CHAPTER 18
RULES AND REGULATIONS
ON PRIVATE SCHOOL LICENSING
FOR STUDENTS IN NON-RELIGIOUS
ELEMENTARY AND SECONDARY SCHOOLS

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 State Board of Education.

(b) To establish minimum licensing standards for private non-religious elementary and/or 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 State Board of Education as authorized by the Wyoming Administrative Procedures Act (W.S. 16-3-102 through 16-3-115).

Section 3. **Applicability.**

These rules and amendments thereto shall govern the operation of private elementary and/or 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 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 VI, 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 Wyoming 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 State Department of Education to a private school located within this state which permits the school to solicit, offer, and maintain courses of instruction or study in compliance with the provisions of the private school licensing act and the rules and regulations of the State Board 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) 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 Options
(j) Foreign Cultures Including Language;
(k) Applied Technology.

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 Cardiopulmonary Resuscitation (CPR) training.

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 shall 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 shall 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) Dropout rates for grades 9 through 12;

(b) School averages for standard achievement tests given to all students or classes within the school;

(c) The number of hours of classroom instruction during the school year by grade level kindergarten through 12;

(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 types of and number of participants in parent and community involvement programs within the school;

(f) The number of parental visits to the schools;

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

(h) The percentage of the school’s budget spent on instruction, instructional support, general support and community support;

(I) School goals for the year;

(j) A description of efforts being made to reform, restructure and improve the educational quality and equity in the school, including teacher recommendations;

(k) Any other information the school believes relevant to the parents’ understanding of the performance of the school.
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 and shall submit an application on such forms as the State Department of Education shall require. An application for the renewal of a license shall be submitted by July 1 of each year on forms prescribed by the State Department of Education along with a Two Hundred ($200.00) application or renewal fee by check or money order made payable to the State of Wyoming, Wyoming State Department of Education and accompanied by the school’s annual report.

Section 18. **Appeal.**

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