



FLORIDA ASSOCIATION OF ACADEMIC NONPUBLIC SCHOOLS

INFORMATION HANDBOOK

**CONTAINING THE CHARTER, BYLAWS,
STANDARDS, MEMBERSHIP PROCESS,
APPLICATION FORMS and CODE OF ETHICS
OF THE ASSOCIATION**

March, 2019

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A. CURRENT MEMBER ASSOCIATIONS AND ACCREDITING ASSOCIATIONS

“NON-ACCREDITING MEMBER” ASSOCIATIONS:

Bilingual Schools Association (BISA)
Central Florida Episcopal Schools Association (CFESA)
Coalition of McKay Scholarship Schools
Episcopal Diocese of Florida
Episcopal Diocese of Southeast Florida
Diocese of Southwest Florida, Episcopal
Florida Coalition of Christian Private Schools Accreditation (FCCPSA)
Independent Schools of South Florida (ISSF)

“ACCREDITING MEMBER” ASSOCIATIONS:

Association of Christian Teachers and Schools (ACTS)
Association of Christian Schools International (ACSI)
Association of Independent Schools of Florida (AISF)
Christian Schools of Florida (CSF)
Church of God Association of Christian Schools (CGACS)
Council of Bilingual Schools (COBIS)
Florida Association of Christian Colleges and Schools (FACCS)
Florida Catholic Conference (FCC)
Florida Conference of Seventh-Day Adventist Schools
Florida Council of Independent Schools (FCIS)
Florida Kindergarten Council (FKC)
Florida League of Christian Schools (FLOCS)
Lutheran Schools: The Florida-Georgia District
National Independent Private Schools Association (NIPSA)

B. CHARTER

WHEREAS:

it is necessary to strengthen the communication and cooperation among the different types and groups of nonpublic schools;

the nation's heritage of pluralism makes it appropriate that we encourage vigorous diversity in education with the ultimate objective of enhancing the welfare of society in general;

the nonpublic schools of Florida need to be strengthened and expanded in order to furnish a realistic choice among types of schools for the children of Florida;

the public interest is well served by promoting nonpublic schools which maintain standards of education appropriate to their type of educational institution;

an efficient management of the educational dollars of the residents of Florida requires the full utilization of all existing and potential educational resources of the State;

the members of this Association have a need to share professional educational information and can improve their educational programs through such cooperative sharing, and;

the members of this Association are strongly concerned with the freedom to inculcate religious and spiritual values in the students under their jurisdiction,

NOW THEREFORE we, the undersigned organizations hereby associate ourselves together for the purpose of performing this cooperative Association for our mutual benefit and to promote the betterment of nonpublic education in the State of Florida.

ARTICLE I

Name

The name of this Association is "Florida Association of Academic Nonpublic Schools."

ARTICLE II

Place of Business

The principal place of business of FAANS is the office of the current president.

ARTICLE III

Duration

The existence of this Association shall be perpetual, or until dissolved by two-thirds vote of the directors.

ARTICLE IV

Nature of Association

This Association is being formed so that the accrediting and membership associations that are members of this Association will be better able to share professional information to their mutual betterment. FAANS will not concern itself with the internal affairs of any member association. Before any official position of FAANS is publicly expressed, a copy of said position will be submitted to each association. Thereafter, if any member association so directs, its dissent thereto shall be made known in such public statement.

ARTICLE V

Powers

The following powers may be exercised by the Directors and Officers of FAANS:

1. Require all member associations to file information at the Association's principal place of business and/or with the Association's Officers; this information will include but is not limited to a list of the member institutions of each such association, a copy of the association's Charter or Articles of Agreement, a copy of the association's Bylaws and a copy of the association's accreditation or membership regulations.
2. Organize and conduct conventions, workshops, conferences, and other meetings for the purpose of sharing professional information.
3. Represent the official position of FAANS concerning educational and relating matters to other school associations, governmental agencies and officials and other interested parties; and for this purpose they may employ one or more representatives to represent their views before these bodies.
4. Publish, as appropriate, a newsletter concerning educational matters.
5. Prepare, publish, and distribute a directory of all member schools.
6. Collect dues from the member associations and spend the dues in accordance with the above powers and in fulfillment of any other purpose which, although not herein-above specified, are reasonably related to the overall purposes of the organization.

ARTICLE VI

Membership

The membership of this Association will consist of the following Associations, which are believed to be the principal accrediting and membership associations for nonpublic secondary and elementary schools of the State of Florida as of the time of establishment of this Association.

Archdiocese of Miami (Catholic)
Association of Independent Schools of Florida, Inc.
Board of Regents of Parish and Diocesan Schools (Episcopal Diocese of Florida)
Bureau of Jewish Education
Diocese of Central Florida (Episcopal)
Diocese of Orlando (Catholic)
Diocese of St. Augustine (Catholic)
Diocese of Southeast Florida (Episcopal)
Diocese of Southwest Florida (Episcopal)
Florida-Alabama District, Lutheran Church, Missouri Synod
Florida Association of Christian Schools
Florida Catholic Conference
Florida Conference of Seventh Day Adventist Schools
Florida Council of Independent Schools
Florida-Georgia District, Lutheran Church, Missouri Synod
Florida Union of Christian Schools
National Association of Independent Schools
Southern Association of Colleges and Schools
Southern Association of Independent Schools

It is intended that only Associations which hold their member schools to established standards of educational performance are eligible to be members of the Association. The membership of any association in FAANS may be terminated at any time by majority vote of the Directors of this Association.

ARTICLE VII

Board of Directors

There shall be one representative from each member association on the Board of Directors and said representatives will ordinarily be the President, Chairman, or other designated person.

The Board of Directors shall establish the policies of FAANS for the guidance of the Officers who will actually administer the affairs of the Association. The Board of Directors shall be empowered to establish Bylaws to supplement this agreement of association.

A quorum in the Board of Directors shall consist of at least one Director from each of a majority of member associations.

There shall be no voting by Proxy.

Any member association shall have the right to send no more than four (4) observers to any meeting of the Board of Directors in addition to the representatives of said association.

The Directors at their annual meeting shall elect the Officers specified in Article VIII.

All Directors shall attend meetings of the Board of Directors at the expense of their own member association, rather than at the expense of FAANS. This shall apply not only to transportation and other direct expenses, but also to expenses of room and board whenever overnight travel is necessary.

The Directors shall have the powers to establish standing and special committees for purposes which they consider appropriate. Said committees shall not be limited in membership to members of the Board of Directors.

The Board of Directors may invite non-affiliated associations to be represented at meetings of the Board of Directors, but without vote.

ARTICLE VIII

Officers

1. The Officers of FAANS shall have two-year terms.
2. The **President** shall act for the Association within policies established by the Directors, shall execute and sign official documents, affix the Association seal on official documents as appropriate, shall express the official opinion of the Association on all matters, shall attend the meetings of similar professional educational associations as appropriate, shall appear before governmental agencies, and shall call meetings of the Association except as otherwise herein provided.
3. The **Vice President** shall take over the functions of the President when the President is unable to fulfill them, or when the President expressly delegates such functions to the Vice President.
4. The **Secretary** shall keep the minutes of all meetings of the board of Directors, shall maintain other records of the Association, and shall perform the customary duties of a Secretary.
5. The **Treasurer** shall collect dues and other receipts, shall pay bills with the consideration for any required procedures involving approval by the Board of Directors, and shall perform the other customary duties of a Treasurer.

