

WYOMING DEPARTMENT OF EDUCATION
RULES AND REGULATIONS ON PRIVATE SCHOOL LICENSING FOR
STUDENTS IN NON-RELIGIOUS ELEMENTARY AND SECONDARY
SCHOOLS

CHAPTER 18

Section 1. Purposes.

The purposes of the rules are:

(a) To ensure that consistent with W.S. 21-4-101 through 21-4-107 any child attending a private non-religious elementary and/or secondary school shall satisfy the compulsory attendance laws, and to ensure that consistent with W.S. 21-2-401 through 21-2-407 such schools shall be licensed by the Wyoming Department of Education.

(b) To establish minimum licensing standards for private non-religious elementary and secondary schools.

Section 2. Authority.

These rules are promulgated pursuant to W.S. 21-4-101 through 21-4-107 and W.S. 21-2-401 through 21-2-407 and have been adopted by the Wyoming Department of Education as authorized by the Wyoming Administrative Procedures Act (W.S. 16-3-102 through 16-3-115).

Section 3. Applicability.

These rules govern the operation of private elementary and secondary schools operating for the purpose of satisfying W.S. 21-4-101 through 21-4-107 and W.S. 21-2-401 through 21-2-407 in the State of Wyoming. These rules do not apply to any parochial, church or religious school as defined by W.S. 21-4-101(a)(iv), or home-based educational programs as defined by W.S. 21-4-101(a)(v), aircraft flight training schools approved and authorized by the federal aviation agency of the United States of America, or a nondegree-granting school teaching techniques of outdoor recreation, leadership, ecology, or conservation domiciled in the state of Wyoming. Any changes in school accreditation rules and regulations, Chapter 6, will apply to these rules and regulations also.

Section 4. **Amendment of Rules.**

Any amendments to these rules shall become effective as provided by the Administrative Procedures Act (W.S. 16-3-103).

Section 5. **Definitions.**

(a) **Common Core of Knowledge.** Areas of knowledge each student is expected to acquire at levels established by the school.

(b) **Common Core of Skills.** Skills each student is expected to demonstrate at levels established by the school.

(c) **License.** A non-transferable certificate issued by the Wyoming Department of Education to a private school located within this state that permits the school to solicit, offer, and maintain courses of instruction in compliance with the provisions of the private school licensing act and the rules and regulations of the Wyoming Department of Education promulgated pursuant to the act.

(d) **Private School.** Any nonpublic, elementary or secondary school providing a basic academic educational program for children in grades K-12. See also Section 3, Applicability.

(e) **Program.** Any or all of the private school-sponsored or supported educational opportunities for students either within or beyond the school day.

Section 6. **Wyoming Statutes.**

All private school education programs and the personnel within those programs shall comply with the applicable safety and health statutes of Wyoming including but not limited to W.S. 14-3-201 through 14-3-215, W.S. 21-4-309, W.S. 35-1-102, W.S. 35-9-107, W.S. 35-9-121, W.S. 35-9-505.

Section 7. **Common Core of Knowledge.**

All students shall meet the student performance standards at the level set by the school in the following areas of knowledge:

- a) Reading/Language arts;
- b) Social studies;
- c) Mathematics;
- d) Science;
- e) Fine arts and performing arts;
- f) Physical education;
- g) Health and safety;
- h) Humanities;

- i) Career/vocational education;
- j) Foreign cultures and language;
- k) Applied technology;
- l) Government and civics including state and federal constitutions pursuant to W.S. 21-9-102.

Section 8. Common Core of Skills.

All students shall meet student performance standards at the level set by the school in the following skills:

- a) Problem solving;
- b) Interpersonal communications;
- c) Keyboarding and computer applications;
- d) Critical thinking;
- e) Creativity;
- f) Life Skills, including personal financial management skills.

Section 9. Instruction in State and Federal Constitutions.

Schools shall give instruction in the essentials of the United States Constitution and the Constitution of the State of Wyoming, including the study of and devotion to American institution and ideals.

Section 10. Transfer of Records.

The private school's educational program shall ensure the transfer of all pertinent educational records to a public, private, or parochial education institution that requests these records for the admission or re-admission of a student.

Section 11. Special Education.

The private school shall have a written procedure for notifying parents if the school suspects a child may have a disabling condition and that a disabled child has a right to public school services under W.S. 21-2-501 and P.L. 101-476 and amendments.

Section 12. Teacher Certification and Administration.

(a) Except as provided in (c), all professional educational staff members assigned to the private school's educational program must have certificates with the necessary endorsements covering specific assignment(s) and all educational staff members must be assigned in accordance with the certificates and endorsements as specified in the certification regulations set by the Professional Teaching Standards Board.

(b) A chief administrator for the educational programs must be certified as an administrator under the certification regulations established by the Professional Teaching Standards Board.

(c) Should any professional staff member or administrator not qualify for certification or endorsement by the Professional Teaching Standards Board, the private school shall provide notification to all parents and the public that their teachers are not certified by the state.

Section 13. **Administrative Responsibilities.**

(a) Transportation used for students as part of the private school's educational program shall comply with the most recent edition of Wyoming Pupil Transportation Manual.

(b) The private school's educational program shall be covered by an Emergency Operating Plan.

Section 14. **School Year.**

The private school's education program shall be operated in conformance with W.S. 21-4-102(a).

Section 15. **Annual Reporting.**

The private school shall provide an annual report to the State Board of Education which shall include the following:

(a) Number of students enrolled in the school on October 1st of the school year by grade (K-12); number of students dropping out of grades 9-12 during the school year; number of students completing high school and receiving a diploma issued by your school during the end of the school year;

(b) Performance metrics on assessments;

(c) Number of days students are in school; number of instructional hours each day;

(d) The school's recommended course of study for college-bound students and percent of students who have successfully completed the course of study;

(e) The number of students involved in extra-curricular activities and events;

(f) School improvement goals;

(g) Number of English Learner Students enrolled in the school; name of English language proficiency assessment used to determine English language status; score for each student reported.

Section 16. Monitoring.

The private school shall submit to on-site investigation and evaluation by the State Department of Education.

Section 17. Licensing.

The private school shall submit evidence of compliance with licensing requirements of W.S. 21-2-401 through W.S. 21-2-407. The school shall submit an application for license renewal and the school's annual report before July 1 of each year on forms prescribed by the Wyoming Department of Education. With the forms, the school shall also submit an application or renewal fee of two hundred dollars (\$200.00) by check or money order made payable to the State of Wyoming, Wyoming State Department of Education.

Section 18. Appeal.

Applicants whose licenses are denied or suspended may appeal through procedures outlined by the Wyoming Administrative Procedures Act, W.S. 16-3-113.