



FLORIDA ASSOCIATION OF ACADEMIC NONPUBLIC SCHOOLS

POLICY HANDBOOK

**CONTAINING THE CHARTER,
BYLAWS AND STANDARDS
OF THE ASSOCIATION**

March, 2009 Edition

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MEMBER ASSOCIATIONS:

Association of Christian Schools International • Association of Independent Schools of Florida • Bilingual Private Schools Association • Broward County Nonpublic School Association • Council for the Advancement of Jewish Education • Central Florida Episcopal Schools Association • Central Florida Association of Nonpublic Schools • Christian Schools of Florida • Church of God Association of Christian Schools • Council of Bilingual Schools • Dade Association of Academic Nonpublic Schools • Diocese of Florida, Episcopal • Diocese of Southeast Florida, Episcopal • Diocese of Southwest Florida, Episcopal • Florida Association of Christian Colleges and Schools • Florida Association of Independent Special Education Facilities • Florida Catholic Conference • Florida Conference of Seventh-day Adventists • Florida Council of Independent Schools • Florida-Georgia District – Lutheran Church Missouri Synod • Florida Kindergarten Council • Florida League of Christian Schools • National Independent Private School Association

FAANS APPROVED ACCREDITING ASSOCIATIONS:

Association of Christian Schools International • Association of Independent Schools of Florida • Christian Schools of Florida • Council of Bilingual Schools • Episcopal Diocese of Florida • Florida Association of Christian Colleges and Schools • Florida Catholic Conference • Florida Conference of Seventh-Day Adventist Schools • Florida Council of Independent Schools • Florida Kindergarten Council • Florida League of Christian Schools • Florida-Georgia District – Lutheran Church Missouri Synod • National Independent Private School Association.

CHARTER

FLORIDA ASSOCIATION OF ACADEMIC NONPUBLIC SCHOOLS

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-member associations to attend meetings of the Board of Directors.

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

BYLAWS

THE FLORIDA ASSOCIATION OF ACADEMIC NONPUBLIC SCHOOLS

BYLAW I

Annual Meeting

The annual meeting of the Board of Directors of FAANS will take place between March 1 and May 15. 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, Legislative Coordinator, Treasurer, and Immediate Past President.

BYLAW III

Committees

Section 1. The number of standing committees will be five:

A. Budget and Finance Committee.

This committee is chaired by the Treasurer, and its membership is determined by Section 2 of Bylaw III.

The purpose of this committee shall be the following:

1. Review and approved the finance and budget reports prepared by the Treasurer prior to the stated meetings of the Directors.
2. Review and approve the end of fiscal year report of the Treasurer for presentation to the Directors at the Fall meeting.
3. Accomplish the tasks contained in Bylaw XI (Annual Budget) and Bylaw XII (Dues).

B. Membership and Standards Committee

This committee is chaired by the Vice President. Its membership shall be comprised of four Directors selected by the Chair.

The purpose of this committee is to keep accurate information about all member organizations up to date in an annual FAANS Brochure and on the FAANS web site. Membership of this committee will be according to Bylaw III, Section 3.

1. This committee shall work with the FDOE to keep current the brochure, "How to Chose a Non-

public School in Florida.”

2. This committee shall encourage other non public school organizations in Florida to seek membership in FAANS. The committee will examine all applications for membership in FAANS and will process applications in accordance with Bylaw III, Section 2.

3. This committee shall annually review the standards of the Association to ensure compliance with applicable state laws and ensure that the standards are of a high professional quality.

4. If complaints or charges are made against a member organization, the Committee will make preliminary investigations and make a recommendation to the Directors concerning the matter.

C. Educational Information Committee

This committee is chaired by the Secretary. Its membership shall be comprised of four Directors selected by the chair.

The purpose of this committee is to enhance the professional knowledge of member associations, schools accredited by or members of such associations, and individuals connected with such associations or schools. This shall be accomplished through regular communications using email, a FAANS newsletter, and other effective means available to the committee.

D. Legislative Committee

This committee is chaired by the Legislative Coordinator. Membership shall be comprised of at least seven persons, and shall include the current Executive Officers, the representatives of the four largest member organizations (unless they occupy an elected position on the Executive Committee), and all former presidents who desire to attend and who are still in regular attendance at stated meetings as representatives of a member organization.

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.

E. Nominating Committee

This committee is chaired by the immediate past president. Its membership is comprised of all former presidents of the Association who currently function as representatives of member organizations.

The 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 list of proposed candidates shall be presented to the Executive Committee at least two weeks prior to the Annual Meeting of the Association.

