NAC 394.050:

- 1) Hold a valid Nevada Teacher license;
- 2) Hold a valid Teacher license/credential from another state;
- 3) Have a Bachelor's Degree from an approved college/university and 3 years of verified full-time classroom teaching experience as the teacher, not substitute time; or

4) Have a Master's Degree from an approved college/university and 1 year of verified full-time classroom teaching experience as the teacher, not substitute time.

List your **new** teachers, their grade level or subject assignment and give them a 1, 2, 3 or 4 to show which qualifications they have. Submit copies of the paperwork that proves the qualifications.

**2.3** How many instructors are to be assigned to each grade and course? (NAC 394.040) List your school's grade levels and the number of teachers you will have teaching that grade level. For secondary grades you should use grade levels or subjects, i.e. grade 7 or middle school science.

**2.4** Provide job descriptions for each class of employee ~ administrator or liaison, teacher, aide, etc. (NAC 394.050)

**2.5** Describe the procedures for evaluating the educational personnel and attach evaluation forms used. Be sure to include the title of the person who completes the evaluation and the timelines. (NAC 394.050)

**2.6** In a two column chart, provide an alphabetical list of each employee who is **NOT** licensed and their job assignment. Every employee serving K – 12 students during the K – 12 school day and does **not** have an educator license should be in this list.

**2.7** Submit three letters of reference – written by local (in state) adults - for the **Owner OR Chairman of the Board of Trustees** attesting to their character and reputation. (If this is the same person named as the Administrator or Liaison, do not recopy, simply state that the head of the school is also the owner or chair.) All letters must be on personal or professional letterhead, signed and dated. (NAC 394.160, 394.168-169)

**2.8** Respond to these questions: HAS ANY OFFICER OR MEMBER OF THE STAFF OF THE SCHOOL BEEN CONVICTED OF ANY CRIME OR FELONY WHICH COULD AFFECT RELATIONSHIPS WITH PUPILS?

HAS ANY OFFICER OR MEMBER OF THE STAFF OF THE SCHOOL BEEN CONVICTED OF ANY CRIME OR FELONY INVOLVING MORAL TURPITUDE? (NAC 394.160) If the answer to either question is YES, provide details to explain WHO, WHAT, WHERE, WHEN, & COURT RESULTS.

### **Component 3: Students**

**3.1** Using the same basic format as 2.6 above, list the maximum number of pupils to be enrolled in each grade and course. (NAC 394.040)

**3.2** Attach copies of the Progress Reports and Report Cards to be used show student progress; one Kindergarten, one for elementary grades, and one for secondary grades. (NAC 394.080)

**3.3** What other methods are used to evaluate your students? (NAC 394.090)

**3.4** Attach copies of the Certificate of Completion or Diploma to be given to indicate that the student has satisfactorily completed the course of instruction or study. (NAC 394.080)

**3.5** State the policy relative to **standards of academic progress** required of students, including your grading system, conditions for probation, dismissal and re-entrance. (If this is found in your included brochure, please indicate the page number and tag the page.) (NAC 394.090)

**3.6** State your attendance policy/regulations relative to absences, tardiness, & unsatisfactory attendance. (If this is found in your included brochure, please indicate the page number and tag the page.) (NAC 394.090)

**3.7** State the procedure used to maintain and report attendance. (If this is found in your included brochure, please indicate the page number and tag the page.) (NAC 394.090)

**3.8** Provide a copy of the written policy of the school relating to **student conduct** including behavior and/or conditions for dismissal. BE SURE YOUR POLICY IS COMPLIANT WITH THE REQUIREMENTS OF THE DUE PROCESS LAW. (If this is found in your included brochure, please indicate the page number and tag the page.)

**3.9** Will you be admitting students with disabilities? **YES** **NO**  
If yes you need to carefully review NRS 394.353 through NRS 394.379.

