



# NAPS

## National Association of Private Schools



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

# POLICIES AND PROCEDURES MANUAL



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## National Association of Private Schools

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### POLICIES AND PROCEDURES MANUAL

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#### FORWARD

**National Association of Private Schools** is a consortium of Christian educators and Christian schools. The association is dedicated to recognizing and improving the character and educational quality of private Christian schools. National Association of Private Schools is a non-profit educational organization, which provides educational assistance and accreditation for church schools, private Christian schools and Christian home school academies that maintain a credible, traditional education program for Pre-K through 12th grades.

The purpose of National Association of Private Schools is to assist and complement existing Christian school programs. Schools earning accreditation through the National Association of Private Schools will appreciate the attainment of status and recognition. Accreditation is a tribute to the fact that the staff and faculty of each school are effectively motivating students and operating a high-quality educational program.

National Association of Private Schools was organized in order that private Christian schools would give an affirmative answer to the question of accreditation. Accredited status is earned through academic, technical, and overall excellence. An experienced educational peer group evaluates each school. Professional educators who appreciate and understand the uniqueness of each educational program and ministry will evaluate the school. The N.A.P.S. accreditation process is meaningful, practical and affordable.

In the private school sector, accreditation is optional. However, most schools have seen the need for this status and have asked for a specialized accreditation program that is geared to private Christian schools. This recognition is both a necessity and an advantage, helping to lift the school in acknowledgement of its program and achievements. Community and constituency will appreciate this commitment to excellence. To this end, N.A.P.S. is committed to helping Christian Schools to receive the recognition they deserve.

Please, do not hesitate to call the association office with any question.  
The office hours are 9 a.m. to 4 p.m. CST, Monday – Friday. The office phone is (877) 749-1807.



**Marvin L. Reynolds, D.Ed.**  
**Executive Director**



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### MISSION STATEMENT

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

### STATEMENT OF FAITH

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

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

### SCOPE AND PURPOSE

National Association of Private Schools was established to recognize Christian schools which have achieved a level of excellence and expertise and have established a credible reputation in the educational community. Each accredited school's basic educational program must be consistent with academic success. Accreditation standards must be maintained and verified on a yearly basis with a 5-year virtual onsite review.



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### N.A.P.S. STANDARDS FOR ACCREDITATION

Each accredited school must be consistent with the traditional academic expectations of the educational community and accreditation standards must be maintained and verified on an annual basis. To earn and maintain the accreditation seal from National Association of Private Schools, a school must adhere to the following standards.

#### **Standard 1: Educational Philosophy and Mission**

N.A.P.S. holds to the philosophy that Biblical values as well as skills are central in helping a child to learn respect for the qualities of life needed to attain true success and to be a productive citizen. Therefore, N.A.P.S. accredited school's educational philosophy and mission must conform to the belief, instruction, and practice of traditional Biblical values and educational skills. The school's mission must communicate to the implementation of a Christian worldview to the community of stakeholders. The philosophy and mission statements of each N.A.P.S. accredited school must be apparent and clearly stated on all websites, brochures, marketing materials, and handbooks.

#### **Standard 2: Academic Requirement**

N.A.P.S. accredited schools must have adopted a core Christian curriculum with a course of study that complies with the laws of the state in which the school resides. This course of study must also comply with the established traditional educational expectations of the education community by following a scope and sequence of the school's chosen Christian curriculum. The educational institution must meet the traditional basic state and national course guidelines for education. The educational philosophy and course presentation of the school must present a Christian worldview, creationism, as well as support Biblical teachings and moral values. N.A.P.S. accredited schools must follow the N.A.P.S. policies for the awarding of high school credits as listed on page 10 of this manual.

#### **Standard 3: Staff Requirement**

The administration and staff hold to professional ethics and the educational expectations of the stakeholder community. All administrators and educational staff personnel must have degrees or have been trained and hold some certification from an educational training agency. Educational training agencies may include a curriculum company, if that curriculum is being utilized in the school. All staff members and volunteers, including administrators, instructors, teachers, teacher's aides, coaches, janitors, and bus drivers must have a background check. Anyone having access to the student enrollment of the school will be required to have a current background check prior to commencing a position.

