

**GEORGIA PRIVATE SCHOOL ACCREDITATION COUNCIL**

**MEMBERSHIP APPLICATION**

Before any organization which applies for membership in the Georgia Private School Accreditation Council is accepted, a Review Committee consisting of at least two GAPSAC Directors will review this Membership Application. As stated in the Constitution, a two-thirds vote of the Council is required for membership.

The organization applying for GAPSAC membership should verify all items under ORGANIZATION INFORMATION listed below. Documents and/or statements giving evidence of these items should be submitted in a folder or notebook labeled "ORGANIZATION INFORMATION" and submitted along with the organization's Accreditation Manual as requested in B.1. below. **Please give special attention to item B.1., and read instructions carefully. Proper labeling in accord with B.1. is a very important part of the application process.**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_ E Mail Address: \_\_\_\_\_

Person applying for membership: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

(Write "Yes" in the blank space to the right if the document or statement has been included and labeled. If the document or statement is not included, please give an explanation for this.)

**A. ORGANIZATION INFORMATION:**

1. Copy of the organization's Constitution and/or Bylaws. \_\_\_\_\_
2. Evidence of organization's religious affiliation or not-for-profit status. \_\_\_\_\_
3. A statement of compliance with GAPSAC Constitution and Bylaws. \_\_\_\_\_
4. Evidence that organization has existed for a minimum of five years. \_\_\_\_\_
5. A description of the accreditation process for member schools. \_\_\_\_\_

6. Evidence that the organization's accreditation process has been in use for a minimum of three (3) years. \_\_\_\_\_
7. Evidence of public statement and advertising requirement of policy of non-discrimination. \_\_\_\_\_
8. The organization shows in its accreditation standards that all accredited schools must be non-discriminatory in regard to race, color, sex, and national origin. \_\_\_\_\_
9. Evidence that the organization has a statement verifying protection of student records if a school closes. \_\_\_\_\_
10. Verification (or a written statement to the effect) that the organization does not accredit home study programs. \_\_\_\_\_

**B. ACCREDITATION PROCESS:**

1. **A copy of the organization's accreditation manual must be submitted.** The points below, beginning with "Philosophy and Objectives" should be marked in the allotted spaces with the appropriate page (or chapter and page) of the manual (i.e. ---"Ch. 2, p. 4"), etc.). Also, as a cross-reference, the designation of the standard referred to in the GAPSAC Organizational Manual [i.e. --"a. 1)."] should be marked in the organization's accreditation manual on the page which is referred to in the MEMBERSHIP APPLICATION. If any item does not apply to your organization, write "NA" in the appropriate blank space. This process will enable the Review Committee members to find these locations in the organization's accreditation manual easily, saving much time. **If the cross references are not marked, the organization's manual will be returned to the office of the organization which is applying for GAPSAC membership** to be marked in the manner described above. The application process will thereby be slowed down considerably. If the applying organization has any questions about this process, please contact the GAPSAC President for further explanation.

a. Philosophy and Objectives

- 1) Each school shall have a well-defined written philosophy of education and statement of objectives. Included in this shall be a clear statement of purpose for the existence of the school.

On what page (or chapter and page) of the organization's accreditation manual is this point is verified: \_\_\_\_\_

- 2) The academic philosophy of the school shall conform to sound educational practices and standards.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The school's philosophy and objectives shall be purposefully implemented throughout the school program.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) The school's philosophy shall be communicated to the school board, faculty, parents, students, and community.

Page (or chapter and page) verified: \_\_\_\_\_

b. Curriculum

- 1) The curriculum shall be in compliance with the Georgia compulsory attendance law and meet all requirements for private schools under this law.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) The curriculum shall be designed to meet the objectives and purposes of the school.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The objectives of each course shall be consistent with the general objectives for the school.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) Curricular materials shall be selected according to criteria determined by the philosophy and objectives of the school.

Page (or chapter and page) verified: \_\_\_\_\_

- 5) The school shall have a written curriculum document which reflects the following:

- a) A list of all courses taught at each grade level.

Page (or chapter and page) verified: \_\_\_\_\_

- b) A description of each course.

Page (or chapter and page) verified: \_\_\_\_\_

- c) Requirements for high school graduation.

Page (or chapter and page) verified: \_\_\_\_\_

- d) A list of electives offered and the prerequisites for each.

Page (or chapter and page) verified: \_\_\_\_\_

- e) A list of textbooks and required reference books used for each course.