6. Other officers may be established at the discretion of the Board of Directors.
7. Officers need not be representatives of member associations, but they may be. In either event, they will be Directors and have one vote in meetings of the Board of Directors.
8. There is no limitation on the service of consecutive terms by Officers.

ARTICLE IX

First Officers

The names and addresses of the first Officers of this Association, who shall serve until their successors are chosen in the first annual meeting are as follows:

President: Thomas A. Horkin, Jr., Executive Director, Florida Catholic Conference

Vice President: Donald Miller, Headmaster, Gulfstream School

Second Vice Presidents: Mrs. Marian Krutulis, President, Florida Council of Independent Schools; William J. McMillan, Headmaster, Pine Crest School; Horton C. Reed, Headmaster, Jacksonville Episcopal High School

Secretary: Charles O'Malley, Florida Catholic Conference

Treasurer: Roger Sikkenga, Headmaster, Ft. Lauderdale Christian School

This listing of Officers is subject to their acceptance. In the event that any designated Officer refuses the position, the Directors shall elect a replacement in their first meeting.

ARTICLE X

Dues

- A. The Board of Directors will assess dues which are payable within the fiscal year in accordance with whatever schedule is established by the Directors.
- B. The Board of Directors shall have the right at any time to levy additional dues because of extraordinary expenses or for other reasons. Such supplemental dues shall be payable on a date specified by the Directors. Any member association not having paid its dues within thirty (30) days after said date shall automatically be referred to the Board of Directors for review of its membership status in FAANS and such membership may be revoked at the discretion of the Directors.

ARTICLE XI

Annual Meeting

The annual meeting will take place primarily for the purpose of electing Officers. The annual meeting shall be called by the President, or as set forth above, by the Vice President, and shall be announced in writing to the member institutions at least one (1) month in advance of the meeting. However, this requirement may be waived by written consent of all of the Directors. Other meetings may be established on a regular basis by the Board of Directors. Special meetings may be called by the President or, under circumstances, by the Vice President or on the written notice of any three (3) Directors.

ARTICLE XII

Fiscal Year

The fiscal year of FAANS shall be September 1 until August 31.

ARTICLE XIII

Amendments

Amendments to the Charter shall be by two-thirds ($\frac{2}{3}$) vote of all of the Directors. The texts of proposed amendments shall be mailed to the Directors at least fifteen (15) days in advance of any meeting in which amendments are to be considered; appropriate reference in the minutes of a previous meeting shall constitute such notice. In the absence of appropriate advance written notice, amendments may be adopted only if all of the Directors sign a written waiver of such requirement.

ARTICLE XIV

Enactment and Original Directors

Each of the undersigned, being duly empowered to act on behalf of his or her association and having been elected or appointed as a Director by said Association, does hereby certify that his or her association subscribes to these Articles of Association and submits its check in the amount of \$200.00 to "Florida Association of Academic Nonpublic Schools" as its initial membership fee.

Archdiocese of Miami (Catholic), William McKeever, Superintendent of Schools
Association of Independent Schools of Florida, Inc., Glenn A. Scott, President
Board of Regents of Parish and Diocesan Schools (Episcopal Diocese of Florida)
Bureau of Jewish Education
Diocese of Central Florida (Episcopal), The Reverend E. F. Holloway, Chairman
Diocese of Orlando (Catholic), Richard T. Corrado, Superintendent of Education
Diocese of St. Augustine (Catholic), Sister Mary Venard, Assistant Superintendent of Schools
Diocese of St. Petersburg (Catholic), Jerome Diffley, Associate Superintendent of Schools
Diocese of Southeast Florida (Episcopal)
Diocese of Southwest Florida (Episcopal)
Florida-Alabama District, Lutheran Church, Missouri Synod
Florida Association of Christian Schools, A. C. Jenney, President
Florida Catholic Conference, Thomas A. Horkan, Jr., Executive Secretary
Florida Conference of Seventh Day Adventist Schools, E. J. Barnes, Superintendent
Florida Council of Independent Schools, Carl E. Reed, President
Florida-Georgia District, Lutheran Church, Missouri Synod, Walter H. Mueller, Executive Secretary
Florida Union of Christian Schools, Roger W. Sikkenga, Principal
National Association of Independent Schools
Southern Association of Colleges and Schools
Southern Association of Independent Schools

C. BYLAWS

BYLAW I

Annual Meeting

The Annual Meeting of the Board of Directors of FAANS will take place between March 1 and May 15 during the Florida Legislative Session. Attendance by all member organizations at the Annual Meeting is mandatory.

BYLAW II

Officers

Officers of this Association shall be as follows: President, Vice President, Secretary, Treasurer, Legislative Director and Immediate Past President. Officers shall serve two (2) year terms and may be re-elected for one additional two (2) year term.

BYLAW III

Committees

Section 1. There will be at least six (6) Standing Committees:

A. Budget and Finance Committee.

The Budget and Finance Committee shall be comprised of the **FAANS Treasurer** and up to four (4) more members appointed by the President. The Committee shall be chaired by the Treasurer.

The primary purposes of this Committee shall be the following:

1. To regularly perform financial reviews of the account and assist the Treasurer prior to the Spring Meeting.
2. To review and approve the end of fiscal year report of the Treasurer for presentation to the Directors at the Fall meeting.
3. To accomplish the tasks contained in Bylaw XI (Annual Budget) and Bylaw XII (Dues).
4. Consideration should be given to performing an external Financial Review every five (5) years.

B. Membership and Standards Committee

The Membership and Standards Committee shall be comprised of up to five (5) **current and former FAANS Vice Presidents**. The Committee shall be chaired by the Vice-President.

The primary purposes of this Committee shall be the following:

1. To examine and document all applications for membership in FAANS.
2. To communicate and assist potential members with the process for recognition as a FAANS member.
3. To meet prior to each FAANS meeting with all applicants and review their progress and timelines.
4. To review the Standards of all applicants to assure compliance with FAANS minimum Standards.
5. To periodically review the FAANS Bylaws, Standards and Policies to ensure they comply with the goals and mission of FAANS and to make recommendations for revisions as necessary.
6. If complaints or charges are made against a member organization, the Committee will make preliminary investigations and make a recommendation to the Executive Officers concerning the matter.

C. Legislative Committee

The Legislative Committee shall be comprised of up to seven (7) members. These shall include six FAANS **Executive Officers** and one optional appointed member. This Committee shall be chaired by the **Legislative Director**.

The purpose of this committee is to follow all pertinent pending and present legislation that impacts non public schools in Florida and to recommend to the Directors courses of action and/or positions to take concerning pending or present legislation.

D. Nominating Committee

The Nominating Committee shall be comprised of up to five (5) members. Three shall be **former FAANS Presidents** who currently function as representatives of member organizations, and two other members appointed by the President. The Chair of this Committee shall be appointed by the majority of the members prior to each election year.

The primary purpose of this Committee is to present, during the final year of the existing officer's term of office, a list of proposed candidates to serve as the Executive Officers of the Association. The slate of proposed candidates shall be presented via email to the Executive Officers, and potential candidates, at least four (4) weeks prior to the Annual Meeting of the Association.

E. Early Childhood Education Committee

The Early Childhood Education Committee shall be comprised of the FAANS **Secretary** and up to four (4) more members appointed by the President. This Committee shall be chaired by the **Secretary**.

