



NAPS

National Association of Private Schools



This reference manual will guide schools through the steps of accreditation. As well as, give a reference and explanation for the policies of National Association of Private Schools.

POLICIES AND PROCEDURES MANUAL



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National Association of Private Schools

Table of Contents

FORWARD	2
INFORMATION FOR SCHOOLS SEEKING NAPS ACCREDITATION	3
MISSION STATEMENT	3
STATEMENT OF FAITH	3
SCOPE AND PURPOSE	3
STANDARDS FOR ACCREDITATION	4
PROCEDURES FOR ACCREDITATION	5
APPLYING FOR ACCREDITATION	5
ACCREDITATION REVIEW	5
NOTIFICATION OF RECOMMENDATION	5
NOTIFICATION OF ACCREDITATION	6
ANNUAL VERIFICATION FOR ACCREDITED SCHOOLS	6
SCHEDULE OF FEES	6
POLICIES AND REQUIREMENTS FOR ACCREDITATION	7
FORMS FOR ACCREDITATION	11
SELF-EVALUATION FORM	11
CONFIRMATION OF CREDIBILITY FORM	12
IMPORTANT INFORMATION FOR ACCREDITED SCHOOLS	21
TRANSFERS TO STATE AND REGIONALLY ACCREDITED SCHOOLS	21
COLLEGES AND UNIVERSITIES ADMISSIONS	21
HIGH SCHOOL DIPLOMA VERIFICATION FOR FASFA	21
SCHOOL HANDBOOK INSERTIONS	22
TRANSFERS TO STATE ACCREDITED SCHOOLS	22
COLLEGE ADMISSIONS	22
NAPS ORGANIZATIONAL STRUCTURE	22



NAPS

National Association of Private Schools

POLICIES AND PROCEDURES MANUAL

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 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 each educational program and ministry will evaluate your school.

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.

As you are probably aware, 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 that is geared to private Christian schools. This recognition, as both a necessity and an advantage, helps to lift their school in recognition of its achievements. Community and constituency will appreciate this commitment to excellence. To this end, NAPS is committed to helping your school receive the recognition it deserves.

Please, do not hesitate to call the association office with any question. The office hours are 10 a.m. to 5 p.m. CST, Monday – Friday. The office phone is (877) 749-1807.



Marvin L. Reynolds, M.Ed.
Executive Director



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National Association of Private Schools

INFORMATION FOR SCHOOLS SEEKING NAPS ACCREDITATION

MISSION STATEMENT

National Association of Private Schools is an association of private schools and educators organized to assist private and Christian schools in establishing a third-party witness to the credibility of their performance.

STATEMENT OF FAITH

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 and shed His blood for our sin. He rose from the grave, ascended into heaven, and will return to the earth. He is the Lord, only Mediator, and the only Savior.
3. The Holy Spirit convicts of sin, righteousness and judgment; in believers he affects the new birth, indwells, fills, empowers, instructs, guides, and bestows gifts.
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 will be resurrected unto life eternal; and the lost unto eternal damnation.
6. Believers have spiritual unity in the Lord Jesus Christ.
7. The Bible is the only, inspired, infallible, authoritative, preserved Word of God.

SCOPE AND PURPOSE

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 school's basic educational program must be consistent with academic success. Accreditation standards must be met on a yearly basis.



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National Association of Private Schools

STANDARDS FOR ACCREDITATION

Each accredited school must be consistent with traditional academic expectations of the educational community. To earn the accreditation seal from National Association of Private Schools, a school must adhere to the following standards:

Standard 1 Educational Philosophy and Mission

The school's educational philosophy and mission must hold to the belief, instruction and practice of traditional Biblical values and basic educational skills. These values and skills 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.

Standard 2 Academic Requirement

The school has developed 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 and follow the scope and sequence of the school's chosen curriculum.

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.

Standard 3 Staff Requirement

The administration and staff hold to professional ethics and the educational expectations of those they serve. All administrators and educational staff personnel must have degrees or have been trained and hold some certification from an educational training agency. Educational training agencies may include a curriculum company, if that curriculum is being utilized in the school.