Section 2. Standing Committees

Standing committees will be composed of five or more persons and are chaired as listed in III.I above. The choice of other members shall be equally divided between the President and committee chairperson. A quorum shall be a majority.

Section 3. 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 4. 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 Board of Directors, which will review the assessments each year and adjust them accordingly, based on anticipated needs and available resources. Dues must be paid by January 31 each year.

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

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

BYLAW V

Immediate Past Presidents and Presidents Emeriti

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 Committee, 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

Nonaffiliated associations May be invited to attend any functions of FAANS with the payment of any appropriate nonmember 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

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. 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.

All official minutes of the Association shall be kept electronically in at least two safe storage locations to guarantee their safety from fire, weather, and other unforeseen situations.

A member organization that is not represented at two consecutive stated meetings of the Directors without appropriate prior notice will be asked to appear before the Directors at the next stated meeting to give reason for not being dropped from membership in FAANS. At the conclusion of that meeting, a member organization can be dropped from membership by the Directors because of lack of attendance.

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.

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.

Process and Standards for Recognition as a “FAANS MEMBER”

- A. The representative of the interested organization contacts the FAANS President who invites the representative to attend FAANS meetings as a guest. The representative is informed that time will be set aside in the next FAANS meeting for the representative to introduce the organization to FAANS members.
- B. The FAANS Secretary sends to the representative of the interested organization the current FAANS POLICY MANUAL.
- C. The representative is informed of the process for recognition as a FAANS MEMBER, as follows:
 - 1. A representative of the applying association or organization must meet with the FAANS Membership and Standards Committee at all scheduled FAANS meetings during their first year of interest in FAANS membership.
 - 2. During the second and third years, additional interviews with the Membership and Standards Committee, as well as with the Executive Committee, may be scheduled as needed.
 - 3. The applying association or organization must give evidence of existence as a Florida-based nonpublic school organization for a minimum period of two (2) years. The officers and/or representative of the organization must reside in Florida.
 - 4. The applying association or organization must submit a list of the organization’s member schools. A minimum of ten (10) Florida nonpublic schools is required for FAANS membership.
 - 5. A copy of the policies which govern the operation of the association or organization must be submitted to the Membership and Standards Committee.
 - 6. Minutes of all meetings of the association or organization from the immediate past school year must be provided to the Membership and Standards Committee.
 - 7. A representative of the applying association or organization must attend FAANS meetings for three (3) consecutive school years as an observer.
 - 8. Following the interviews with the FAANS Membership and Standards Committee, the Committee will make a recommendation to the FAANS Board of Directors about whether or not to extend an application to the interested association or organization. FAANS members may vote to extend an application at that time, or to request more information before extending an application.
 - 9. If members vote to extend the application, the interested association or organization will be given an application and be required to submit it, together with a \$200 non-refundable application fee, before the next FAANS meeting.
 - 10. During the third year of attendance of FAANS meetings, the interested association or organization must seek sponsorship from three (3) FAANS organizations. Each sponsoring organization must write a letter of sponsorship to the FAANS President, to be received prior to the Fall meeting.
 - 11. At the Spring meeting, after the three (3) years attendance and all other membership requirements have been fulfilled, the FAANS Board of Directors will vote on accepting the interested association or organization as a “FAANS Member”.
 - 12. In order to maintain active candidacy for membership, the applying association or organization must meet the above requirements.
 - 13. Only FAANS recognized association or organizations, not individual non-public schools, may be FAANS Members. These organizations may not represent themselves in any way as being “Accrediting Members.”
 - 14. Non-public schools that are members of these association or organizations may not represent themselves or advertise as being members of FAANS.

Standards for Recognition as a “FAANS ACCREDITING ASSOCIATION OR ORGANIZATION MEMBER”