F. Technology Committee

The Technology Committee shall be comprised of up to three (3) members appointed by the President. The Chair shall be appointed by the Committee Members.

Section 2. Special Committees

Special Committees may be established and appointed by the President from time to time as appropriate. A quorum will consist of a majority.

Section 3. Committee members shall attend committee meetings at their own expense.

BYLAW IV

Dues

Members will be assessed annual dues, the amount of which will be determined by the Budget and Finance Committee and approved by the majority of members present.

Dues must be paid by January 31st of each year.

The Treasurer will notify the Executive Directors concerning organizations that have not paid their membership dues.

A member organization that fails to pay the annual dues by January 31st shall be warned by the Executive Officers and given thirty (30) days to pay the dues. If the organization fails to pay the dues by the 30 day period, it will be subject to losing its membership in the Association.

BYLAW V

Immediate Past Presidents and Presidents Emirate

The category of President Emeritus is hereby established for all former presidents of FAANS. They are invited to attend (at their own expense) Directors meetings, but will not have the right to vote or second motions. The immediate past president of FAANS shall serve as: a) a member of the Executive Officers, b) be a voting member of the Board of Directors, and, c) have expenses to attend those meetings paid for by FAANS.

BYLAW VI

Nonaffiliated Associations

Non-affiliated associations May be invited to attend any functions of FAANS with the payment of any appropriate non-member fee.

BYLAW VII

Robert's Rules of Order

The Directors meetings of FAANS will be conducted under the general practices of Robert's Rules of Order. A parliamentarian may be elected by the Directors from among their members to advise the President on points of order.

BYLAW VIII

Seal

The seal of FAANS shall have inscribed thereon the name of the Association, the year of its organization, and the word "Seal". Duplicate seals may be kept in the custody of the various officers for appropriate use.

BYLAW IX

Authentication of Records

All minutes of the Directors shall be authenticated by signature of the President or Secretary, or the signatures of a majority of the members of the Board of Directors, and such authentication shall be prima facie proof of the actions had and taken at such meeting. The minutes shall be kept by the Secretary in a bound volume.

All minutes of the Directors shall be distributed by the Secretary to the Directors within 30 days of the meeting.

BYLAW X

Directors' Meetings

1. Decisions of the Board of Directors will be by a majority of those in attendance and voting unless otherwise specified. All decisions shall be accurately recorded in the Minutes and shall include the exact wording of the motion, the name of the person making the motion, the name of the person offering the second, and the vote by the Directors.
2. All motions made and approved by the Directors shall be numbered in a consistent fashion, including the date of their adoption, to enable an effective archiving of the actions of the Board of Directors.
3. All official Minutes of the Association shall be safely stored electronically and shared with members as deemed necessary.
4. There will be a minimum of two FAANS meetings per year. A regular meeting will be held during the Fall and the Annual Meeting will be held during the Legislative Session.

5. A representative from a member organization must attend both FAANS meetings for the entire duration of the meeting. At the Fall meeting only, an absent member organization may be represented by another member organization only in case of an emergency, with prior notification via email to the FAANS President.
6. Attendance at the Annual Meeting is mandatory. Organizations not represented at the Annual Meeting will lose membership in FAANS.
7. Only one vote per person per organization may take place during a meeting.
8. Attendance of invited representatives of non-affiliated associations and other individuals at Directors Meetings shall be limited to the time actually spent in discussing specific items on the agenda (as prepared in advance). It is not intended that Directors Meetings become a forum for the presentation of views by persons not connected with FAANS. Such individuals, if invited, will be informed in advance of the meeting of this policy and may be given a time limit on their attendance; their attendance may at any time be terminated by the President or by a majority of the Directors. A motion by a Director to this effect shall have precedence over all other business.
9. It is necessary for FAANS to maintain a presence at Council for American Private Education (CAPE) meetings and at Florida High School Athletic Association (FHSAA) meetings on behalf of the organization. The FAANS President shall be the State CAPE Representative and the FAANS Vice President shall be the FHSAA Representative. In the event that either is not able to attend their meeting, they may go as the Representative for the other, or may choose an alternate from the FAANS Executive Committee to represent FAANS on their behalf. The amounts allocated for travel to these meetings will be determined and approved by the majority of the FAANS Executive Committee.

BYLAW XI

Annual Budget

1. The Budget and Finance Committee will notify the membership of budget preparations and request input for budget items at least three months in advance of the fall meeting.
2. The Treasurer will submit a proposed budget to the FAANS Budget and Finance Committee at least one month in advance of the fall meeting. The Committee will review the budget, and suggest changes, deletions, and/or additions to the Treasurer.
3. The Budget and Finance Committee will meet in advance of the fall Executive Committee meeting to make final changes to the budget. The Committee will recommend the adoption of the budget to the Executive Committee.
4. The Executive Committee will review and make any final changes to the budget, and formally recommend the budget to the membership.
5. The budget will be presented at the Fall meeting for approval by the membership.
6. The Treasurer will report the financial status of the organization to the Budget and Finance Committee and the Executive Committee on a quarterly basis throughout the year, as well as during the regularly scheduled fall and spring meetings. A finance report will be presented to the membership at the fall and spring meetings.

BYLAW XII

Disbursement of Funds

The Treasurer shall sign all checks and disburse all funds as ordered by the Board of Directors, keeping records of all transactions and rendering an account of such transactions and of the organization's financial condition at regular and annual meetings of the Directors. Checks shall be signed by the Treasurer, or in his/her absence, any officer of the Association. FAANS funds should be placed in an interest bearing account.

Members may be reimbursed for reasonable expenses incurred in carrying out the official business of the Association.

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D. STANDARDS AND PROCESS FOR "NON-ACCREDITING MEMBERS"

Standards for Non-Accrediting Members

Membership in FAANS is available to organizations or associations of nonpublic schools in Florida that comply with the following Standards:

1. The organization must read and abide by the "Process and Timeline for Recognition as a Non-Accrediting Member" as published in the FAANS website.
2. All member schools of the organization must comply with local, State and Federal laws.
3. The organization must provide evidence of existence as a Florida-based nonpublic school organization for a minimum period of three (3) years prior to applying for Non-Accrediting Membership status.
4. The organization must maintain a minimum of ten (10) Florida nonpublic school members.
5. The organization must be predominantly a statewide body.
6. The organization must maintain a current website that provides the following minimum information:
 - a. History, Purpose and Philosophy
 - b. By-Laws, Code of Ethics and Mission Statement
 - c. Standards and evaluative criteria, Policies and Procedures, including non-discriminatory policies
 - d. Board of Directors; *(with Name, Title and contact information of each Director)*
 - e. School Membership Chart with detailed information about each member school
 - f. Forms and Fee Schedule
7. Minutes of all meetings of the applying organization from the past two school years must be provided electronically to the Membership and Standards Committee.
8. Non-Accrediting Members must provide the FAANS Secretary with a signed copy of the "Code of Ethics." This must be signed and acknowledged by the Chief Executive Officer of the organization or a representative with the authority to sign on behalf of the organization. FAANS stipulates that the Code establishes a framework upon which the FAANS member organizations may work with each other in an environment of integrity and trust. Subscription to the Code (i.e., membership in FAANS) is indicative of each member organization's commitment to the "spirit" of the Code as well as the "letter."
9. FAANS does not, by intent or policy, oversee the operations of its individual memberships or the schools within each organization's membership. Compliance of FAANS Standards and other criteria by individual members is the responsibility of each organization.
10. Each FAANS Non-Accrediting Member must abide by the following Code of Ethics:
 - a. A representative of the organization must attend all FAANS meetings and take an active part in discussions, issues and responsibilities.