Standard 4 Accreditation Folder

Accredited schools will maintain an Accreditation Folder with documentation proving:

- Compliance with the laws applicable to the school
- Compliance with the association policies and procedures
- Academic achievements and school improvement plan
- Yearly reaffirmation of the standards of accreditation through the annual school verification

Standard 5 Financial Requirement

Accredited schools will maintain financial records and be in financial compliance with local, state and national requirements and prepare an annual budget. In addition, the school must have proof of financial viability.

Standard 6 School Records

The administration will keep and maintain all essential student grades, provide grade reports and transcripts of credits earned by the students. All student records must be maintained in a digital format with an off-site backup. The school will provide to the association the name and address of the successor custodian of institution's student records.

Standard 7 School Relations

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.



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PROCEDURES FOR ACCREDITATION

APPLYING FOR ACCREDITATION

Steps for schools applying for accreditation with National Association of Private Schools

From the "Home" page of NAPS' website, navigate to the "Getting Started" page located on the main menu at www.napsschools.org.

- On the "Getting Started" page, open, download, and carefully read the "Policies and Procedures Manual". Review the requirements and procedures for accreditation. Pay particular attention to the Standards for Accreditation, the Statement of Faith, and the Procedures for Issuing High School Credits.
- Review the NAPS "Policies and Procedures Manual", complete the "Accreditation Application" online.
- Begin the Self-Study. (Candidacy Status)
- Gather and organize the evidences, artifacts, documents, and completed Confirmation of Credibility Form. Evidences, documents, and artifacts may be placed in a shared Google folder that will be setup by the NAPS staff and shared with you and/or any of your staff, as you deem necessary. (Candidacy Status)

Submit the evidences and the accreditation review begins. (Candidacy Status)

ACCREDITATION REVIEW

NAPS accreditation review committee scrutinizes the documents, evidences, and artifacts that are submitted with the Confirmation of Credibility form. This process will largely determine that a school's published claims are corresponding to its program and actual achievements and that the school is meeting the Standards of Accreditation of NAPS.

NOTIFICATION OF RECOMMENDATION

When the review by the accreditation committee is completed, the school will be notified as to the recommendation that will be made to the Board of Directors at the Annual Board Meeting. If the school will be recommended to the NAPS Board for accreditation, the Evaluation Accreditation Fee will be due. If the school will not be recommended to the NAPS Board for accreditation, the reason(s) for denial will be sent to the school administrator.



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NOTIFICATION OF ACCREDITATION

Upon approval by the Board of Directors at the Annual Board Meeting, which is held in June, the school will receive the Notification of Accreditation which contains:

- One Accreditation Certificate in a decorative display cover.
- A letter of accreditation for display.
- A Desk Plaque which displays the NAPS accreditation.
- The 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"

ANNUAL VERIFICATION PROCEDURES FOR ACCREDITED SCHOOLS

Accreditation reviews will be updated every year during the Annual Verification Period or after any major change in the member school's program or administration.

SCHEDULE OF FEES

Application Fee: \$250.00 (Due with application)

Accreditation Fee: \$650.00 (Due with submission of evidences and artifacts)

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

Late Fee: \$35.00 (Late payment charge)

Relinquishment of Accreditation Policy: Accreditation is relinquished if payment and late fees are not received within four months of the due date and reinstatement must be paid after that date.

Reinstatement Fee: \$150.00 (After accreditation is relinquished, in order to be reinstated, a school must pay the Accreditation Renewal Fee, the Late Fee, and the Reinstatement Fee or \$380.00)

Non-Reinstatement Policy: A school may not be reinstated after eight months, if fees are not paid.



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POLICIES AND REQUIREMENTS FOR ACCREDITATION

EDUCATIONAL PHILOSOPHY AND MISSION

The educational philosophy and mission of each NAPS accredited school must hold, in belief, in instruction and in practice, 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. The philosophy and mission statements of each NAPS accredited school must be apparent and clearly stated on all websites, brochures, marketing materials, and handbooks.

