

# NATIONAL ASSOCIATION OF PRIVATE SCHOOLS

## POLICIES AND PROCEDURES MANUAL

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### **FORWARD**

Each year, Christian schools are asked this question, "Are you an accredited school?" This question will become more important in the next few years due to the major changes taking place in the Educational System and the voucher programs being proposed by State and Federal governments.

National Association of Private Schools has been organized in order that Private and Christian schools give an affirmative answer to the question of accreditation. Accredited status is earned through academic, technical, and overall excellence. An experienced educational peer group evaluates each school; professional educators who appreciate and understand the uniqueness of your educational program and ministry.

Schools earning accreditation through National Association of Private Schools will appreciate the attainment of status and recognition. Accreditation is a tribute to the fact that the staff and faculty of your school are effectively motivating students and operating a high quality educational program.

In the Private School sector accreditation is optional. However, many schools have seen the need for this status and have asked for a specialized accreditation program; a program geared to the Private School. They see this recognition as both a necessity and an advantage to their school. Community and Constituency will appreciate this commitment to excellence.

### **INFORMATION**

#### **National Association of Private Schools**

The National Association of Private Schools is an association of Private Schools and Educators organized to assist Private and Christian Schools establish third-party witness to the credibility of their performance.

### **STANDARDS**

Standards will be qualitative, in contrast to quantitative. That is, approval will be determined more by the quality of achievement than by the number of tools used in the process.

### **ACHIEVEMENT**

Measurements of achievement will be made by educational and spiritual peers: professional educators who are also members of the family of faith...the kind of people whose approval a Christian school seeks. Although there is often no relevance in the judgments of one who is alien to a system, there is relevance in the approval of one's peers. Inasmuch as peers will make possible, on-site visits or evaluations most closely related, both philosophically and geographically.

### **ACCREDITATION**

NAPS accreditation will be largely determined by a comparison between a school's published claims and its actual achievements: truth-in-packaging so-to-speak. For instance, if a school claims to produce one year of academic growth in each student, there should be documents on file to prove that result. "Does the school accomplish what it promises?" This will be the polar star of the NAPS inquiry. Each school, upon receiving their accreditation, may be asked to evaluate other schools by on-site evaluation.

### **AFFILIATION**

NAPS will, at the appropriate time, cooperate with other agencies whose affiliation would be beneficial to our common purpose. NAPS will be listed in Harrisburg and in other trans-national agencies already in operation.

## **DOCTRINAL STATEMENT**

Member Schools and Accredited Schools must subscribe to the following in faith and practice.

1. God is the eternal Creator, Sustainer, and Provider of all things. He created the universe, man and all things in it.
2. Jesus Christ is the only-begotten, virgin-born Son of God; He lived a sinless life, shed His blood for our sin, rose from the grave, ascended into heaven, and will return to the earth. He is the Lord and only Mediator, our Savior.
3. The Holy Spirit convicts of sin, righteousness and judgment; in believers he affects the new birth, indwells, fills, empowers, instructs and guides.
4. Salvation is God's Grace received through personal faith in the Lord Jesus Christ.
5. All men will be resurrected in the body; the saved unto life; and the lost unto damnation.
6. Believers have spiritual unity in the Lord Jesus Christ.
7. The Bible is the inspired, only infallible, authoritative preserved Word of God.

## **ORGANIZATIONAL SCOPE AND PURPOSE**

The National Association of Private Schools was established to recognize Educational Institutions which have achieved a level of excellence and expertise and have established a credible reputation in the educational community. Each accredited member school's basic educational program must be consistent with academic success. Accreditation standards must be met on a yearly basis.

## **SCHOOLS APPLYING FOR MEMBERSHIP**

**(Schools that desire membership but not accreditation)**

### **Steps when applying for membership with the National Association of Private Schools**

On the Home Page of: [www.napsaccreditation.com](http://www.napsaccreditation.com) , click on the "About NAPS" Tab" located on the top location bar.

- Carefully read the information found on this informational page of the association.

To learn of the requirements and procedure for membership:

- Click on the "Getting Started" button and review the Policies and Procedures.
- After you review the site, you can click on and print the "Membership Application".
- The Membership Application lists the items needed to be sent to the Association for review.
- Place the needed items, along with your application fee in a Priority Envelope.
- Send the package to the National Association of Private Schools.