**STANDARDS FOR ACCREDITATION** continued on the next page.



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### **STANDARDS FOR ACCREDITATION continued.**

#### **Standard 4: Accreditation Folder**

Accredited schools will maintain an Accreditation Folder with documentation proving:

- Copy of the N.A.P.S. Policies and Procedures Manual
- Copy of State Requirements for High School graduation
- Academic achievements and school improvement plan
- Copy of the school's non-plagiarism policy (Every N.A.P.S. accredited school must adopt a written non-plagiarism policy which addresses Artificial Intelligence.)
- Changes that have been made in the school's philosophy, organization, staff, policies, and procedures
- Copies of the results of staff members' background checks
- Copy of the contact information regarding the Successor Custodian of Student Records

#### **Standard 5: Financial Requirement**

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

#### **Standard 6: School Records**

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

#### **Standard 7: School Relations**

Accredited Schools must hold the highest level of Professional Christian Ethics, Financial Policies, and Customer Relations in the conduct and operation of the school program.

**STANDARDS FOR ACCREDITATION** continued on the next page.



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### **Distance Learning Programs**

Schools that operate a Distance Learning Program in which the Parent\* is the teacher must provide the following:

#### **Parent-Teacher Training**

Every school operating a distance learning program must have a Parent-Teacher Training (PTT) that instructs the parent in their responsibilities.

#### **System of Accountability**

Every school operating a distance learning program must have a system of accountability which includes time frames for schoolwork completion and evaluation of completed materials by the school staff. The staff must make an assessment and offer improvement plans.

#### **Documentation of Authenticity**

Every school operating a distance learning program must have an annual documentation of authenticity for each student. This document must have the signature of both the student and parent that attests to the authenticity of the completed schoolwork that is submitted.

#### **Other-Than-Parent Supervisor/Teacher Policy**

Every school operating a distance learning program must have a published policy that addresses parents that delegate the responsibility of the teaching of the student. The Other-Than-Parent policy should include age and training requirements.

\*Note: A legal guardian is considered the parent for the purposes of this standard.



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### PROCEDURES FOR ACCREDITATION

#### APPLYING FOR ACCREDITATION

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

1. On the "Getting Started" page, open, download, and carefully read the Policies and Procedures Manual. Review the requirements and procedures for accreditation. Please, give attention to the Standards for Accreditation, the Statement of Faith, and the Procedures for Issuing High School Credits.
2. Review the N.A.P.S. Policies and Procedures Manual and complete the Accreditation Application online.
3. Begin the Internal School Evaluation and enter N.A.P.S. Candidacy Status.

Gather and organize the evidences, artifacts, and documents for the Candidacy Evidences for Accreditation Checklist. Evidences, documents, and artifacts may be placed in a shared Google folder that will be established by the N.A.P.S. staff and shared with you and/or any of your staff, as you deem necessary while in the Candidacy Status.

4. Compose a narrative to answer each of the Evaluation Questions that correlate with the Standards and Policies of N.A.P.S. (see pp. 12-20).
5. Navigate to and answer the questions using the online forms.
6. Receive the Virtual Onsite Visit appointment from the N.A.P.S. office.

**Submit the evidences into the shared Google folder, answer the Standards questions, and receive the Virtual Onsite Visit appointment.**

#### INITIAL ACCREDITATION PROCESS

Prior to the Virtual Onsite Visit, N.A.P.S. Accreditation Team will carefully examine the documents, evidences, and artifacts that are submitted into the Candidacy folder, as well as the answers to the Standards questions. This process will largely determine that a school's published claims correspond to its program and actual achievements and that the school is meeting the Standards for N.A.P.S. Accreditation. Any Candidate school must be evaluated in its entirety. Changes made by a Candidate school during its year of candidacy must be documented in writing and evidenced on the school's website, brochure, parent/student handbook, staff meeting minutes, and/or board minutes.