Page (or chapter and page) verified: \_\_\_\_\_

c. Governance

- 1) The school shall be a legally-constituted, not-for-profit Georgia corporation or an integral part of a sponsoring religious ministry.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) The governing body shall have established and written operating policies (i.e., board policies, teacher manuals, student/parent handbooks, etc.). These policies shall guide the actions of the governing body itself as well as the administration.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The actions of the governing board shall be legally binding on the school.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) If the school is an integral part of a religious ministry rather than a separate corporation, its governing committee shall be an official committee of the religious ministry, elected by the congregation according to the written policy of the religious ministry.

Page (or chapter and page) verified: \_\_\_\_\_

d. Community

- 1) The school shall maintain a good relationship with the community and shall have an effective means of determining the community's continuing attitude toward the school.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) The school shall have a good record of business in the community including prompt payment of bills and all financial obligations.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The school shall maintain extension activities which have a positive impact on and make a beneficial contribution to the community.

Page (or chapter and page) verified: \_\_\_\_\_

e. **School Plant and Facilities**

- 1) The school plant and facilities shall meet all applicable federal, state, and local regulations regarding fire protection, health, and safety.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) Outdoor play areas shall be of sufficient size for the student body and shall be free of safety/health hazards.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The physical facilities shall be of sufficient size for the on-going program of the school and shall meet all requirements for lighting, ventilation, heat, and other factors to provide for a comfortable and safe environment.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) The school shall be current in all required inspections including fire, health, asbestos, and other factors affecting the health and safety of the occupants.

Page (or chapter and page) verified: \_\_\_\_\_

f. **Faculty and Administrative Staff**

- 1) All administrative and instructional staff shall hold a minimum of a bachelor's degree with an endorsement in their field(s).

Page (or chapter and page) verified: \_\_\_\_\_

- 2) Faculty members shall be sufficient in number to carry out the program of the school and provide for the needs of the students.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The school shall have in place a procedure for the evaluation of faculty performance that is clearly defined and is carried out in an

ethical manner. This procedure shall provide a basis for decisions about an individual's performance and shall be understood by members of the faculty.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) The school shall provide a means for administrators and faculty members to continue their professional development -- i.e., in-service programs, educators' conventions and seminars, and work toward advanced degrees.

Page (or chapter and page) verified: \_\_\_\_\_

g. School Calendar and Class Hours

- 1) The number of school days and class hours shall meet all state requirements in accord with the Compulsory Attendance Law of Georgia.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) The school year shall consist of at least 180 days of classroom instruction.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The length of each class shall be at least 50 minutes.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) Carnegie Units shall be awarded in accord with the Department of Education definition of the "successful completion of courses of study based on a minimum of 150 clock hours of instruction provided during the regular school year or a minimum of 120 clock hours of instruction in summer school".

Page (or chapter and page) verified: \_\_\_\_\_

h. Transfer of Student Records/Data

- 1) Student attendance and academic records shall be current and accurate.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) Copies of student records shall be kept in a fire-resistant file cabinet.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The system of student reporting shall be clear and in accord with normal educational record-keeping procedures.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) Transfer of student records shall follow state educational guidelines.

Page (or chapter and page) verified: \_\_\_\_\_

- 5) An accredited school which ceases operation shall place student academic and attendance records in the office of the appropriate recipient as listed below. List "NA" for the options which do not apply.

Page (or chapter and page) verified: \_\_\_\_\_

- a) Such schools which are sponsored by a church or other religious ministry shall deposit their records with the office of the religious ministry. If the religious ministry ceases operation, one of the other options should be followed.

Page (or chapter and page) verified: \_\_\_\_\_

- b) Such schools may deposit their records with another private school in the near vicinity.

Page (or chapter and page) verified: \_\_\_\_\_

- c) Such schools may deposit their records with the office of the GAPSAC organization of which they are a member.

Page (or chapter and page) verified: \_\_\_\_\_

i. Financial Records/Accounting

- 1) The financial resources and management of the school shall be such as to sustain an educational program consistent with its philosophy and objectives.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) Evidence of financial stability in the form of a Financial Statement shall be prepared annually and be available for review by the school's accrediting organization during evaluations or shall be submitted with the accrediting organization's annual report.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) Financial record keeping shall be in agreement with normally accepted professional accounting procedures.

Page (or chapter and page) verified: \_\_\_\_\_

j. Library/Media Center

- 1) The library/media center should provide current, adequate reference print and non-print materials and access to instructional technology for the needs of the students.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) The library shall have a minimum of one thousand usable and acceptable volumes or ten volumes per student, whichever is greater. In lieu of this requirement, the students shall have ready access to a community library which meets library needs of the school.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) Books and materials shall be properly catalogued.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) The library shall be covered by adequate and appropriate staff and shall have sufficient hours of accessibility by the students.

Page (or chapter and page) verified: \_\_\_\_\_

- 5) Students shall be given instructions regarding use of the library.

