

NYACS Member School Accreditation Application

This form is designed to assess preliminary information required for NYACS accreditation. If you need to comment on any of the items, comment boxes appear in several sections and a large comment section is provided at the end of the document. Responses should be accurate, and documentation may be requested when your school is visited by the NYACS Accreditation Team.

* Required



School Identification

What is the name of the school? *

What is the school's complete address? *

What is the school's phone number? *

What is the school's BEDS number? *

Who is the school administrator? *

(First, Middle, Last)

What is the school administrator's e-mail address? *

Who is filling out this form? Give your name and e-mail address ONLY if you are not the school administrator.

Does the school also have a principal and/or superintendent? If so, please give their names. *

- Principal
 Superintendent

Check the box that best describes the school: *

- Ministry of a local church
 Independent Christian School

If the school is operated by a local church, please give its name, address, and pastor's name:

Is the school's philosophy based upon the Bible? *

(check one)

Yes

No

Does your school have a written philosophy of education? *

(check one)

Yes

No

Is the philosophy statement in agreement with the philosophy of the New York Association of Christian Schools? *

(check one)

Yes

No

Is your school a member in good standing of the New York Association of Christian Schools? *

(check one)

Yes

No

Is the school's purpose for existence clearly defined? *

(check one)

Yes

No

State the school's purpose for existence (mission statement): *

Has your school been in operation three full academic years? *

Yes

No

In what year was the school begun? *

Administration

Does your school have a school board or school committee? *

Yes

No

What best describes the nature of the school board or school committee, if your school has one?

Only advises

Has supervisory authority

Do your administrative officers have the training and experience to carry out their administrative functions effectively? *

Yes

No

List the degrees held by each administrative officer: *

Is the administrative staff sufficient in size to provide effective leadership to the institution's program? *

Yes

No

Is sufficient time allowed for administrative duties? *

Yes

No

Are procedures established for instructional supervision and improvement? *

Yes

No

Is there an established procedure for teacher observation? *

Yes

No

Is there a pre-service training session that occurs before the school year begins? *

Yes

No

How many in-service training sessions are planned for teachers during the school year? *

How many people serve as office staff in the school? *

Does the office staff have the training and experience necessary to perform the tasks assigned to them? *

Yes

No

Does the office operate in an efficient manner with well-defined procedures for handling the various office functions? *

Yes

No

Are minutes of the school board or committee properly preserved? *

Yes

No

When were the long-range plans for the school last updated? *

What short and long-range projections have been made for enrollment, faculty needs, program offerings, and facilities? *

Communication / Public Relations

Are the lines of communication open and operating among the administration, faculty, and students? *

- Yes
 No

How many open house days does the school normally conduct within a school year? *

Does the school publish a newsletter? *

- Yes
 No

If a newsletter is published, how often is it sent home?

Does the school have a parent support group or parent-teacher fellowship? *

- Yes
 No

If the school has a parent support group or parent-teacher fellowship, how often does it normally meet?

Does the school participate in civic (community) activities? *

- Yes
 No

Does the school send information to the local newspaper for publication? *

Yes No

If the school sends information to the local newspaper for publication, what kind of information is sent?

List the publications that the school prints to communicate with parents and the general public. *

Give the URL for the school's web site. *

Does the school have a cloud-based system with which to communicate with parents? *

 Yes No

If the school has an cloud-based system for communication, can parents view current grade information and news on the system?

 Yes No

If the school has a cloud-based system for communication, what is the name of the system?

Does the school schedule official parent-teacher conferences? *

 Yes

No

If the school schedules official parent-teacher conferences, how often are they scheduled and in which month(s)?

Insurance / Finances

Is the building insurance adequate? *

Yes

No

For how much is the building insured? *

What is the name of the building insurance company? *

Are criminal background checks conducted on faculty? *

Yes

No

Option 3

Is teacher liability insurance adequate? *

Yes

No

What is the amount of coverage provided by teacher liability insurance? *

What is the name of the teacher liability insurance company? *

Is student accident coverage adequate?