#### VIRTUAL ONSITE VISIT

A two-hour (approx.) meeting with the N.A.P.S. Accreditation Team. This meeting will be facilitated with the use of a Video-Conference Application. A detailed instruction sheet will be sent to the school one week prior to the scheduled meeting.

#### NOTIFICATION OF RECOMMENDATION

When the Virtual Onsite Visit and review by the Accreditation Team is completed, the school will be notified as to the recommendation that will be made to the Board of Directors at the Annual Accreditation Board Meeting. If the school is to be recommended to the N.A.P.S. Board for accreditation, the Initial Accreditation Fee will be due. If the school will not be recommended, the reason(s) for denial will be sent to the school administrator.





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### NOTIFICATION OF ACCREDITATION

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

- A letter of accreditation for display.
- A wall plaque which displays the N.A.P.S. accreditation.
- One Accreditation Certificate in a decorative display cover.
- The school will be listed on the National Association of Private Schools Website.
- Use of the N.A.P.S. Logo Accreditation Seal.
- Use of the statements:

"Accredited by National Association of Private Schools"

or

"National Association of Private Schools accredited"

### ANNUAL VERIFICATION AND 5-YEAR REVIEW

Accreditation reviews will be updated every year during the Annual Verification Period (March-April) or after any major change in the member school's program or administration. Every N.A.P.S. accredited school will receive a Virtual Onsite Visit every five years.

### SCHEDULE OF FEES

**Application Fee: \$295.00** (Due with application)

**Accreditation Fee: \$795.00** (Due upon completion of the accreditation process)

**Annual Accreditation Renewal Fee: \$295.00** (Annually, following first school year of accreditation)

Late Fee: \$50.00 (Late payment charge)

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

**Reinstatement Fee: \$150** After accreditation is relinquished, in order to be reinstated, the school must pay the Accreditation Renewal Fee, the Late Fee, and the Reinstatement Fee (Total: **\$495.00**).

**Non-Reinstatement Policy:** A school may not be reinstated after seven months, if fees are not paid. After the reinstatement period has transpired, the school must re-apply as a Candidate for N.A.P.S. accreditation.

**Candidacy Extension Fee: \$295** A Candidate school may extend its Candidacy status for one year by paying this fee. **A Candidate School may not extend its candidacy past the one-year extension.**



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### **N.A.P.S. POLICIES AND REQUIREMENTS FOR ACCREDITATION**

#### **DEFINITION OF AN EDUCATIONAL INSTITUTION**

For the purposes of N.A.P.S. accreditation, an educational institution is one that has the following:

- a specified administrative staff
- a student enrollment
- students from at least three separate families
- student records
- a standardized Christian core curriculum
- assigns curriculum lessons per the organization's staff
- a standard publication of policies which apply to the entire enrollment that are published through a student and/or parent handbook
- published graduation requirements, school year, and how to earn high school credits

#### **ACCREDITATION AGREEMENT**

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

#### **ANNUAL RENEWAL FEE, VERIFICATION FORM, AND 5-YEAR REVIEW**

Upon accreditation, each year, schools must submit the Annual Renewal Fee, which is due Oct.1. The Annual Verification Form is available beginning in March and must be completed by May 1. The school must also maintain the updated Accreditation Folder with any changes to the school's philosophy, organization, staff, and procedures. Accreditation standards must be met on a yearly basis. The National Association of Private Schools reserves the right to withdraw membership or accreditation from any accredited school that departs from the scope, purpose, or requirements of the association. Any non-compliance issue must be rectified within a one-year period. Every accredited school must complete the required 5-Year Virtual Onsite Visit. The school will receive notification of the year of the Virtual Onsite Visit.

#### **BACKGROUND CHECK REQUIREMENT FOR ALL STAFF MEMBERS AND VOLUNTEERS**

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



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### **COURSE COMPLETION REQUIREMENTS FOR ENTERING HIGH SCHOOL SENIORS**

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

### **SCHOOL RELATIONSHIP TO N.A.P.S.**

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

### **FIRST-YEAR SCHOOL APPLYING FOR ACCREDITATION**

Schools must complete one year of operation prior to applying for N.A.P.S. accreditation.