- b. Subscribe to the FAANS Code of Ethics and Standards, and in so doing express their willingness to be guided by the principles and standards as enumerated herein.
- c. Have or establish its own Standards and Code of Ethics to which each member school must subscribe.
- d. Assume an equitable part in supporting and meeting the needs of all nonpublic schools in the Florida.
- e. Willingly help to protect the rights and interests of nonpublic schools from unwarranted, unfair and/or discriminatory regulations by local, state or federal agencies.
- f. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.
- g. Oversee its member schools to ensure compliance with state laws in regard to reporting, attendance, health, safety, and sanitation.
- h. Ensure that each member school provides facilities, staff, structure, and programs adequate to fulfill the mission and purpose of that school.

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- i. Assist member schools in maintaining institutional integrity to include advertising, finances, curricular and extracurricular programs, student recruitment and transfers, academic policies and procedures and the treatment of parent or student complaints.
- j. Ensure that its member schools do not discriminate on the basis of race, color, national or ethnic origin. Assist member schools in providing equitable access to available scholarship funds and in establishing policies that administer such funds by defensible criteria.
- k. Encourage member schools to maintain standards of good sportsmanship and fair competition and to discourage the recruitment of student athletes.
- l. Develop, if desired and as needs indicate, a set of evaluative criteria for school accreditation and seek to meet the standards established by FAANS for accrediting associations.
- m. Keep its constituency apprised of issues and concerns that may affect nonpublic schools, and solicit their voices on issues that are of concern to them.
- n. Pay dues and assessments in a timely manner by due date.
- o. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.
- p. Instruct their member schools that they are not allowed to use the FAANS name on school letterhead and cannot represent themselves or advertise themselves as being members of FAANS. Only FAANS Member organizations, not individual schools, may be FAANS Members.
- q. Represent themselves as FAANS "Non-Accrediting Members" and not represent themselves in any way as being "Accrediting Members."

13. Once an organization has been welcomed as a FAANS "Non-Accrediting Member," they must understand and abide by these Standards and by the FAANS Mission Statement and Code of Ethics. Failure to do so will jeopardize the organization's membership status.

14. MEMBERSHIP REINSTATEMENT

a. A Non-Accrediting Member that has allowed their membership in FAANS to lapse for failure to pay dues or failure to attend meetings, may be reinstated as a Non-Accrediting Member in good standing if they abide by the following:

i. A Director of the organization must submit an email request to the FAANS Executive Officers expressing their desire to be re-instated.

ii. The organization must complete and submit via email to the FAANS Membership & Standards Committee, the FAANS "NON-ACCREDITING MEMBER" APPLICATION, together with the \$200.00 Application Fee and the corresponding FAANS dues of the two (2) previous years.

iii. The organization's name, purpose and mission must be the same as it was when it was originally approved as a FAANS Non-Accrediting Member.

iv. A representative of the organization must attend at least two consecutive FAANS Meetings and must meet with the Membership & Standards Committee prior to both FAANS meetings before it can be voted on for reinstatement.

- v. The organization must meet all Standards for Non-Accrediting Members.
- vi. If the organization had not yet been approved as a Non-Accrediting Member, the timeline will apply as if the organization was an initial applicant.
- vii. The organization must be voted on by majority of FAANS Members in attendance at the Spring meeting.

15. COMPLAINT PROTOCOL

- a. FAANS does not investigate complaints from Parents, Employees or Non-Member schools.
- b. In the event that a complaining party desires to file a complaint against a Member organization, FAANS will advise the complaining party that they must execute and return an original waiver and release in favor of FAANS. Any complaints submitted without the required waiver will not be acknowledged.
- c. If a valid non-anonymous complaint is received regarding a FAANS Non-Accrediting Member (not an individual school), that may jeopardize the association's membership status, the FAANS President will inform the Association's representative in writing.

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- d. The Non-Accrediting Member's representative will then have thirty (30) days to respond to the allegations in writing. The information will be emailed to the Chair of the FAANS Membership and Standards Committee and to the FAANS President who will decide whether or not the allegation(s) merit further investigation. The Chair will then report findings to the FAANS Executive Officers.
- e. The complainant will not be informed of the results of the investigation.
- f. Decision to retain or rescind membership will be by majority vote of the FAANS Executive Officers at the subsequent FAANS Meeting unless they deem that immediate action is necessary.

Process and Timeline for recognition as a “Non-Accrediting Member”

Membership in FAANS is available to organizations or associations of nonpublic schools in Florida that comply with the following:

FIRST YEAR

1. The representative of the interested organization contacts the FAANS President who then informs the Secretary and the Chairperson of the Membership & Standards Committee. The President may then invite the representative to attend the next FAANS meeting as a Guest.
2. If the interested organization feels they comply with the FAANS “Standards for Non-Accrediting Members” and they wish to proceed with the process for membership, a representative of the interested organization must inform the FAANS President of their intent to begin the process.
3. The representative of the interested organization must then attend all scheduled FAANS meetings as a Guest and must meet with the Standards and Membership Committee at each of those meetings.
4. The interested organization must have a current website that provides the following minimum information:
 - a. History, Purpose and Philosophy
 - b. By-Laws, Code of Ethics and Mission Statement
 - c. Standards and evaluative criteria, Policies and Procedures, including non-discriminatory policies
 - d. Board of Directors; *(with Name, Title and contact information of each Director)*
 - e. School Membership Chart with detailed information about each member school
 - f. Forms and Fee Schedule
5. The interested organization must submit the **SCHOOL MEMBERSHIP INFORMATION CHART** (available on the FAANS website.) A minimum of ten (10) Florida nonpublic schools is required for FAANS membership.
6. Minutes of all meetings of the applying association or organization from the past two school years must be provided to the Membership and Standards Committee.

SECOND YEAR

1. During the second year, the interested organization shall continue to send a representative to each of the scheduled FAANS meetings.

2. A Representative must meet with Membership and Standards Committee at each of those meetings.

THIRD YEAR

1. During the third year of attendance at FAANS meetings, the interested organization must seek sponsorship from three (3) FAANS member organizations. Each sponsoring organization must write an email to the FAANS President with copies to the Secretary and to the Chair of the Membership and Standards Committee. These emails from sponsor organizations must be received at least two (2) weeks prior to the FAANS Spring meeting.
2. At the FAANS Spring Meeting, after the third consecutive year of attendance at meetings, if the applying organization has complied with all FAANS Standards for Non-Accrediting Members, the Membership and Standards Committee will make a recommendation as to whether or not to extend an application to the interested organization. A majority of FAANS members present will then vote to extend a "Non-Accrediting Member" application at that time, or to request more information before extending an application.

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3. If members vote to extend the application, the interested organization must submit electronically a completed "**Application for Non-Accrediting Membership.**" A copy of this application must be mailed, together with a \$200.00 non-refundable application fee, before the next FAANS meeting in the fall.
4. In order to maintain active candidacy for membership, the applying organization must meet and maintain the above requirements and abide by the FAANS Code of Ethics.
5. Only FAANS recognized organizations, not individual non-public schools, may be FAANS Members. These organizations may not represent themselves in any way as being "Accrediting Members."
6. Non-public schools that are members of these organizations may not represent themselves or advertise as being members of FAANS.