Upon receiving your school Membership, your school will receive:

- One Member Certificate, for display
- Your school will be listed on the National Association of Private Schools Website.
- Use of the statement:  
"Member of the National Association of Private Schools"  
or  
"National Association of Private Schools Member"

### **SCHOOL MEMBERSHIP FEES**

Application and Membership Fee: \$ 95.00 (Due with Application)  
Certificate Fee: \$ 30.00 (Due upon Membership)

### **OTHER FEES**

Annual Membership Renewal Fee: \$95.00 (Annually following first school year of Membership)  
Late Fee: \$35.00 ( Late payment charge)

## **SCHOOLS APPLYING FOR ACCREDITATION**

### **Steps when applying for accreditation with the National Association of Private Schools**

On the Home Page, of [www.napsaccreditation.com](http://www.napsaccreditation.com) , click on the "About NAPS" Tab" located on the top location bar.

- Carefully read the information found on this informational page of the association.

To learn of the requirements and procedure for accreditation:

- Click on the "Getting Started" button and review the Policies and Procedures.
- After you review the site, you can click on and print the "Accreditation Application".
- The Accreditation Application lists the items needed to be sent to the Association for review.
- Place the needed items in a three ring binder along with your application fee.
- Send the package to the National Association of Private Schools.

Upon receiving your school accreditation, your school will receive:

- One Accreditation Certificate, for display in our Accreditation Binder.
- A letter of accreditation for display.
- A Desk Plaque for your desk which shows your accreditation.
- Two N.A.P.S. Ink Pens for your Executive Staff.
- Your school will be listed on the National Association of Private Schools Website.
- Use of the N.A.P.S. Logo Accreditation Seal.
- Use of the statement:

"Accredited by the National Association of Private Schools"  
or  
"National Association of Private Schools Accredited"

Please call us if you have questions at our Toll Free Number 877-749-1807 Central Standard Time from 10 AM-5 PM.

### **ACCREDITATION PROCEDURE**

After a school submits an Application with required enclosures,

- An accreditation review will be conducted by the National Association of Private Schools.
- When the School Evaluation File is complete and accreditation is approved, the school will become an Accredited Member.
- Accreditation reviews will be updated every year; or after any major change in the member school's administration.
- After a school completes an Application (with required enclosures), an on-site visit may be scheduled. Schools desiring an on-site visit will be charged \$500.00 plus expenses for the visiting team.

### **SCHOOL ACCREDITATION FEES**

Application Fee: \$195.00 (Due with application)  
Accreditation Fee: \$495.00 (Due upon accreditation)  
Certificate Fee: \$ 30.00 (Due upon accreditation)

### **OTHER FEES**

Annual Accreditation Renewal Fee: \$195.00 (Annually following first school year of accreditation)  
Late Fee: \$ 35.00 ( Late payment charge)

## **REQUIREMENTS OF ACCREDITATION**

### **EDUCATIONAL PHILOSOPHY AND MISSION**

The schools educational philosophy and mission must hold to the belief, instruction and practice of traditional Biblical values and basic educational skills. These are central in helping a child to learn respect for the qualities of life needed to attain true success and to be a productive citizen of the United States.

### **CONFIRMATION OF CREDIBILITY**

Confirmation of Credibility is to be provided by each school by sending a full presentation of required topics, which prove the school's educational credentials and credibility. Required items of certification are presented in the school's three ring Accreditation Binder.

### **EDUCATIONAL COMMITMENT**

The educational institution holds to its desire to meet the traditional basic state and national course guidelines for education in the United States. The educational philosophy and course presentation of the school must not counter Biblical teachings and moral values.

### **ADMINISTRATION AND STAFF**

The administration and staff holds to professional ethics and the educational expectations of those they serve. All administrators and educational staff personnel must have degrees or been trained and hold some certification from an educational training agency such as the curriculum company used by the school.

### **BUSINESS PRACTICE**

Member and Accredited Schools must hold to the Golden Rule in Professional Ethics, Financial Policies, and Customer Relations in the conduct and operation of the school program.

### **INTERNAL ACCREDITATION STUDY REVIEW**

Upon accreditation, each year, the school must submit the Internal Accreditation Study questionnaire for yearly review and accreditation. The school must also maintain the updated Accreditation Binder, which was required at the time of accreditation for review at any time.

### **SCHOOL ACCREDITATION FILE**

Accredited schools will maintain an Accreditation File with documentation proving:

- Compliance with the laws applicable to them (and accepted by their peers).
- Academic achievements promised and produced.
- Yearly re-affirmation of the above.

### **ACCREDITATION AGREEMENT**

The Board of Directors or Educational Institution Owner thoroughly reads the National Association of Private Schools Policies and Procedures along with accompanying Documents and agrees to abide by said Policies, Procedures and Documents as presented by the National Association of Private Schools.