Yes

No

What is the amount of coverage provided by student accident insurance? *

What is the name of the student accident insurance company? *

Does the school operate within the confines of a budget? *

- Yes
- No

What people are involved in the preparation of the school budget? *

How is the school budget approved? *

What is the value of the total budget for the current year? *

(indicate year and amount / example 2015-2016; (\$250,000)

What is done if the current needs exceed the budget allowance? *

How often are the school finances audited? *

Who audits the school's finances? *

Does the school use sound bookkeeping practices? *

- Yes
 No

Does the school maintain financial records for at least 10 years?

- Yes
 No

Is there an organized purchasing system with purchase order forms? *

- Yes
 No

Is the school's income adequate to meet expenses?

- Yes
 No

Are bills paid on time? *

- Yes
 No

Is the bank statement balanced each month? *

- Yes
 No

Is adherence to the budget monitored monthly? *

- Yes
 No

How are accounts payable and accounts receivable organized? *

(Name any software used for this purpose.)

Is financial aid available for families? *

- Yes
 No

Does the school conduct fundraisers? *

- Yes
 No

If the school conducts fundraisers, is it mandatory for parents to be involved?

- Yes
 No

If the school conducts fundraisers, about how many school-wide fundraisers occur during the year?**Are personnel records kept on file? ***

- Yes
 No

Is the wage scale for faculty/staff sufficient? *

- Yes
 No

Do fringe benefits adequately cover health care? *

- Yes
 No

Describe health care coverage for faculty and administration: ***Is there a program set up to help with retirement? ***

Yes No

Describe your faculty retirement program: *

Do fringe benefits adequately cover professional liability insurance? *

 Yes No

Does the school offer discounts for faculty children? *

 Yes No

Describe the discount program available for faculty children if one is offered. *

Does the school offer paid sick leave? *

 Yes No

Briefly describe you sick-leave policy if one is available:

What obligation does the school have for wages and fringe benefits during the summer months? *

List any other benefits offered to teachers:

Does the school keep sufficient student health records according to state/local requirements?

- Yes
 No

Faculty

Does the school have a sufficient number of full-time faculty to implement its educational program effectively? *

- Yes
 No

How many full-time faculty members does teh school currently have? *

How many part--time faculty members does the school currently have currently have? *

Is the teching load of faculty members within normal limits? *

- Yes
 No

Does each member of the teaching staff hold a valid teaching certificate with the American Association of Christian Schools, the state association, or an approved certification agency? *

- Yes
- No
- Variance

Explain any variance with regard to faculty certification:

Are teachers teaching in their field(s) of professional preparation? *

- Yes
- No
- Variance

Explain any variance with regard to faculty who teach outside their fields:

Does the administrator hold at least a master's degree? *

- Yes
- No

Are faculty members fully in accord with the school's philosophy and standards? *

- Yes
- No

Does each faculty member attend church services regularly? *

- Yes

No Mostly

Does the school encourage the faculty to read for professional growth? *

 Yes No

Does the school encourage the faculty to earn graduate degrees? *

 Yes No

Are faculty meetings held regularly? *

 Yes No

Is there a regularly scheduled time for faculty prayer meeting? *

 Yes No

Approximately how many hours of onsite in-service training are provided during the school year? *

Academic Program

Does the academic philosophy conform to sound practices and standards?

 Yes No

What is the length of the school year? *

(days, including faculty pre-service and in-service)

What is the length of the school day? *

If the school has a secondary level, what is the length of each class or instructional period? *

What constitutes a high school credit? *

Does the school make provision for fine arts instructions?

Yes

No

If the school offers fine arts, give a brief description of the school's fine arts offerings:

Does the school have a scope and sequence? *

Yes

No

Where does the authority reside to initiate new curriculum or to modify existing curricula?

In classes in which textbooks are used, does the school have sufficient copies for all students? *

Yes

No

Does the school have a curriculum guide? *

Yes

No

Does the school curriculum guide provide a list of all courses taught at each grade level?

Yes

No

Variance

Describe any variance with regard to the curriculum guide provision of a list of courses taught:

Does the school curriculum guide provide a description of each course?