CONFIRMATION OF CREDIBILITY

Confirmation of Credibility is to be provided by each school by sending a full presentation of required topics, which validate the school's educational credentials and credibility. Required items of certification are presented by documentation, evidences, and artifacts, which are submitted by a shared Google folder, shared Dropbox folder, thumb-drive, or three-ring binder.

EDUCATIONAL COMMITMENT

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

ADMINISTRATION AND STAFF

The administration and staff must hold to professional ethics and the educational expectations of those they serve. It is essential for all administrators and educational staff personnel to have degrees or have been trained and hold some certification from an educational training agency. Some curriculum companies will provide training for the school staff.

BUSINESS PRACTICE

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.

SCHOOL ACCREDITATION FOLDER

Accredited schools will maintain an Accreditation Folder with documentation proving:

- Compliance with the laws applicable to the school
- Compliance with the association policies and procedures
- Changes that have been made in the school's philosophy, organization, staff, policies, and procedures
- Academic achievements and school improvement plan
- Copies of the results of staff members' background checks
- Yearly reaffirmation of policies compliance through the annual school verification form

ACCREDITATION AGREEMENT

The School's Board of Directors, Partners, or Owner must thoroughly read NAPS Policies and Procedures Manual and agree with the Statement of Faith, as well as agree to abide by said policies and procedures as presented by National Association of Private Schools.



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ANNUAL VERIFICATION FORM

Upon accreditation, each year, schools must submit the annual renewal fee and the Annual Verification Form for review and accreditation during the Annual Verification Period. The school must also maintain the updated Accreditation Folder with any changes to the school's philosophy, organization, staff, and procedures. 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 accredited school that departs from the scope, purpose or requirements of the association.

EMPLOYMENT OF STAFF

Schools accredited by the association shall not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a school district of the accredited schools state of location. Background checks are required for staff which are directly involved with children.

COURSE REQUIREMENT FOR ENTERING SENIORS

Students entering an accredited school for the senior year must be required to complete at least 10% of the required school course credits for graduation or three full year courses, whichever is the least amount. These courses may include Bible courses or additional electives. Schools may not issue diplomas solely based on another school's credits.

SCHOOL RELATIONSHIP TO NAPS

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

National Association of Private Schools does not involve itself in the internal affairs, interpersonal conflicts or litigation between parties associated with candidate 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 candidate or accredited school.

NEW SCHOOL ACCREDITATION

Schools may apply for accreditation during their first year of operation. However, such schools will remain in "Candidacy" status and will not receive accreditation until after the completion of the first year of operation.

WITHDRAWAL OF MEMBERSHIP OR ACCREDITATION

National Association of Private Schools reserves the right to withdraw accreditation from any 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

If an accreditation denial, accreditation withholding, or accreditation withdrawal decision is appealed, the following process is to be followed.

- The appeal must be made in writing within 30 days, and
- The written appeal will be considered by the appeals committee, and
- The committee will notify the school of the final decision, and
- The decision of the committee will be accepted without recourse.

All appeals are heard at the Annual Board of Directors Meeting, which is held in June of each year.



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National Association of Private Schools

DIPLOMA MILLS

National Association of Private Schools does not, and will not, accredit an institution that operates as a diploma mill. National Association of Private Schools only accredits schools that require coursework completion, graduation requirements, testing, grading, and presentation of credit for core curriculum to be accomplished by traditional methodology. Testing for credit is not an approved method of awarding high school credits.

Diploma mills are defined as follows:

A diploma mill offers, for a fee, a high school diploma used to represent that individuals have completed a program of secondary education as required by the state in which the institution resides. In most cases, little or no completion of educational coursework is required to obtain the high school diploma and, in some cases, only the completion of a battery of tests is the sole requirement to receive a diploma.

ISSUANCE OF HIGH SCHOOL CREDITS FOR GRADUATION

NAPS accredited schools must:

- Adopt credit requirements for graduation from high school in compliance with the requirements of the state in which the school resides.
- Develop a course of study that complies with the established traditional educational expectations of the educational community.
- The presentation and/or instruction of the 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 in general.
- 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 a 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. Students may not simply test for credit.
- Course completion, testing, grading, and presentation of credit for core curriculum must be accomplished by traditional methodology. Testing for credit is not an approved method of awarding high school credits.
- The educational philosophy and course presentation of the school must not counter Biblical Teachings and Moral Values.