#### **Component 4: Student Records**

**4.1** Name the person who will be responsible for the maintenance of permanent records in a secure file. (NAC 394.070)

**4.2** Where will these records be securely kept? (NAC 394.070)

**4.3** Who will be responsible for the records in case the operation of the school terminates? (Note: If a school closes, its 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.] (NAC 394.070)

**4.4** How many years will the student records be stored in a secure location? (NAC 394.070)

**4.5** Provide a list of the paperwork which will be found in a student's cumulative record. Be sure to include an example of items that are "school specific" ●attendance, ●grades ●other documentation directly related to the student's progress ●photocopy of his/her birth certificate (NRS 394.145) ●his/her certificate of immunization. Copies are not needed unless there is something "different" that most other schools would likely not include. (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.) (NRS 394.192 & NAC 394.190)

#### **SECONDARY SCHOOLS:**

**4.6** State the policy of the private school relative to transfer of credits for previous education and training. (If this is found in your included brochure, please indicate the page number and tag the page.) (NAC 394.080)

**4.7** Credits earned at the private school must be such that an enrolled student may transfer to a comparable private school without loss of credit. Explain how such credentials will be transferred to a comparable school without loss of credit. (NAC 394.080) NOTE: Many public schools do not accept transfer credits from unaccredited high school classes.

**4.8** Provide an example of a proposed student transcript. (NAC 394.170)

## Component 5: School Brochure/Catalog & Calendars

5.1 Provide **ONE** copy of the school brochure and/or hand-outs given to parents/enrollees. **Highlight** the following items on this paperwork and **mark/tab** the item with the given letter: (NAC 394.060) Provide **ONE** copy of the school catalog given to parents/enrollees. **Highlight** the following items on this paperwork and **mark** the item with the given letter: (NAC 394.220)

A Name & Address of this private school

B Make a **table with four** columns and multiple rows. In the first column list your governing board members, then your administrators and teaching staff. In the second column give the job title of the person, e.g., Chair of the Board, Board Member, Principal, Teacher – grade 5. Column three will be blank for the governing board members. Column 3 for the faculty must show how that person qualifies for their position, e.g., OH license, BS – UNR, MA – UNLV, etc. The fourth column is also blank for the governing board members but needs to show the number of years of experience the faculty has if they do not have a license, i.e., it will be blank for faculty members with a valid license. (This is for the parents and guardians.)

C Date of the publication of the brochure

D This school's philosophy

E Brief description of proposed **grades** and **programs**

F Daily schedule of classes (start, end, recess, & lunch times) and if secondary level – the number of credits a student must earn

G Description of all charges including purpose for each charge and the methods and due dates of payment

H Detailed schedule of all fees – include tuition, book fees, supplies, activities, use of laboratories, service charges, rentals, deposits, room and board, etc.

I Clear statement of the policy regarding cancellations and refunds

5.2 How will this brochure be distributed to parents and students before enrollment? (NAC 394.060)

5.3 Are the contents of the brochure and hand-outs incorporated in all agreements and contracts for enrollment?

5.4 On what page of your brochure/catalog is your **STATEMENT OF ASSURANCE** that clarifies that *students will be admitted to this school without regard to race* found? (NAC 394.170)

5.5 If you follow your county's annual school calendar – **exactly** – initial here: **Otherwise**, submit copies of the school calendars for the school years for which your license is being renewed. Calendars must include at least 180 days, show beginning and ending dates of the term and official holidays. (With written approval of the Superintendent of Public Instruction and written authority of your board of directors, up to 5 short school days may be included.) Follow the calendar directions provided on the private school webpage under licensing forms for non-exempt schools. (NAC 394.060)

## Component 6: Safety (NRS394.168 - .1699)

6.1 Your Crisis Response Plan is **CONFIDENTIAL** – do NOT send it to any agency other than those listed below. (NRS 394.1698) **ANNUAL REQUIREMENT**

You **must** submit a copy of this entire plan to the Department of Public Safety, Emergency Management Office via email: [NDEMplanning@dps.state.nv.us](mailto:NDEMplanning@dps.state.nv.us) .

You **must** upload this document to File Zilla for the NDE.

Submit the *Crisis & Emergency Response Compliance Certification* form to Diana Hollander at [Diana](#) .

Please give the street address and other identifying information for the Fire Station and Law Enforcement Office to which you delivered a copy of your school's plan:

**Fire Station** address & phone number:

**Law Enforcement Office** address & phone number:

6.2 Now carefully read **NRS 394.1685** through **NRS 394.1699** and **NRS 388.253**.

6.3 Visit [NDE Emergency Operations Plans](#) and comply with the information there.

6.4 A copy of your fire drill procedures must be posted in every classroom. Who is responsible for this at your school? (NRS 394.170) Provide a copy of the fire drill procedures/information that is posted in each classroom. Be sure to post NRS 394.170 in every classroom. (NAC 394.430)

6.5 Who is the Fire Chief who is supervising your monthly drills? (You **MUST** notify your local station and invite the Chief or his/her representative to observe/supervise.) This is **NOT** an option for any school. (NRS 394.170)

## Component 7: Facility, Lease & Insurance

7.1 Along with a copy of your **Certificate of Occupancy**, Submit A, B, or C: (NAC 394.100)

A. **New school/buildings**

Submit plans prepared by architects or engineers licensed to practice in Nevada. Label classrooms with grade level and be sure floor dimensions are on the plan.