Yes

No

Variance

Describe any variance with regard to the curriculum guide descriptions of courses:

Does the school curriculum guide give the requirements for graduation? *

Yes

No

Variance

Describe any variance with regard to the curriculum guide listing or requirements for graduation:

Does the curriculum guide provide a listing of electives offered and the prerequisites for each? *

- Yes
- No
- Variance

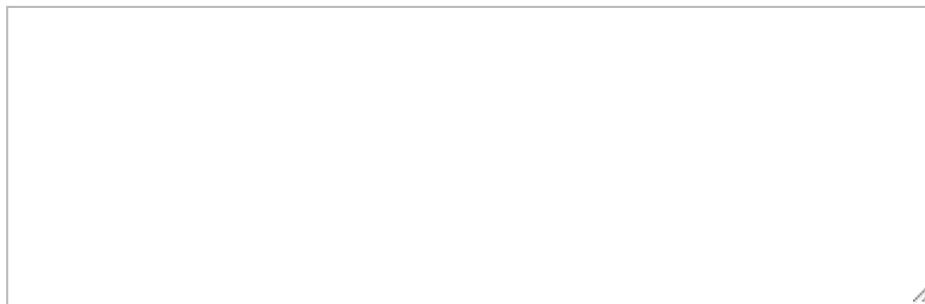
Describe any variance with regard to the curriculum guide listing of electives and corresponding prerequisites:

Does the curriculum guide list the textbooks required for each course? *

- Yes
- No

What criteria are used in selecting textbooks? *

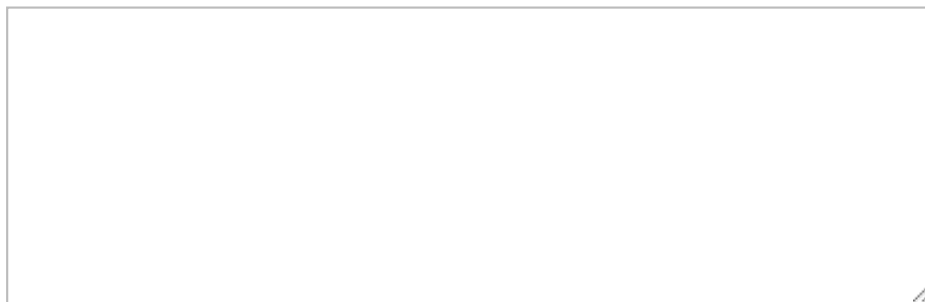
If secular textbooks are used, what is the school's rationale for such usage?



Does the school have any type of program for gifted or special needs children? *

- Yes
 No

If the school has a program for gifted or special needs children, please describe the program.



If the school has a program for gifted or special needs children, does the program use qualified faculty?

- Yes
 No

Are all students required to take a Bible class? *

- Yes
 No

Does the school have a standardized testing program? *

- Yes
 No

If the school has a standardized testing program, what tests are administered?

Include the grade levels that are included in the testing.



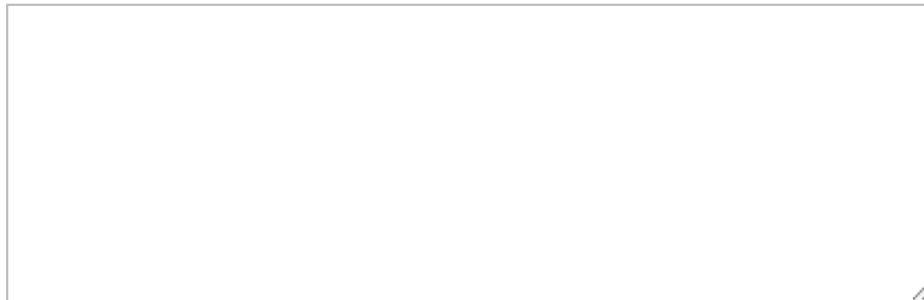
If the school has a standardized testing program, are the test results communicated to teachers and parents?

- Yes
 No

Does the school divide the year into quarters or six-week marking periods? Or, is another system used? *

- Quarters
 Six-Week Marking Periods
 Other

If neither quarters nor six week marking periods are used, describe how the year is divided for grading purposes.