E. STANDARDS AND PROCESS FOR "ACCREDITING MEMBERS"

Standards for Accrediting Members

By state law, the Florida Department of Education does not act as an approval or accrediting agency. In Florida, accreditation of all schools and programs is entirely voluntary. Many schools desire to seek accreditation. They believe that a thoughtful evaluation of their facilities, faculty and programs strengthens a school and presents the public with assurance that the school is fulfilling its published purpose and philosophy.

Each FAANS Accrediting Member has its own Standards and Evaluation Procedures. Those may vary in details and emphasis from one Association to another, but they all involve on-site evaluation and periodic re-evaluation by peers and Association Officers. FAANS recognizes an association as an "Accrediting Member" only after reviewing the Standards and Procedures of the Association and verifying that all Standards indicated below have been met.

For information about the Standards and Procedures for Accreditation of any FAANS Accrediting Member, go to the website link of that particular organization.

Accrediting Membership in FAANS is available to organizations or associations of nonpublic schools in Florida that comply with the following Standards:

1. The organization must have been a FAANS "**Non-Accrediting Member**" for a minimum of **three (3)** consecutive years prior to submitting an application for "**Accrediting Member**" status.
2. A representative of the Association must have attended a minimum of six (6) meetings with the Membership and Standards Committee and six (6) regular FAANS Meetings.

3. The organization must have been in existence for a minimum of **ten (10) years**.
4. The Accrediting organization must have been involved in the process of accrediting its schools for a minimum of **five (5) years**.
5. The organization and all its member schools must comply with local, State and Federal laws.
6. The Accrediting organization must have at least **ten (10)** separately governed and operated accredited schools in at least **ten (10) counties** of Florida. At least **half (50%)** of these schools must be fully accredited by one or more FAANS Accrediting Member organizations.
7. The Accrediting organization must obtain the written sponsorship of two FAANS Accrediting Associations and a written recommendation letter from the representative from a FAANS Accrediting Member organization that visited one of their accredited member schools during an accreditation evaluation visit.

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7. The Accrediting organization must be predominantly a statewide body.
8. The Accrediting organization's Accredited Member Schools must all meet the FAANS "**Early Childhood Standards**" and the "**Minimum K-12 Standards for Schools Accredited by a FAANS Accrediting Member.**"
9. The organization must have a current website that provides the following minimum information:
 - a. History, Purpose and Philosophy
 - b. By-Laws, Code of Ethics and Mission Statement
 - c. Standards and evaluative criteria, Policies and Procedures, including non-discriminatory policies
 - d. Board of Directors; *(with Name, Title and contact information of each Director)*
 - e. School Membership Chart with detailed information about each member school
 - f. All Accreditation Forms, including Self-Study, Checklists, Guidelines for Visiting Committee, etc.
 - g. Forms and Fee Schedule
10. Only FAANS recognized organizations, not individual non-public schools, may be FAANS Members. These organizations may not represent themselves in any way as being "Accrediting Members."
11. FAANS does not, by intent or policy, oversee the operations of its individual memberships or the schools within each organization's membership. Compliance of FAANS Standards and other criteria by individual members is the responsibility of each organization.
12. Each FAANS Accrediting Member must abide by the FAANS Code of Ethics as published in the FAANS website. The Accrediting Member organization must annually submit electronically to the FAANS Secretary a signed copy of the "Code of Ethics." This must be signed and acknowledged by the President of the organization or a representative with the authority to sign on behalf of the organization. FAANS stipulates that the Code establishes a framework upon which the FAANS member organizations may work with each other in an environment of integrity and trust. Subscription to the Code (i.e., membership in FAANS) is indicative of each member organization's commitment to the "spirit" of the Code as well as the "letter."
13. The Accrediting Member organization must annually submit electronically to the FAANS Secretary a signed form verifying compliance with the "Standards for Accrediting Members." This form must be signed and acknowledged by the President of the organization or a representative with the authority to sign on behalf of the organization.
14. The Accrediting Member organization must report any substantial changes to their accrediting process or Standards revisions to the FAANS Secretary and to the Chair of the Membership and Standards Committee during the year the substantial change is made. These changes must also be posted on the organization's website.
15. FAANS Accrediting Member organizations must inform their accredited schools that they are prohibited from

representing themselves or advertising that they are members of FAANS or that they are accredited by FAANS.

16. The organization must have a liaison available to the Florida Department of Education and maintain current information on file with the FDOE.

17. All FAANS fees/dues must be current at all times.

19. Once an organization has been welcomed as a FAANS "Accrediting Member," they must understand and abide by these Standards and by the FAANS Mission Statement and Code of Ethics. Failure to do so will jeopardize the organization's membership status.

20. In order to maintain the "Accrediting Member" status, the accrediting organization must meet and maintain the above requirements.

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21. Any of the above standards may be waived or modified by a two-thirds (2/3) vote of the FAANS "Accrediting Member" Associations.

22. COMPLAINT PROTOCOL

- a. FAANS does not investigate complaints from Parents, Employees or Non-Member schools.
- b. In the event that a complaining party desires to file a complaint against a Member organization, FAANS will advise the complaining party that they must execute and return an original waiver and release in favor of FAANS. Any complaints submitted without the required waiver will not be acknowledged.
- c. If a valid non-anonymous complaint is received regarding a FAANS Accrediting Member (not an individual school), that may jeopardize the association's membership status, the FAANS President will inform the Association's representative in writing.
- d. The Accrediting Member's representative will then have thirty (30) days to respond to the allegations in writing. The information will be emailed to the Chair of the FAANS Membership and Standards Committee and to the FAANS President who will decide whether or not the allegation(s) merit further investigation. The Chair will then report findings to the FAANS Executive Officers.
- e. The complainant will not be informed of the results of the investigation.
- f. Decision to retain or rescind membership will be by majority vote of the FAANS Executive Officers at the subsequent FAANS Meeting unless they deem that immediate action is necessary.

For information about the Standards and Procedures for Accreditation of any FAANS Accrediting Member, go to the website link for that particular organization.

Process and Timeline for recognition as an "ACCREDITING MEMBER"

Accrediting Membership in FAANS is available to organizations or associations of nonpublic schools in Florida that comply with the following:

1. At any time after three (3) consecutive years as a FAANS "Non-Accrediting Member", if the interested organization feels they comply with the FAANS Standards for "Accrediting Members" and they wish to proceed with the process for being recognized as a FAANS "Accrediting Member", a representative of the interested Accrediting organization must submit a "Letter of Intent" electronically to inform the FAANS President, the FAANS Secretary and the Chair of the Membership and Standards Committee to of their intent to begin the three year process.