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National Association of Private Schools

SCHOOL HANDBOOK INSERTIONS

NAPS recommends the following statements should be included in the accredited school's handbook and promotional materials. The statements are concerning school transfer students and college entrance.

1. Transfers to State Accredited Schools

National Association of Private Schools is an independent accreditation agency nonaffiliated with any state, secular or regional accreditation or accrediting agencies. Students entering back into a state accredited public school may be tested by the receiving public school to determine if he/she should be placed in the desired grade level, or if certain credits may be transferred to the receiving school. Public schools are not required to accept credits from schools not accredited by the state or regional accrediting agencies.

2. College Admission

National Association of Private School accredited school graduates are accepted at colleges and universities, providing they have the proper academic credentials, testing and transcripts. However, some colleges may wish to validate the high school diploma before admission of the student may be approved. Private colleges and on-line private colleges follow different policies for admission and may require other options for college admission.

EXCEPTION POLICY

NAPS reserves the right to make, or withhold, an exception in the NAPS policies and procedures for any institution concerning any policy or procedure and that exception is not meant as an exception in policy or procedure for any other institution.

CHANGE OR MODIFICATION OF REQUIREMENTS

NAPS reserves the right to modify the requirements for accreditation at any time with a unanimous consent by the Board of Directors. Organizational changes may be made by a majority vote of the Executive Board.

AFFILIATION

NAPS may, at the appropriate time, cooperate with other agencies whose affiliation would be beneficial to our common purpose.

EARLY CHILDHOOD SCHOOL STANDARDS (PRE-SCHOOL: Birth through PreK-4)

Each candidate school for accreditation and accredited school providing Pre-School Birth through PK-4 educational programs must utilize a traditional academic approach consistent with the expectations of the educational community. The institution which offers Pre-School must comply with National Association of Private Schools listed standards that are to be applied to the school's early childhood education.

The school will 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 follow the scope and sequence of the chosen Pre-School Birth through PK-4 curriculum.



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FORMS FOR ACCREDITATION

SELF-EVALUATION FORM

FACILITIES

- Professional Appearance
- Cleanliness
- Organization
- Atmosphere

STUDENTS

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

STAFF

- Appearance
- Professionalism
- Discipline
- Attitude

ACADEMIC PROGRAM

- Curriculum
- Instructional Method
- Educational Outcomes
- Academic Competency

SPIRITUAL EMPHASIS

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

BUSINESS PRACTICE

- Professional Ethics
- Financial Policies
- Customer Relations

EVALUATION S = Satisfactory I = Needs Improvement U = Unsatisfactory

ACCREDITATION AGREEMENT: The Board of Directors or Educational Institution Owner has thoroughly read National Association of Private Schools Policies and Procedures Manual and agrees with the Statement of Faith and to abide by said Policies, Procedures as presented by National Association of Private Schools.

Chief Officer _____ **Date** _____



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CONFIRMATION OF CREDIBILITY

THE FOLLOWING ITEMS ARE TO BE SUBMITTED TO N.A.P.S. USING THE SHARED GOOGLE FOLDER THAT HAS BEEN SET UP FOR YOUR SCHOOL. THE PREFERRED FILE FORMAT IS PDF OR JPG .

- ___ 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 MANUAL (ADMINISTRATION MANUAL)
- ___ COPY OF THE STUDENT HANDBOOK
- ___ COPY OF THE STAFF HANDBOOK
- ___ 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 *
- ___ INSTITUTION'S ANNUAL BUDGET
- ___ INSTITUTION'S PROFIT/LOSS STATEMENT

* CATALOGS WITH SCOPE AND SEQUENCE MAY BE REQUESTED FROM YOUR SCHOOL BY N.A.P.S..

PLEASE PROVIDE THE FOLLOWING DEMOGRAPHICS OF THE SCHOOL:

1. THE NUMBER OF STUDENTS IN EACH GRADE.
2. A LIST WITH EACH STAFF MEMBER AND HIS/HER RESPONSIBILITIES.
3. A LIST THE NUMBER OF GRADUATES FOR EACH OF THE LAST THREE YEARS.