Does the school issue progress reports to students and parents during each quarter or marking period? *

- Yes
 No

Do report cards have adequate provision to account for student character and academic progress? *

- Yes
 No

Give the school's grading scale in the space provided below: *

Does the school keep sufficient records on student performance? *

- Yes
 No

Are attendance records current and accurate? *

- Yes
 No

Is the system of recording attendance as efficient as possible? *

- Yes
 No

Does the school maintain disciplinary records? *

- Yes
 No

Does the school maintain records of all internal medication the school administers? *

- Yes
 No

Does the school purge cumulative record folders annually? *

(e.g., doctor's notes, permission slips, absence notes)

- Yes
 No

Does the school have an alumni association? *

- Yes
 No

Are graduation requirements carefully delineated and communicated? *

Yes No

Do requirements for high school graduation equal or exceed the minimum requirements established by the New York State Education Department?*

 Equal Exceed Neither

Is there a printed high school schedule? *

 Yes No

Does the school distribute an annual calendar to parents? *

 Yes No

Does your school offer AP classes? *

 Yes No

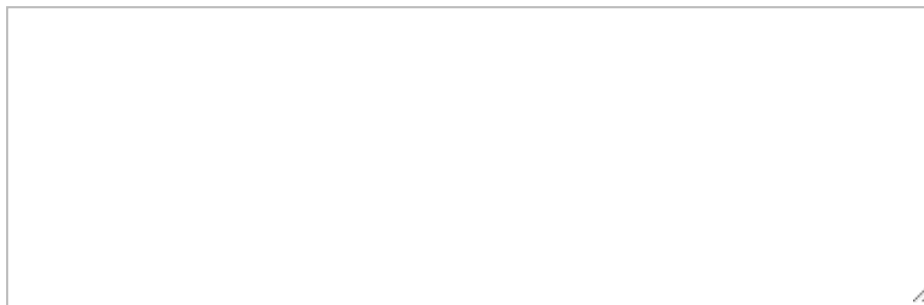
If your school offers AP classes, list them below.

Special/ Extracurricular Information

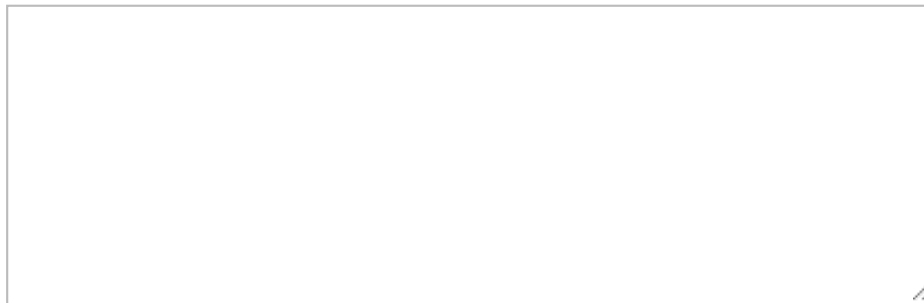
Are the chapel programs well planned and designed to meet the objectives of the school? *

 Yes No

How often is chapel scheduled for elementary students? *



How often is chapel scheduled for secondary students? *



Does the school encourage or require students to be involved in Christian service? *

- Encourage
- Require
- Neither

Are the policies governing extra-curricular activities consistent with the school's philosophy and Biblical standards? *

- Yes
- No

Is the athletic program in a proper balance relative to the totality of the school program? *

- Yes
- No

Does the school offer interscholastic athletics? *

- Yes
- No

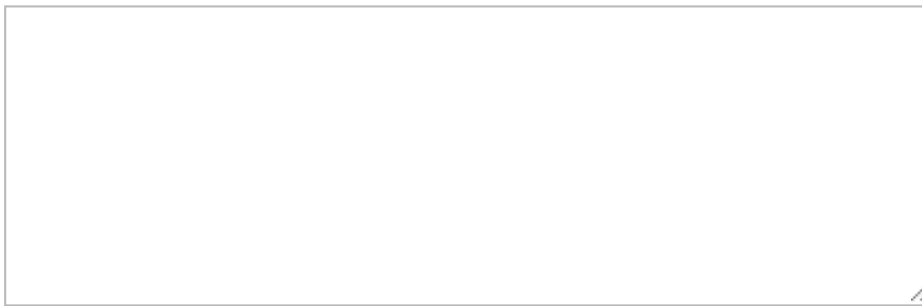
If the school offers interscholastic athletics, what interscholastic sports are available?