2. During or after the third year of attendance at FAANS meetings as a "Non-Accrediting Member", the interested organization must attend six (6) additional consecutive meetings with the Membership and Standards Committee and six (6) regular FAANS Meetings during three consecutive years. If the organization is not represented at these six consecutive

meetings, the three-year timeline will commence again at the next meeting attended by a representative of the organization

3. During or after the three (3) years as a Candidate for "Accrediting Member" status, the organization must do the following:

a. Seek sponsorship from three (3) FAANS Accrediting Member organizations. Each sponsoring organization must write an e-mail to the FAANS President with copies to the Secretary and to the Chair of the Membership and Standards Committee. These e-mails from sponsor organizations must be received at least two (2) weeks prior to the FAANS Spring meeting.

b. Have a successful on-site visit by a representative of another FAANS Accrediting Member organization during a regular accreditation visit of one of its accredited member schools.

c. Submission of a favorable Report to the Chair of the Membership & Standards Committee must be done at least three (3) weeks prior to the Spring meeting where a vote will be taken.

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4. At the FAANS Spring Meeting, after the third consecutive year of attendance at meetings as a Candidate for "Accrediting Member" status, if the applying Non-Accrediting Member organization has complied with all FAANS Standards for Accrediting Members, the Membership and Standards Committee will make a recommendation as to whether or not to extend an Application for Membership to the interested organization. A majority of FAANS members present will then vote to extend a "Accrediting Member" application at that time, or to request more information before extending an application. The FAANS Executive Board reserves the right to deny Accreditation Membership to any applicant.

5. If members vote to approve the organization as an "Accrediting Member" and to extend the Membership Application, the interested organization must submit electronically the completed "**Application for Accrediting Membership.**" A copy of this application must be mailed, together with a \$500.00 non-refundable application fee, before the next FAANS meeting in the fall. At that time, the organization will be recognized and introduced as a new FAANS "Accrediting Member."

F. Minimum Standards for Schools accredited by a FAANS Accrediting Member

FAANS Accrediting Members must publish standards and evaluative criteria which are used to evaluate schools and determine status of accreditation. The standards and evaluative criteria must address each of the areas listed below.

Philosophy and Objectives: Each accredited school shall be required to have a concise, clearly written statement of its philosophy and objectives in order to guide the academic program and the overall development of its students.

Curriculum: Each school shall have a curriculum consistent with its philosophy and objectives. It shall be designed to fill effectively the needs of the students enrolled. Offerings shall be organized sequentially and described in current written curriculum guides and courses of study by subject and grade level.

School Plant and Facilities: The plant and equipment shall be suited to the purpose and adequate for the total program of each school. Evidence of conformity to local codes for school building and health, safety and sanitation must be present.

Faculty and Administrative Staff: The school professional staff must meet criteria established by the accrediting body which are suitable to the program and mission of the school. The criteria must address the requirements of degrees and/or certification as well as criminal background checks and any other state regulation applicable to nonpublic schools for the health and safety of students as required by law.

School Calendar and Class Hours: The school year shall have a minimum of 180 actual school days OR a minimum of 170 actual school days and the hourly equivalent of 180 actual school days determined as prescribed below:

A. Kindergarten:

540 net instructional hours

B. Grades 1-3 720 net instructional hours

C. Grades 4-12 900 net instructional hours

Transfer of Student Records/Data: Standards shall insure the maintenance and safekeeping of accurate student records and the provision of a transcript indicating work covered by students. Defunct schools shall transfer all permanent information contained in student records to the Superintendent of Schools of the public district in which the nonpublic school was located; or if the school is a member of a nonpublic school system or association, such school may transfer such records to the central office of such system or association.

Financial Records/Accounting: The financial resources and management of the school shall be such as to sustain an educational program consistent with its philosophy and objectives. Evidence of financial stability in the form of a Financial Statement shall be prepared annually and be available for review by the Accrediting Association during evaluations.

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Library/Media Center: The centralized or decentralized library/media center should provide current, adequate reference print and non print materials for the needs of the students, with a minimum of ten (10) books per pupil.

Health and Safety: All schools shall meet all applicable local and state laws relating to fire protections, safety, sanitation, and health. Evidence of evacuation drills and emergency procedures must also be required. The school buildings shall comply with local and state zoning, structural, and fire codes.

Emergency Procedures: All schools must have clearly defined written emergency procedures.

Non Discriminatory Policies: All schools must issue statements of non discrimination, stating that they do not discriminate on the basis of race, color, national, or ethnic origin.

Laws and Regulations: Accreditation standards must require each school to comply with all applicable federal, state and local laws and regulations.

Accreditation Procedures: The procedure established by an accrediting member for a school to achieve accredited status must include the following or its equivalent:

1. **Self-Study:** Schools are required to engage in a self-study process prior to being reviewed by a Visiting Committee.
2. **Visiting Committee:** A committee of educators from other accredited schools in Florida will visit the school and develop a report based on the self-study and the standards of the Accrediting Association.
3. **Accreditation Status:** On the basis of the Visiting Committee Report, the school is then granted (or not granted) accredited status for a given period.
4. **Periodic Reports:** An ongoing program of improvement, to include renewal of accredited status, is then conducted by accredited schools. These improvements may be documented by reports, on-site visits or periodic reviews.

G. INFANT and EARLY CHILDHOOD EDUCATION STANDARDS

All Schools accredited by a FAANS "Accrediting Member" must comply with the INFANT and EARLY CHILDHOOD EDUCATION STANDARDS posted on the FAANS Website.



H. FAANS CODE OF ETHICS

Each member organization must subscribe to the Code of Ethics, and in so doing it expresses its willingness to be guided by the principles and standards contained in the Code. The Code establishes a framework upon which the FAANS member organizations work with each other in an environment of integrity and trust. Each organization subscribes to the Code of Ethics annually.

Because FAANS does not, by intent or policy, oversee the operations of its individual member organizations, compliance by individual members and schools is the responsibility of each organization.

Each FAANS member organization agrees to:

1. Accept the statement of mission and the goals and purposes of FAANS as stated in the FAANS Charter.
2. Participate, with regularity, in the FAANS meetings and take an active and equitable part in discussions, issues, and responsibilities.
3. Have or establish its own standards and code of ethics to which each member school must subscribe.
4. Assume an equitable part in supporting and meeting the needs of all nonpublic schools in the state, and willingly help to protect the rights and interests of nonpublic schools from unwarranted, unfair, and/or discriminatory regulations by local, state, or federal agencies.
5. Oversee its member schools to ensure compliance with state laws in regard to reporting, attendance, health, safety, and sanitation.
6. Ensure that each member school provides facilities, staff, structure, and programs adequate to fulfill the mission and purpose of that school.
7. Assist member schools in maintaining institutional integrity to include advertising, finances, curricular and extracurricular programs, student recruitment and transfers, academic policies and procedures, and the treatment of parent or student complaints.
8. Ensure that its member schools do not discriminate on the basis of race, color, national or ethnic origin.

9. Assist member schools in providing equitable access to available scholarship funds and in establishing policies that administer such funds by defensible criteria.
10. Encourage member schools to maintain standards of good sportsmanship and fair competition and to discourage the recruitment of student athletes.
11. Develop, if desired and as needs indicate, a set of evaluative criteria for school accreditation and seek to meet the standards established by FAANS for accrediting associations.
12. Keep its constituency apprised of issues and concerns that may affect nonpublic schools, and solicit their voices on issues that are of concern to them.

13. Pay dues and assessments in a timely manner.
14. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.
15. Will not use the FAANS name on school letterhead.