Page (or chapter and page) verified: \_\_\_\_\_

- 6) In clear realization of the increasing need of students to have computer skills in acquiring information, the school should implement and follow a plan to provide computers sufficient in number to give students instruction in accessing the Internet.

Page (or chapter and page) verified: \_\_\_\_\_

- 7) Internet use and access should be governed by the school in accord with the school's philosophy and objectives.

Page (or chapter and page) verified: \_\_\_\_\_



- 8) Each school shall spend a minimum of \$30 per student or \$500 per year on library/media center materials (whichever is less).

Page (or chapter and page) verified: \_\_\_\_\_

k. Health and Safety

- 1) Supervision, health, and safety standards shall be implemented to insure the well-being of all students.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) Instructional staff shall be trained in first-aid, CPR, and bloodborne pathogens procedures.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) The school shall comply with state requirements for immunizations, health screening, and medication administration.

Page (or chapter and page) verified: \_\_\_\_\_

- 4) The school shall meet all applicable local, state, and federal laws relating to fire protection, safety, sanitation, and health.

Page (or chapter and page) verified: \_\_\_\_\_

- 5) Evidence of evacuation drills and emergency procedures must be evident.

Page (or chapter and page) verified: \_\_\_\_\_

- 6) The school buildings shall comply with local and state zoning, structural, and fire codes.

Page (or chapter and page) verified: \_\_\_\_\_

- 7) The school shall maintain a current file related to asbestos inspections and in compliance with the AHERA law.

Page (or chapter and page) verified: \_\_\_\_\_

l. Non-Discriminatory Policies

- 1) The school shall issue statements of nondiscrimination, stating that it does not discriminate on the basis of race, color, national, or ethnic origin.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) The school shall be in compliance with federal and state laws related to nondiscrimination on the basis of race, color, national, or ethnic origin.

Page (or chapter and page) verified: \_\_\_\_\_

m. Compliance with State Laws and Regulations

Accreditation standards shall require each school to be in compliance with state laws and regulations related to all aspects of the educational process including the Georgia compulsory attendance law.

Page (or chapter and page) verified: \_\_\_\_\_

n. Accreditation Procedures

The procedure established by an accrediting member for a school to achieve accredited status must include the following:

- 1) Self-study: The school's self evaluation process prior to evaluation by a Visiting Committee.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) Visiting Committee: A committee of educators will visit the school and develop a report based on the self-study and the standards of the accrediting organization of which it is a member.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) Accreditation Status: On the basis of the Visiting Committee Report, the school is granted (or not granted) accredited status for a given period (not to exceed 10 years).

Page (or chapter and page) verified: \_\_\_\_\_

- 4) Periodic Reports: An ongoing program of improvement, to include renewal of accredited status, is conducted by accredited schools. These improvements may be documented by reports, on-site visits, or periodic reviews.

Page (or chapter and page) verified: \_\_\_\_\_

o. Required Standardized Testing

- 1) Nationally standardized testing shall be required on an annual basis in selected grades. Identifiable individual student test results

should not be included in standardized testing reports to the accrediting organization nor the Application to GACSAC.

Page (or chapter and page) verified: \_\_\_\_\_

- 2) Reports of such tests shall be made available to parents.

Page (or chapter and page) verified: \_\_\_\_\_

- 3) Reports of this testing shall be included in the annual report to the accrediting organization to which the school belongs.

Page (or chapter and page) verified: \_\_\_\_\_

p. School Existence Prior to Eligibility for Accreditation

No member school shall be eligible for accreditation until it has been in existence for a minimum of three years for each grade to be accredited.

Page (or chapter and page) verified: \_\_\_\_\_

q. Annual Reporting Process

The development and maintenance of an annual reporting process for member schools is required.

Page (or chapter and page) verified: \_\_\_\_\_

r. Self-Study

Member schools shall be required to perform a self-study at regular intervals (at least every ten years), the self-study to be followed and evaluated with an on-site visit by a team of educators. Both self-study and visiting committee reports must be in written form.

Page (or chapter and page) verified: \_\_\_\_\_

s. Training for Self-Study Committee Members

Provision shall be made by the organization for adequate training of persons involved in the self-study and visitation process.

Page (or chapter and page) verified: \_\_\_\_\_

2. Copy of Documents: (Samples of typical documents required by the organization)
  - a. School self-study report \_\_\_\_\_
  - b. Visiting Committee report \_\_\_\_\_
  - c. School follow-up report/improvement plan:  
Annual \_\_\_\_\_  
Mid-cycle (where appropriate) \_\_\_\_\_
3. Copy of accreditation certificate \_\_\_\_\_

**REVIEW COMMITTEE COMMENTS (Use additional pages if necessary):**