Does the school offer intramural athletics? *

- Yes
 No

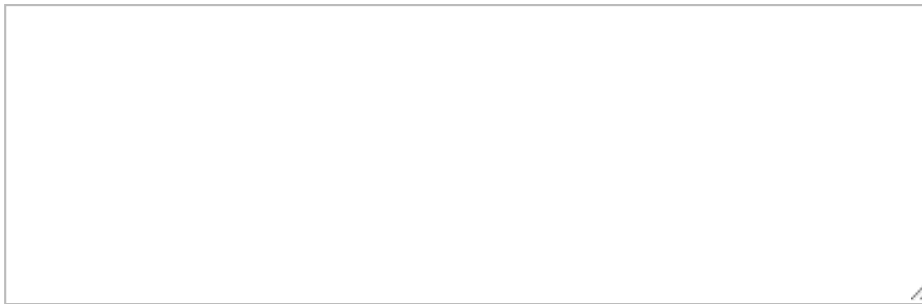
If the school offers intramural athletics, what intramural sports are available? *



Does the school have clubs for students to join? *

- Yes
 No

If the school offers clubs, list the names of clubs that have been available in the last three years: *



Does the school have an honor society? *

- Yes
 No

Fine Arts

Does the school offer art to students on the elementary scale? *

- Yes
 No

If the school offers art on the elementary level, check the grade levels at which it is taught. *

- Pre-K
 Kindergarten
 1st
 2nd
 3rd
 4th
 5th
 6th

Does the school offer art on the secondary level? *

- Yes
 No

If the school offers art to students on the secondary level, what classes are offered? ***Does the school offer music to students on the elementary level? ***

- Yes
 No

If the school offers music to students on the elementary school, check the grade levels at which it is taught?

- Pre-K
 1st
 2nd
 3rd

4th 5th 6th

Does the school offer music to students on the secondary level? *

 Yes No

If the school offers music to students to students on the secondary level, list the types of music instruction available at specific secondary grade levels:

Do the faculty offer private music lessons? *

 Yes No

Services

Does the school offer counseling services?

 Yes No

Are counselors qualified to fulfill their assigned responsibilities?

 Yes No

Is someone responsible for counseling students regarding course selection, standardized test results, choice of college, etc.?

 Yes No

Do Christian colleges have opportunity to present their institutions to high school students?

Yes No

Does the school take students to the campuses of Christian colleges?

 Yes No

Is counseling available for students experiencing spiritual, emotional, interpersonal and other problems and conflicts?

 Yes No

Does the school have a library? *

 Yes No

Approximately how many books does the library hold?

Does the library have an effective program and funds for securing new books?

 Yes No

Are new books added to the library each year?

 Yes No

Is the library of sufficient size, scope, and flexibility to serve effectively the school's academic and program needs?

 Yes No

Is the library covered by adequate and appropriate staff during all hours when the facility is open?

 Yes No

Does the library catalog books according to a standard system?

- Yes
 No

Is the library catalog on an electronic system?

- Yes
 No

Do secondary students write research papers requiring library skills? *

- Yes
 No

Do elementary students receive instruction in library use and research skills? *

- Yes
 No

Does the library receive current periodicals? *

- Yes
 No

Does the school offer a hot lunch program? *

- Yes
 No

If the school offers a hot lunch program, do the facilities and preparation of lunches meet state and local health codes?

- Yes
 No

Does the school offer a milk program for students? *

- Yes
 No

Does the school have a way to care for sick students or injured students? *

- Yes
 No

Does the school have access to a nurse? *

- Yes
 No

Does the school have established procedures for handling emergencies like sickness and injuries? *

- Yes
 No

Does at least one member of the staff have current certification in CPR and first aid? *

- Yes
 No

Do all athletic personnel have current certification in CPR and first aid? *

- Yes
 No

Does the school have a defibrillator? *

- Yes
 No

Does at least one member of the staff have defibrillator certification? *

- Yes
 No

Does the school maintain a sufficient number of first aid kits? *

- Yes
 No

Do teachers take first aid kits with them when they go on field trips? *

- Yes
 No

Does the school offer annual hearing and vision screening? *

- Yes
 No

Does the school have a bus for field trips and athletic trips or is a bus rented? *

- Owns a bus
 Rents a bus

Does the school have access to a bus driver with a current CDL? *

- Yes
 No

If the school owns a bus or buses, are maintenance records kept on each vehicle?