PLEASE RECORD THE SCHOOL'S DEMOGRAPHICS USING THE GOOGLE FORM BY CLICKING THIS LINK:

<https://docs.google.com/forms/d/1nhWfOu3BtwKNHo3k1Oqu1zs21OAAVfHVDpdRWoSCs8g/viewform>

INSTRUCTIONS: PLEASE ANSWER THE FOLLOWING QUESTIONS UTILIZING THE ONLINE GOOGLE FORM THAT WILL BE SUBMITTED TO THE NAPS EVALUATION TEAM.



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WHEN YOU HAVE FORMED YOUR STATEMENTS, CLICK THE LINK PROVIDED FOR EACH STANDARD AND POLICY.

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 1? STANDARD 1: EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT

Does the school's educational philosophy and mission hold to the belief, instruction and practice of traditional Biblical values and basic educational skills?

Are these values and skills 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?

How is standard #1 communicated to the community of stakeholders (Students, Staff, Parents, Board Members)?

EVIDENCES FOR STANDARD 1: Student Handbook, Staff Handbook, Board Meeting Minutes, Newsletters, Website

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 1, CLICK THIS LINK:

https://docs.google.com/forms/d/1hgBdXELb_H-aF0FGveG7UA2zYGS1vq-avZoNUUw3A-k/viewform

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 2?



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STANDARD 2: ACADEMIC REQUIREMENTS

Does the school have a course of study for each student that will comply with the laws of the state in which the school resides?

Does the course of study comply with the established traditional educational expectations of the educational community and follow the scope and sequence of the school's chosen curriculum?

How does the educational institution hold to its desire to meet the traditional basic state education requirements?

Is the school's presentation of core curriculum equivalent to one and two semesters of a school year for each school year as offered in Christian, Private and Public Schools?

Does the educational philosophy and course presentation of the school counter Biblical teachings and moral values?

How is Standard #2 communicated to the stakeholder community?

EVIDENCES FOR STANDARD 2: Curriculum overview, Course Offering, Detailed Scope and Sequence, Student Handbook, Policy and/or Procedures Manual, Website

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 2, CLICK THIS LINK:

https://docs.google.com/forms/d/1jFMtfWRqy3j2PIFwUFUm_X-bkoYwRAAYYqsTam202aQ/viewform



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HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 3? STANDARD 3: STAFF REQUIREMENTS

Does the administration and staff hold to professional ethics and educational expectations of the community of stakeholders?

Are all administrators and educational staff personnel holding degrees or training with some certification from an educational training agency?

How is Standard #3 communicated to the stakeholder community?

EVIDENCES FOR STANDARD 3: Staff Handbook, Staff Meeting Notes, Credentials, Certifications

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 3, CLICK THIS LINK:

https://docs.google.com/forms/d/111P1wXVSYMhEL_A7l28lkCprpxUO-6sh2FDjNMtqJ5I/viewform

HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 4?



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STANDARD 4: ACCREDITATION FOLDER

Has the school created an Accreditation Folder containing documentation proving compliance with local and state laws that are applicable to the school?

Does the Accreditation Folder contain documentation of compliance with N.A.P.S' policies and procedures?

Is there documentation of academic achievements of individual students, segments, and the entire school?

Is there documentation of a school improvement plan in the Accreditation Folder?

Are the school's annual reaffirmations of the standards of accreditation through the annual school verification form documented?

How is Standard #4 communicated to all responsible staff members?

EVIDENCES FOR STANDARD 4: Board Meeting Minutes, Staff Meeting Notes, Website

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 4, CLICK THIS LINK:

https://docs.google.com/forms/d/1T77KVUxSGQfw3p9Hf9YhHk44rtvXvKZI6unH_DY8zEc/viewform



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HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 5? STANDARD 5: FINANCIAL VIABILITY

Does the school maintain financial records that are in financial compliance with local, state and national requirements and does the school have a prepared annual budget?

Does the school have proof of financial viability?

How is Standard #5 communicated to the stakeholder community?