In addition to the above, each FAANS Accrediting Member association or organization agrees to:

1. Comply with all FAANS Standards for Accrediting Members.
2. Verify annually that the association or organization is in compliance with FAANS Standards for Accrediting Associations or Organizations.
3. Ensure that its member schools are in compliance with state laws in regard to reporting, attendance, health, safety and sanitation.
4. Ensure that each member school provides facilities, staff, structure, and programs to adequately fulfill the mission and purpose of that school
5. Assist member schools in maintaining institutional integrity to include advertising, finances, curricular and extracurricular programs, student recruitment and transfers, academic policies and procedures, and the treatment of parent or student complaints.

+++++

Name of Organization: _____

Name of Representative: _____

Signature of Representative: _____

Date of Agreement: _____



Initial Application Form for "Non-Accrediting Member"

NAME OF ORGANIZATION: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

E-Mail Address: _____

Website Address: _____

Organization's current Board Members and Titles:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Year Organization was established: _____ Is the organization primarily an accrediting body? ___yes ___no

Is organization primarily Florida based? ___yes ___no

Number of current Member Schools: _____ Indicate how many of these are accredited: _____

In order for an applying organization to eventually be considered a FAANS "Non-Accrediting Member," they must comply with the "Application Process for FAANS Non-Accrediting Members" and all published "Standards for Non-Accrediting Members." They must also have attended FAANS meetings and meetings with the Membership and Standards Committee for a minimum of three consecutive years, submitted a "Non-Accrediting Member Application Form" with required fee and documentation and be voted on by two-thirds of current FAANS Members present at the spring meeting after the third year of attendance.

Submission of this Initial Application allows a Representative from the organization to attend FAANS Meetings during the next three years as a non-voting Guest only.

Name of Organization's Representative: _____

Signature: _____



Name of Membership & Standards Committee Chair: _____

Signature: _____

Name of FAANS President: _____

Signature: _____

Date Initial Application submitted: _____

Date Initial Application received: _____

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"Non-Accrediting Member" Application Form

____ Initial ____ Reinstatement

NAME OF ORGANIZATION: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

E-Mail Address: _____

Website Address: _____

Organization's current Board Members and Titles:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Year Organization was established: _____ Is the organization primarily an accrediting body? ____yes ____no

Number of Member Schools: _____ *

**Attach the organization's most recent SCHOOL MEMBERSHIP INFORMATION CHART.*

In order for an applying organization to be considered a FAANS "Non-Accrediting Member", they must comply with all published "Standards for Non-Accrediting Members", have attended FAANS meetings and meetings with the Membership and Standards Committee for a minimum of three consecutive years and be voted on by two-thirds of current FAANS Members.

Please indicate a response to the following Standards for Recognition as a FAANS Non-Accrediting Member and provide supporting documentation as necessary:

1. The member schools of the organization comply with local, State and Federal laws.

◇ Yes ◇ No

2. The officers and/or representatives of the organization reside in Florida.
 Yes No
3. The organization has provided evidence of its existence as a Florida-based nonpublic school organization for a minimum period of three (3) years. *Please provide copies of by-laws and/or Articles of Incorporation indicating years of existence.*
 Yes No
4. The organization has a minimum of ten (10) Florida nonpublic school members.
 Yes No
5. The organization is predominantly a statewide body.
 Yes No

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6. The organization has a current website that provides the following minimum information:
 - a. Association's History
 - b. By-Laws, Code of Ethics and Mission Statement
 - c. Standards and evaluative criteria, Policies and Procedures, including non-discriminatory policies
 - d. Board of Directors; *(with Name, Title and contact information of each Director)*
 - e. School Membership Information
 - f. Forms and Fee Schedule Yes No
7. Minutes of all meetings from the immediate past school year have been electronically submitted to the Membership and Standards Committee.
 Yes No
8. A representative of the organization has attended FAANS meetings for three (3) consecutive school years as an observer.
 Yes No
9. The organization has obtained Sponsorship letters from the following FAANS Members:
 - 1.
 - 2.
 - 3.
10. The organization has published policies which govern the operation of the organization and these have been submitted electronically to the Chair of the Membership and Standards Committee.
 Yes No
11. The organization has published Standards and evaluative criteria clearly expressed in written form.
 Yes No

Please attach the following information to this Application during the third year, prior to the spring meeting:

1. Evidence of existence as a Florida-based school organization for a minimum of three (3) years.
 Date received: _____
2. Minutes of all Meetings of the organization from the immediate past school year.
 Date received: _____
3. The organization's most recent **SCHOOL MEMBERSHIP INFORMATION CHART**.
 Date received: _____
4. Sponsor letters from three present FAANS members.
 Dates received: _____
5. Application fee of \$200.00 (non-refundable) payable to FAANS *

Date submitted: _____

* Payment of this fee does not imply or guarantee FAANS Membership.

FAANS ADMINISTRATIVE USE ONLY

NAME OF ORGANIZATION: _____

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Interviews with Membership & Standards Committee:

1st Year: _____ Date: _____

Date: _____

2nd Year: _____ Date: _____

Date: _____

3rd Year: _____ Date: _____

Date: _____

Attendance at three years of FAANS meetings:

1st Year: _____ Date: _____

Date: _____

2nd Year: _____ Date: _____

Date: _____

3rd Year: _____ Date: _____

Date: _____

____ Recommendation by Membership & Standards Committee: Date: _____

____ Vote of FAANS membership: Date: _____

Result of Vote: _____ In Favor _____ Opposed

If application denied, explanation:

Name of Organization's Representative: _____

Signature: _____

Name of Membership & Standards Committee Chair _____

Signature: _____



Name of FAANS President: _____

Signature: _____

Date Application submitted: _____

Date Application received: _____

Date \$200.00 Application Fee received: _____

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"Accrediting Member" Application Form

NAME OF ORGANIZATION: _____

Mailing Address: _____

City _____

State _____

Zip _____

Phone: _____

Fax: _____

E-Mail Address: _____

Website Address: _____

Organization's current Board Members and Titles:

_____ Title:

_____ Title:

_____ Title:

_____ Title:

Year Organization was established: _____

Number of Accredited Member Schools: _____ *

** Attach the organization's most recent SCHOOL MEMBERSHIP INFORMATION CHART.*

Number of Counties that schools are located in: _____

Please indicate a response to the following Standards for Recognition as a FAANS "Accrediting Member" and provide supporting documentation as necessary.

1. The organization has been in existence for a minimum of ten (10) years. Yes No

Please provide copies of by-laws and/or Articles of Incorporation indicating years of existence.

2. The organization has been involved in the process of accrediting its schools for a minimum of five (5) years. Please provide documentation indicating compliance of this standard.

Yes No

3. The organization has been a "Non-Accrediting Member" of FAANS for a minimum of three (3) consecutive years.

Yes No

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4. A representative of the Association has attended a minimum of twelve (12) meetings with the Membership and Standards Committee and twelve (12) regular FAANS Meetings prior to submitting this Application for "Accrediting Member."

Yes No

5. The Minutes of Meetings from the past two (2) years are attached herein. .

Yes No

6. The organization has at least ten (10) separately governed and operated accredited schools in at least ten (10) counties of Florida. At least half (50%) of these schools must also be accredited by one or more FAANS "Accrediting Member" Associations.

Yes No

8. The organization's "School Membership Information Chart"

Yes No

9. The organization has Standards and evaluative criteria clearly expressed in written form and posted on their website.

Yes No

10. All accredited member schools comply with local, State and Federal laws and must comply with FAANS published Standards and Policies.

Yes No

11. The organization has a liaison available to the Florida Department of Education and maintain current information on file with the FDOE.