B. **Remodel - Extensive Repair - Additions**

Submit plans including detail as prepared by architects or engineers licensed to practice in Nevada.  
Label classrooms with grade level and be sure floor dimensions are on the plan.

C. **Existing buildings**

Submit "as-built" drawings with labels identifying classrooms/grade levels and be sure floor dimensions are on the plan.

Kindergarten = 35 square feet/child Grades 1 – 12 = 30 square feet/child. (NAC 394.040)

**7.2** Submit a copy of the Fire Department inspection report for an inspection completed within the past 12 months which indicates the facility meets all codes for the prevention of fire. (This **MUST** be from the Fire Department **OR** the Fire Marshall. NAC 394.110) (If you were inspected by the Clark County Fire Department you will not have a written record of this inspection – a copy of your County Business License will prove your school has been approved by the CCFD.) **Date of report or Business License:**

**7.3** Submit a copy of the **Health Department inspection** report for an inspection completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110) **Date of report:**

\*IF your school operates a **food service program**, submit a copy of the Health Department inspection report for an inspection of the kitchen completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110) **Date of report:**

**7.4** IF your school has vehicles for transportation of pupils, from home to school and school to home, submit a copy of the vehicle inspection report done in the past 12 months by the **Department of Motor Vehicles and Public Safety** which defines the condition, equipment and identification of the vehicles. (NAC 394.110) **Questions about vehicles and/or vehicle inspections need to be addressed to Diana Hollander, [Diana](#) or call her at 702-688-4319.**  
**Number of Vehicles:**

**7.5** Compliance with the Federal OCCUPATIONAL SAFETY & HEALTH ACT (OSHA) Submit evidence of communication, dated within the last 12 months, with the DIVISION OF INDUSTRIAL RELATIONS OF THE DEPARTMENT OF BUSINESS & INDUSTRY. You will either get a report from their visit –OR– a letter acknowledging your request for a visit with a promise to get your site scheduled. **(Call them early.)** (NAC 394.110) **Date of Inspection or Date of SCATS Letter:**

**7.6** What are the locations of your site's SDS binders?

**7.7** Name your insurance company (NAC 394.130)

Name of insurance agent

**7.8** Attach the coversheet of the insurance policy that covers buildings & equipment, death, personal injury and property damage. Insurance **MUST** show at least \$1,000,000.00 coverage per occurrence. **HIGHLIGHT** the amount of coverage shown on this page. (NAC 394.130)  
Be sure this coversheet shows as a certificate holder: **Nevada Department of Education, Private Schools, 700 East 5<sup>th</sup> Street, Carson City, Nevada 89701.**

**7.9** Submit a copy of the Lease or Rental Agreement. Highlight the name of the owner. **Highlight** the **LENGTH** of the agreement and the number of years 'automatic' renewal will be permitted. (This document will be kept in your file for this entire period – resubmission will be needed upon expiration.) (NAC 394.130)

**OR**

If the school or business entity owns the property and no rent is paid by the school, submit appropriate documentation. (Mortgage statement with site address or Deed of Trust will work. This document will be kept in your file permanently!)



## **Component 8: Advertising**

**8.1** Provide copies of all of the school's proposed advertising. If using outdoor advertising, do not use the words State Board of Education. If including "licensed by the state board of education" or something similar, it must be in print no larger than the smallest print used in the advertisement. If you have a web page, give its address. (NAC 394.150)

## **Component 9: Sponsoring Organization & Financial Information (NAC 394.140)**

**9.1** List ALL owners, directors, officers, shareholders, trustees and other parties who have a financial interest in this school: **FULL DISCLOSURE IS REQUIRED.** Provide names, titles for this organization and percentage of holdings.