EVIDENCES FOR STANDARD 5: Board Meeting Minutes, Staff Meeting Notes, Budget, Income and Loss Statement

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 5, CLICK THIS LINK:

<https://docs.google.com/forms/d/1aRcO--S8e-enpBFmVSB5A59s205kx5I9XFuoJtsXAbg/viewform>



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HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 6? STANDARD 6: SCHOOL RECORDS

Does the school keep and maintain all essential student grades, providing grade reports and transcripts of credits earned by each student?

Are all student records maintained in a digital format with an off-site backup?

Has the school appointed a successor custodian of the school's records and provided NAPS the name and contact information?

How is Standard #6 communicated to the responsible staff members?

EVIDENCES FOR STANDARD 6: Copy of a Cumulative Student Folder, Procedures Manual

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 6, CLICK THIS LINK:

<https://docs.google.com/forms/d/1gjXwX3iRU7ewW7oOTkLwkHweJ-j1ldbr5mwy3CLJAM8/viewform>



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HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 7? STANDARD 7: SCHOOL RELATIONS

Does the school promote professionalism in its Code of Ethics, Financial Policies, and Customer Relations concerning the school's conduct and operation?

EVIDENCES FOR STANDARD 7: Testimonials from Parents, Educators, and the Business community.

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 7, CLICK THIS LINK:

<https://docs.google.com/forms/d/1wMAZ7o5NB8-t6-Dn41RpErS0a1ysj-pmg8tJbkn7rqs/viewform>



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IN ACCORDANCE WITH NAPS POLICIES, THE FOLLOW QUESTIONS MUST BE ANSWERED.

**HAS THE SCHOOL MET THE STATE AND LOCAL LEGAL REQUIREMENTS?
HAS THE SCHOOL MET THE STATE ACADEMIC REQUIREMENTS?**

NAPS POLICIES: LEGAL COMPLIANCE AND EDUCATION STANDARDS

Does the school comply with the local and state laws where the school is located?

EVIDENCES FOR LEGAL COMPLIANCE: Board Meeting Minutes, Legal Documents.

Does the course of study for each student comply with the laws of the state in which the school resides?

Does the school use established, traditional academics in accordance with the expectations of the educational community?

Does the school allow students to test for credit? Are courses completed in traditional methodology?

Are students allowed to fast-track?

EVIDENCES FOR LEGAL COMPLIANCE: Student Handbook, Policy Manual, Procedures Manual, Website.

WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR NAPS POLICIES, CLICK THIS LINK:

<https://docs.google.com/forms/d/e/1FAIpQLSc66f4GCpeyHiD-qmi2xclj8hOJM4aPXJhKFoll8nECBla3bg/viewform>



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IMPORTANT INFORMATION FOR ACCREDITED SCHOOLS

TRANSFERS TO STATE OR REGIONALLY ACCREDITED SCHOOLS

National Association of Private Schools is an independent accreditation agency nonaffiliated with any state, secular or regional accreditation or 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 National Association of Private Schools, they are not required by law to automatically accept credits from any school.

POST SECONDARY SCHOOL STUDENT ADMISSION (PUBLIC COLLEGES AND UNIVERSITIES AND PRIVATE CAREER COLLEGES)

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) businesses and the work place.

HIGH SCHOOL DIPLOMA VALIDATION FOR FAFSA

The FAFSA (Free Application for Federal Student Aid) is a form that can be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid. This form is now used by colleges and universities for issuance of state student aid and scholarships. FAFSA has become increasingly important for both public and private colleges and universities to assure that federal and state 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, a college determines 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 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. Private colleges and on-line private colleges follow different policies for admission and may require other options for college admission.



NAPS

National Association of Private Schools

NAPS ORGANIZATIONAL STRUCTURE

BOARD OF DIRECTORS

The Board of Directors is the voting body of 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.

EXECUTIVE BOARD

The Executive Board is composed of the officers of the corporation of National Association of Private Schools.

ADVISORY COUNCIL

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

BOARD OF ADVISORS

Administrators of Charter Member Schools are held to be members of the Board of Advisors. As such, these persons may be called upon for their expertise and advice. The Board of Advisor's function is advisory to the Executive Board.

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