Yes No

12. The organization has submitted their current Standards in electronic format to the FAANS Secretary and agrees to report to the FAANS Secretary and to the Membership and Standards Committee Chair any substantial changes to their accrediting process or Standards.

Yes No

13. The organization has a current website that provides the following minimum information:

- a. Association's History, Purpose and Philosophy
- b. By-Laws, Code of Ethics and Mission Statement
- c. Standards, Policies and Procedures, including non-discriminatory policies and evaluative criteria that is used to evaluate schools and determine status of accreditation
- d. Membership List *(with information on each of their accredited schools, including name, contact information, website/email address, grades served, year established, names of other "Accrediting Member" associations that accredit them, enrollment and other accrediting information.)*
- e. Board of Directors *(with Name, Title and contact information of each Director.)*
- f. Fee Schedule
- g. All Accreditation Forms, including Self-Study, Checklists, Guidelines for Visiting Committee, etc.

Yes No

Comments: _____

14. The organization had a successful on-site visit by a FAANS representative during the regular accreditation visits of one of its accredited member schools.

Yes No

Name of representative: _____

Organization: _____

Date of Visit: _____

Date favorable Report was received: _____

15. The organization has the written sponsorship of two FAANS Accrediting Member Associations and a written recommendation letter from the representative of an Accrediting Member organization that visited _____ one of their accredited member schools.

Yes No

Names of the two sponsoring Organizations:

1. _____

2. _____

16. The organization has paid all required dues.

Yes No

17. The organization understands that their member schools are prohibited from representing themselves or advertising that they are members of FAANS.

Yes No

18. The organization understands that their member schools are required to abide by FAANS ECE Standards and minimum K-12 Standards for accredited schools.

Yes No

AGREEMENT

Each Accrediting Member organization of the Florida Association of Academic Nonpublic Schools (FAANS) must subscribe to the FAANS Code of Ethics and Standards, and in so doing expresses its willingness to be guided by the principles and standards as enumerated below. Each FAANS member organization is to provide the FAANS Secretary a signed copy of the Code. The signature must be that of the Chief Officer of the organization or a representative with the authority to sign on behalf of the organization.

FAANS stipulates that the Code establishes a framework upon which the FAANS member organizations may work with each other in an environment of integrity and trust. Subscription to the Code (i.e., membership in FAANS) is indicative of each member organization's commitment to the "spirit" of the Code as well as the "letter."

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FAANS does not, by intent or policy, oversee the operations of its individual member(ship) or the schools within each organization's membership. Compliance by individual members is the responsibility of each organization.

Each FAANS "Accrediting Member" organization hereby understands and agrees to the following:

1. Accept the statement of mission and the goals and purposes of FAANS as stated in the FAANS Charter.
2. Participate, with regularity, in the FAANS meetings and take an active and equitable part in discussions, issues, and responsibilities.
3. Have or establish its own standards and code of ethics to which each member school must subscribe.
4. Assume an equitable part in supporting and meeting the needs of all nonpublic schools in the state, and willingly help to protect the rights and interests of nonpublic schools from unwarranted, unfair and/or discriminatory regulations by local, state or federal agencies.
5. Oversee its member schools to ensure compliance with state laws in regard to reporting, attendance, health, safety, and sanitation.
6. Ensure that each member school provides facilities, staff, structure, and programs adequate to fulfill the mission and purpose of that school.
7. Assist member schools in maintaining institutional integrity to include advertising, finances, curricular and extracurricular programs, student recruitment and transfers, academic policies and procedures and the treatment of parent or student complaints.
8. Ensure that its member schools do not discriminate on the basis of race, color, national or ethnic origin.
9. Assist member schools in providing equitable access to available scholarship funds and in establishing policies that administer such funds by defensible criteria.
10. Encourage member schools to maintain standards of good sportsmanship and fair competition and to discourage the recruitment of student athletes.
11. Keep its constituency apprised of issues and concerns that may affect nonpublic schools, and solicit their voices on issues that are of concern to them.
13. Pay annual dues and assessments in a timely manner.

14. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.
15. Will not use FAANS name on school letterhead and will prohibit schools to represent themselves as members of FAANS.
16. If a complaint is received regarding a FAANS Non-Accrediting Member, the FAANS President will inform the Association's representative in writing. The Non-Accrediting Member's representative will then have thirty (30) days to respond to the allegations in writing. The information will be emailed to the Chair of the Membership and Standards Committee who will decide whether or not allegation(s) merit further investigation. The Chair will then report findings to the FAANS Executive Officers. Decision to retain or rescind membership will be by majority vote of the FAANS Executive Officers at the subsequent FAANS Meeting.

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Name of Accrediting Association's Representative:

Title: _____

Signature of Representative: _____

Date Application submitted: _____

\$500.00 APPLICATION FEE Paid on: _____

Check # _____

OFFICE USE ONLY

NAME OF ACCREDITING ORGANIZATION APPLICANT: _____

Interviews with Membership & Standards Committee:

1st Year: Date: _____
Date: _____

2nd Year: Date: _____
Date: _____

3rd Year: Date: _____
Date: _____

Attendance at three (3) years of FAANS meetings as a "Non-Accrediting Member":

1st Year: Date: _____
Date: _____

2nd Year: Date: _____

Date: _____

3rd Year:



te: _____

te: _____

____ Recommended by Membership & Stan

te: _____

____ Vote of FAANS membership

ate: _____

Result of Vote: _____ In Favor _____ Opposed

If application denied, explanation:

RELEASE AND WAIVER FORM

I, the undersigned individual(s), hereby request that the FLORIDA ASSOCIATION OF ACADEMIC NON-PUBLIC SCHOOLS (FAANS) investigate a complaint that I have against a member organization.

Name of FAANS Member Organization involved in my complaint:

In consideration of FAANS' receipt, processing, and possible investigation (if any) of my complaint, I unconditionally agree to release FAANS from any and all claims, causes of action, suits, damages, rights to attorney fees, and demands whatsoever in law or equity by reason of any matter, cause or thing whatsoever, and particularly, but without limitation of the foregoing general terms, by reason of any claims or actions arising from any federal or state statutory claim, local ordinance, or common law, including any form of alleged negligence, invasion of privacy, defamation, libel, slander, breach of confidentiality, breach of contract, fraud, misrepresentation, breach of fiduciary duty, or any other types of claims whether or not presently known to exist.

I expressly acknowledge and agree that the information that I have submitted to FAANS may be disclosed to the organizations, school or individuals against whom I have asserted the claims, FAANS' Board, its member schools, investigators, and other third parties, and that I have no reasonable expectation of privacy in the information I have given or that I may later be asked to share with FAANS or others. I further acknowledge that this Release and Waiver is intended to operate to bar any past claims I may have as well as any future claims that may arise as a result of my communications with FAANS or others relating to my complaint submitted to FAANS whether or not presently know to exist and whether or not I fully appreciate the nature of any potential claims.

I further agree that if the complaint I have submitted to FAANS involves my child/children or a child or children over whom I have legal authority, this Release and Waiver applies equally and unconditionally to waive any claims he, she, or they may have against FAANS.

I further acknowledge that FAANS has not promised to investigate my claim. Moreover, even if FAANS does investigate my claim, FAANS may not notify me of the result of the investigation or action taken (if any).

Name of Individual filing Complaint: _____