1. The accrediting association or organization must have been in existence for a minimum of ten (10) years.
2. The accrediting association or organization must have been involved in the process of accrediting its schools for a minimum of five (5) years.
3. The accrediting association or organization must have been a ‘FAANS Member’ for a minimum of two (2) calendar years prior to making an application for “Accrediting Association Member” status.
4. The accrediting association or organization must have a completed application for being recognized as an “Accrediting Association Member” on file with FAANS for three (3) years. All fees must be current.
5. The accrediting association or organization must have at least ten (10) separately governed and operated accredited schools in at least ten (10) counties of Florida.
6. The accrediting association or organization must have standards and evaluative criteria clearly expressed in written form.
7. The standards of the accrediting association or organization must meet the minimum current Standards for Accrediting Associations of FAANS.
8. The accrediting association or organization must have a liaison available to the Florida Department of Education.
9. Every five (5) years, beginning with the 2009-2010 school year and every five years thereafter, each accrediting member must send to the FAANS Secretary, in electronic form, a file of its accrediting standards. In addition, substantial changes to their accrediting process must be reported to the Secretary in the year the substantial change is made.
10. The representative of each FAANS Accrediting Association Member is required annually to sign a form verifying compliance with the Standards for Accrediting Members.
11. In order to maintain the “Accrediting Association Member” status, the accrediting association or organization must meet the above requirements and all dues and fees must be current.
12. Any of the above standards may be waived or modified by a two-thirds (2/3) vote of the FAANS Accrediting Association Members.
13. Non-public schools that are accredited by these associations or organizations may not represent themselves or advertise as being accrediting members of FAANS.

MINIMUM STANDARDS FOR FAANS ACCREDITING ASSOCIATIONS

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.

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.

TIMELINE WHEN SEEKING FAANS MEMBERSHIP

Year One

- A representative of the interested association or organization contacts the FAANS President.
- The FAANS Secretary sends the representative of the interested association or organization a list of required information, written documentation, and the Timeline for FAANS Membership.
- The representative is invited to attend the next FAANS meeting as a guest, where the representative will be asked to introduce the association or organization to FAANS members.
- The representative of the interested association or organization compiles the required written documentation and information and brings it to each of three interviews with the Membership and Standards Committee during the first year of attendance at FAANS meetings. Three interviews in the first year when we have only two meetings? Do they meet with the committee one other time as well?

Year Two

- The Membership and Standards Committee will report at a FAANS meeting, making a recommendation whether or not to extend an application to the interested organization. FAANS members may vote to extend an application at that time, or to request more information before extending an application.
- If FAANS Directors vote to extend the application, the interested organization will be given an application and required to submit it together with the \$200.00 non refundable application fee before the next scheduled FAANS meeting.
- Other interviews with the Membership and Standards Committee are scheduled during the second and third years of attendance, as needed by the interested organization or the Membership and Standards Committee.

Year Three

- During the third year of attendance of FAANS meetings, the interested organization must seek sponsorship from three FAANS organizations, and each sponsoring organization must write a letter of sponsorship to the FAANS president, to be received prior to the Spring meeting.

At the Spring meeting, after three years attendance and fulfillment of all membership requirements, the FAANS Directors vote on the application of the interested organization, to receive or to not receive the organization into FAANS membership.

TIMELINE WHEN SEEKING FAANS ACCREDITING ASSOCIATION MEMBERSHIP

A minimum of two years after the applicant's initial membership in FAANS

- A representative of the interested association or organization contacts the FAANS President and informs him/her of their intent to apply for FAANS Accrediting Association Membership status.
- At the Fall meeting of FAANS, a representative of the association or organization must meet with the Membership and Standards Committee to communicate their intent to apply for FAANS Accrediting Association Member status.
- A representative of the association or organization may then submit an ACCREDITING ASSOCIATION MEMBERSHIP APPLICATION to the FAANS Secretary and to the Membership and Standards Committee chairperson. The application must include evidence of the following:
 - The accrediting association or organization must have been in existence for a minimum of ten (10) years.
 - The accrediting association or organization must have been engaged in the process of accrediting its schools for a minimum of five (5) years.
 - The accrediting association or organization must have at least ten (ten) separately governed and operated accredited schools in at least ten (ten) counties in Florida.
 - The accrediting association or organization must have standards and not evaluative criteria clearly expressed in written form.
 - The standards of the accrediting association or organization must meet the minimum current Standards for Accrediting Associations of FAANS.
 - The accrediting association or organization must have a liaison available to the Florida Department of Education.

No fewer than five years following submission of the application for recognition as a FAANS Accrediting Association Member

- Prior to the Fall meeting of FAANS, the applicant association or organization must seek sponsorship from three (3) FAANS organization. Each sponsoring organization must write a letter recommending that the applicant's organization be approved for Accrediting Association Membership status.
- At the Spring meeting of FAANS, and after at least five years as a FAANS Member Association or Organization; and after paying all required fees; and after submitting all required documentation; and after fulfilling all membership requirements FAANS directors will vote on whether or not to accept the association or organization as a FAANS Accrediting Association Member.

CODE OF ETHICS

For the

Florida Association of Academic Nonpublic Schools

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.

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Name of Organization: _____

Name of Representative: _____

Signature of Representative: _____

Date of Agreement: _____