### **ACCREDITATION ANNUAL RENEWAL**

Upon accreditation, each year, the school must maintain accreditation by meeting requirements for accreditation and submission of the yearly renewal fees. A late fee of \$35.00 will be charged for late payments.

## **EDUCATIONAL CERTIFICATION REQUIREMENTS**

### **CONFIRMATION OF CREDIBILITY**

The following items are to be submitted to confirm the credibility of the school institution applying for accreditation:

- \_\_\_ Educational Philosophy and Mission Statement
- \_\_\_ Educational Certification Overview  
(Business Status, Educational Offerings, Staff Qualifications, and Credible Information)
- \_\_\_ Institution letterhead and envelope
- \_\_\_ Copy of the institutional registration if registered
- \_\_\_ Copy of diplomas or certificates of training of the staff
- \_\_\_ Institutional brochure and enrollment information
- \_\_\_ Information on the institutional educational program
- \_\_\_ Institutional policies and procedures
- \_\_\_ Institutional course requirements for graduation
- \_\_\_ List of items required for student cumulative folders
- \_\_\_ Copy of a student's transcript
- \_\_\_ Copy of the high school diploma issued to students
- \_\_\_ Photographs of the building, educational and office facilities
- \_\_\_ Seven letters of recommendation for accreditation  
(2) Business, (2) Educator, and (3) Parent references
- \_\_\_ Copy of the Institution Accreditation Self Evaluation Checklist
- \_\_\_ List of all curriculums used by the educational institution

(Catalogs with scope and sequence may be requested if curriculum is other than N.A.P.S. approved curriculums)

### **SCHOOL SITE SELF EVALUATION COMPONENTS**

#### **FACILITIES**

- \_\_\_ Professional Appearance
- \_\_\_ Cleanliness
- \_\_\_ Organization
- \_\_\_ Atmosphere

#### **STAFF**

- \_\_\_ Appearance
- \_\_\_ Professionalism
- \_\_\_ Discipline
- \_\_\_ Attitude

#### **SPRITUAL EMPHASIS**

- \_\_\_ Leadership
- \_\_\_ Emphasis on Biblical Principles and Values
- \_\_\_ Devotional Program

#### **STUDENTS**

- \_\_\_ Appearance and Dress Code
- \_\_\_ Attitude and Character
- \_\_\_ Orderliness and Commitment
- \_\_\_ Achievement

#### **ACADEMIC PROGRAM**

- \_\_\_ Curriculum
- \_\_\_ Instructional Method
- \_\_\_ Educational Outcomes
- \_\_\_ Academic Competency

#### **BUSINESS PRACTICE**

- \_\_\_ Professional Ethics
- \_\_\_ Financial Policies
- \_\_\_ Customer Relations

## **REQUIREMENTS FOR ISSUING HIGH SCHOOL CREDITS**

The National Association of Private Schools was established to recognize Educational Institutions which have achieved a level of excellence and expertise and have established a credible reputation in the educational community.

Each candidate school for accreditation and accredited member school's basic educational program must be consistent with traditional academic expectations of the educational community. In order to be accredited with the association, schools must:

- Comply with the local and state laws where the school is located.
- Develop a course of study for each student that will comply with the laws of the state in which the school resides. The course of study must comply with the established traditional educational expectations of the educational community.
- Instruction or presentation of core curriculum must be equivalent to one and two semesters of a school year for each school year as offered in Christian, Private and Public Schools.
- Core curriculum must include: Math, English, Science, Social Studies and other electives that will make up the course of study required for graduation in the state where the school resides.
- Credit for coursework must follow scope and sequence with reputable textbooks, work texts or computerized presentations designed for credit for the courses offered.
- Course credit will not be recognized for completion of certain chapters of course materials for multiple course titles or testing for course credit apart from actual completion of credible coursework.
- Course completion, testing, grading, and presentation of credit for core curriculum must be accomplished by traditional methodology.
- Credit requirements for graduation from High School must comply with the course offering requirements of the state in which the school resides.
- The educational philosophy and course presentation of the school must not counter Biblical Teachings and Moral Values.

Accreditation standards must be met on a yearly basis. The National Association of Private Schools reserves the right to withdraw membership or accreditation from any member, member school, or accredited school that departs from the scope, purpose or requirements of the association.

The word accredit is related to the same root word as credible, or believable. An accredited institution therefore is one that can be believed. It has earned the approval of those who know it. Accreditation means: This institution is fulfilling its stated purpose with integrity and excellence.