**9.2** Submit a copy of the **CERTIFICATE OF AUTHORIZATION** to do business from the NV Secretary of State.

**9.3** Submit a copy of the "**Articles of Incorporation**" with this application. When were the articles filed with the NV Secretary of State? Once you submit a full copy of your Articles of Incorporation, it will remain in your school's file. **You ONLY need to submit changes to the Articles of Incorporation.**

**9.4** Submit a copy of the Bylaws. When were the By-Laws adopted? Once you submit a full copy of your dated and signed By-Laws, the document will remain in your school's file. **You ONLY need to submit changes to the Bylaws.**

**9.5** Submit the proposed budgets showing **estimated** revenues and expenditures for the same number of years that your current license lasts. You will have a two year or a four year license; you need to submit a budget for two or four years.

**9.6** Schools with 30 –150 students must submit a financial statement that has been compiled by a CPA or Public Accountant.

Schools with 150 or more students must submit a financial statement which has been reviewed and signed by a CPA.

Schools with fewer than 30 students (K – 12, no pre-K) do not need to submit a financial statement.

**9.7** Non-profit Schools ONLY: Submit a copy of the official declaration of tax exempt status from **the IRS.**

**9.8** Submit a copy of the \$5,000 or larger Surety Bond made payable to the State of Nevada, Department of Education for the term of your license. Your submission should look like the next two pages.

**OR**

In lieu of the Surety Bond the school may purchase a Certificate of Deposit which would then be copied and sent to your file. (NRS 394.271)

Return to: Private Schools 755 N. Roop Street, Suite 201 Carson City, NV 89701 or [Donna](#)

**PRIVATE ELEMENTARY AND SECONDARY SCHOOL  
LICENSE/SOLICITOR BOND**

MANDATORY Pursuant to NRS 394.271      Bond Number:

**KNOW BY ALL THOSE PRESENT THAT AS PRINCIPAL:**

(name of educational institution) located at (complete address):

**AND, Surety Company:**

Based in (complete address of home office):

as Surety, are held and firmly bound unto the **STATE OF NEVADA, Nevada Department of Education**, in the sum of **FIVE THOUSAND (5,000) DOLLARS**, for the payment of which sum, well and truly be made, we bind ourselves, our successors and assigns, jointly and firmly by these presents.

**THE** condition of this obligation is such that whereas Principal is desirous of obtaining a license to operate a Private Educational Institution pursuant to the provisions of Nevada Revised Statutes Chapter 394, as amended and the rules and regulations of the Nevada Department of Education adopted pursuant thereto, commencing on:

**NOW, THEREFORE**, if the above bounden Principal shall faithfully comply with all of the provisions of said statutes, rules and regulations and amendments, this obligation shall be null and void; otherwise to remain in full force and effect.

**THIS** bond is provided by the Principal and surety pursuant to the provisions of Nevada Revised Statutes Chapter 394 and rules and regulations of Nevada Department of Education, and amendments of such statutes or rules and regulations in effect during the life of this bond. The requirements of such statutes, rules and regulations, or amendments thereto, and the terms, conditions and provisions thereof are and shall be deemed incorporated in and made a part of this bond as though fully set forth herein.

**THE SURETY** herein reserves the right to withdraw as such surety except as to any liability already incurred or accrued hereunder, and may do so upon the giving of written notice of such withdrawal to the Nevada Department of Education; provided, however, that no withdrawal shall be effective for any purpose until thirty (30) days have elapsed from and after the receipt of such notice by said Nevada Department of Education and further provided that no withdrawal shall in any way affect the liability of said surety arising out of the obligation herein created prior to the expiration of such period of thirty (30) days.

**UPON** notice by the Nevada Department of Education with supporting evidence to Surety of claims against Principal, Surety is held to resolve such claims within a sixty (60) days period from date of notice by the Nevada Department of Education.

**IN WITNESS THEREOF**, the Principal and said surety have hereunto caused this instrument to be executed at:

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal/Educational Institution:

Signature of school representative:

Surety Company:

Signature of surety company representative:

STATE OF: \_\_\_\_\_ County of: \_\_\_\_\_

ON this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, \_\_\_\_\_, a Notary Public in and said County and State, personally appeared:, known to me to be the person whose name is subscribed to the within instrument as Attorney-in-fact of the: \_\_\_\_\_ and acknowledged to me that he subscribed the name of said company thereto as Principal, and his own name as Attorney-in-fact.

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed my official seal at my office, in said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public:

**SEAL:**