- Yes
 No

Do all school vehicles meet state regulations? *

- Yes
 No

Does the local school district provide bus service for students to and from school? *

- Yes
 No

Are bus rules communicated to drivers, parents, and students? *

- Yes
 No

Students / Parents

How many students are enrolled in the school? *

Break down enrollment as in this example: pre-k: 5; K-6: 40; 7-12: 38. Also, provide the year for which that enrollment is accurate.

Are the school's objectives related to the spiritual, academic, social, and physical needs of the individual student clearly stated and realistic? *

Yes No

Are the admission policies and procedures in conformity with the school's philosophy and objectives? *

 Yes No

Do entering students have certificates of immunization that are up-to-date prior to admission? *

 Yes No Normally--sometimes additional immunizations are needed

Does the school have a written non-discrimination policy? *

 Yes No

Are the school's spiritual goals emphasized in the admissions interview? *

 Yes No

Are voluntary student withdrawals during the school year excessive? *

 Yes No

Does the school require an interview with secondary applicants? *

 Yes No

Does the school provide a handbook for students and parents? *

 Yes No

Are discipline procedures in written form and well publicized to both students and parents? *

 Yes

No

Are discipline procedures designed so as to be an effective means of controlling student behavior, a fair method of dealing with students, and a defensible system when considering potential legal problems? *

Yes

No

Are rules consistently enforced throughout the school? *

Yes

No

Are proper records kept of disciplinary offenses and actions? *

Yes

No

Describe how parents are informed of disciplinary problems and remediations: *

Does the school dress code reflect the school's philosophy? *

Yes

No

Is the dress code understood by faculty, parents, and students? *

Yes

No

Is the dress code consistently enforced? *

Yes

No

Normally

Facilities / Safety

Are the following facilities adequate in size for their designated use, appropriately equipped, sufficient in lighting and ventilation, safe and of fireproof quality, clean, and well-maintained? Check each type of facility that meets all of these criteria. *

- Classrooms
- Restrooms
- Offices
- Gymnasiums
- Gymnasium locker rooms
- Auditorium/assembly hall
- Lunchroom
- Science labs
- Computer labs

Describe any deficiencies regarding the facilities listed in the previous item:

Is the furniture in each room appropriate in style and size?

- Yes
- No
- Mostly

Describe any deficiencies in the furniture to which the previous item refers:

Is provision made in the facilities for special needs children? *

- Yes

No

Does the school have a playground?

 Yes No

If the school has a playground, is it adequate for the student body, and is it well maintained?

 Yes No

Are each of the following systems adequate and functioning properly? Check each system that meets these criteria. *

 Heating Cooling Ventilation Lighting Water Sanitation

Describe any problems associated with systems in the previous item.

Does the school have adequate storage facilities, and are those facilities well organized?

*

 Yes No

Does the school have an adequate number of custodial personnel? *

 Yes No

Are custodial supplies ample and well organized? *

Yes No

Does visual inspection of the facility indicate that the buildings are well maintained? *

 Yes No

Are the buildings and grounds maintained so as to have an attractive appearance? *

 Yes No

Describe the procedure for someone to request something to be repaired or altered: *

Are fire extinguishers sufficient in quantity, maintained regularly, and in proper working order? *

 Yes No

Are fire drill/emergency evacuation routes clearly posted in each classroom? *

 Yes No

Are 8 fire drills held in the fall and 4 fire drills held in the spring? *

 Yes No

Does the school keep a dated record of fire drills? *

 Yes No

Does the school conduct tornado drills? *

Yes No

If the school conducts tornado drills, how many are conducted in the spring?

Does the school practice a lock down procedure? *

 Yes No

If the school practices a lock down procedure, when and how often is it practiced?

Does the school comply with the state and local health and safety regulations? *

 Yes No

Are all entrances to the building locked throughout the school day? *

 Yes No

Does the school have a system of video surveillance? *

 Yes No

Does the school require the use of safety goggles during science labs? *

 Yes No Mostly

Are hazardous chemicals kept in a safe place in the building? *

 Yes

No

Is the flow of traffic safe for both vehicle and pedestrians on the school property? *

 Yes No

Preparer Information

Please give the full name of the person who completed this document.

Please give the title of the person who completed this document.

Please give the e-mail address of the person who completed this document.

Please give the phone number of the person who completed this document.

Please indicate today's date:

Please add any comments below:

Comments may be extensive.



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