**NATIONAL ASSOCIATION OF PRIVATE SCHOOLS**

## **GENERAL GUIDELINES**

### **NEW SCHOOL ACCREDITATION**

The accreditation committee must approve schools for accreditation. Schools may apply for accreditation during their first year of operation. However such schools will not receive accreditation until after the completion of the first year of operation.

### **WITHDRAWAL OF MEMBERSHIP OR ACCREDITATION**

The National Association of Private Schools reserves the right to withdraw membership or accreditation from any member, member school, or accredited school that misrepresents itself or fails to comply with the requirements or purpose of the association and/or does not exhibit professional ethics and/or principles.

### **PROCEDURE FOR APPEAL TO THE ASSOCIATION**

When in the course of appealing a decision of the association for denial, withholding or withdrawal of a certification, membership, accreditation, seal or stamp, the following process is to be followed.

- The appeal must be made in writing,
- The written appeal will be considered by the appeals committee,
- The committee will notify the school of the final decision, and
- The decision of the committee will be accepted without recourse.

### **CHANGE OR MODIFICATION OF REQUIREMENTS**

When changing or modifying requirements for association certification, membership or accreditation, the association will consult with legal council familiar with association law prior to such action. Unanimous consent is required by the Board to change accreditation requirements. Rules or organizational changes may be made by a majority vote of the Executive Board.

### **MEMBER AND ACCREDITED SCHOOL RELATIONSHIP**

The National Association of Private Schools exists;

(1) to promote, recognize and encourage educational programs holding to a Judeo Christian moral value system and encourage a traditional family values philosophy of education,

(2) assist organizations, private schools and other institutions by providing educational resources and services for the benefit and promotion of Judeo Christian morals and traditional family values and

(3) to help ensure the maintenance of such values and standards which promote excellence in education through membership, awards, certification and accreditation and to perform any and all lawful purposes.

The National Association of Private Schools does not involve itself in the internal affairs, interpersonal conflicts or litigation between parties associated with member or accredited schools. The Association is not liable for actions, policies, negligence, or any illegal, unethical or immoral conduct resulting in legal action taken against a member or accredited school.

### **SCHOOL HANDBOOK**

**Note:** The following statements concerning school transfers and college entrance should be included in the accredited school's handbook.

#### **• TRANSFERS TO STATE OR REGIONALLY ACCREDITED SCHOOLS**

The National Association of Private Schools is an independent accreditation agency nonaffiliated with any state, secular or regional accrediting agencies. If a student chooses to re-enter a state or regionally accredited public or private school, the receiving school may choose to test the student to determine if he/she should be placed in the desired grade level or if certain credits may be transferred. Although the vast majority of Public and Private Schools are cooperative concerning transferring credits from Private Schools accredited by the National Association of Private Schools, they are not required by law to automatically accept credits from any school.

- **POST SECONDARY SCHOOL STUDENT ADMISSION**

- Private Career Colleges, Public Colleges and Universities**

- Students who graduate from NAPS accredited schools, providing they have the proper academic credentials, testing and transcripts have entered: (1) Colleges and Universities, including Community, Regional, Private and State colleges and Technical Schools, (2) Military Services, (3) Church and Educational Ministries, (4) Business Ownership and the Work Place.

- HIGH SCHOOL DIPLOMA VALIDATION**

- Because of the new FASFA rules (Federal Student Aid) for Colleges and Universities, It has become increasingly important for Private Colleges, Colleges and Universities to be assured that Federal money going for Student Aid through College Loans and Pell Grants are from valid High School and Home School Programs.

When admitting a student from a Secondary School Program, the College looks to see if a school or school accreditation is on an approved Department of Education list. If not, the Educational Institution is to validate the Graduation Diploma by certain established criteria located in the Federal Student Aid Handbook issued by the Federal Department of Education. Because the National Association of Private Schools Accredited Schools in most cases are not accredited by a government accreditation, the schools diploma in some cases may need validation by the Post-Secondary Institution before admission of the student can be approved.

## **N.A.P.S. ORGANIZATIONAL STRUCTURE**

### **BOARD OF DIRECTORS**

The Board of Directors is the voting body of the National Association of Private Schools. The Board of Directors may elect or appoint such offices or persons as needed to conduct the business of the organization. In the case of a resignation or vacancy in an organizational office, the Board majority may elect a new Officer or Board Member.

### **ADVISORY COUNCIL**

The Advisory Council is the Legal and Professional support arm of the National Association of Private Schools. The Executive Board appoints the Advisory Counsel.

### **ACCREDITATION COUNCIL**

Charter Members are held to be members of the Accreditation Council and such qualified individuals as may from time to time be appointed. The Accreditation Council's function is advisory to the Executive Board.

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