### **WITHDRAWAL OF CANDIDACY OR ACCREDITATION**

National Association of Private Schools reserves the right to withdraw candidacy or accreditation from any school that misrepresents itself or fails to comply with the requirements or purpose of the association and/or does not exhibit professional ethics and/or principles. Any non-compliance issue must be rectified within a one-year period.

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

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

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

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

**Policies continued on the next page.**



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### DIPLOMA MILLS

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

Diploma mills are defined by N.A.P.S. as follows:

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

### ISSUANCE OF HIGH SCHOOL CREDITS FOR GRADUATION

N.A.P.S. accredited schools must:

- Adopt credit requirements for graduation from high school in compliance with the requirements of the state in which the school resides.
- Develop a course of study that complies with the established traditional educational expectations of the educational community.
- Award credits by a traditional educational presentation and/or instruction of the core Christian curriculum. Courses offered must be equivalent to one and/or two semesters per school year, as offered in Christian, private, schools.
- Utilize core Christian curriculum which includes Math, English, Science, Social Studies and other electives that will make up the course of study required for graduation in the state where the school resides.
- Award credit for coursework which follows a scope and sequence with reputable Christian, textbooks, work texts or computerized presentations designed for credit for the courses offered.
- Not award credits for mitigated course materials, multiple course titles, or testing for course credit apart from actual completion of credible coursework.
- Utilize traditional methodology for course completion, testing, grading, and presentation of credit for core curriculum. **Testing for credit is not an approved method of awarding high school credits.**
- Maintain an educational philosophy and course presentation that does not counter Biblical Teachings and Moral Values with a Christian worldview.



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### SCHOOL HANDBOOK INSERTIONS

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

#### 1. Transfers to State Accredited Schools

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

#### 2. College Admission

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

### EXCEPTION POLICY

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

### CHANGE OR MODIFICATION OF REQUIREMENTS

N.A.P.S. reserves the right to modify the requirements for accreditation at any time with unanimous consent by the Board of Directors. Organizational changes may be made by a majority vote of the Executive Board. Changes to the N.A.P.S. policies will only be made at the Annual Board Meeting and published in June of each year.

### AFFILIATION

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

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

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

The course of study must follow the scope and sequence of the chosen Pre-School Birth through PK-4 curriculum.



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### Internal School Evaluation Guide

Use this guide to prepare the responses that will be recorded on the Internal Evaluation Form.

**EVALUATION:** S= Satisfactory I= Needs Improvement U= Unsatisfactory

#### FACILITIES

- Professional Appearance
- Cleanliness
- Organization
- Atmosphere

Please give a short explanation of why the school's facilities were given these results and how the facilities could be improved.

#### STAFF

- Appearance Professionalism
- Discipline
- Attitude
- Background Checks

Please give a short explanation of why the staff have been given these results and how the staff could be improved.

#### SPIRITUAL EMPHASIS

- Priority of Christian Emphasis
- Emphasis on Biblical Principles and Values
- Chapel and/or Devotional Program

Please give a short explanation of why the school's spiritual emphasis has been given these results and how the spiritual emphasis could be improved.

#### COMMUNICATIONS

- Website/ Social Media Announcements
- Student/ Parent Handbook
- Phone/ Email Monitored

Please give a short explanation of why the communications have been given these results and how the communications could be improved.

#### STUDENTS

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

Please give a short explanation of why the students have been given these results and how the students could be improved.

#### ACADEMIC PROGRAM

- Christian Curriculum
- Instructional Method
- Educational Outcomes
- Academic Competency
- Non-plagiarism Policy
- Digitized Academic Student Records

Please give a short explanation of why the academic program has been given these results and how it could be improved.

#### BUSINESS PRACTICES

- Professional Ethics
- Financial Policies
- Financial Record Keeping
- Customer Relations
- Succession Plan for Student Records
- Disaster Plan for Student and School Records
- Catastrophic Disaster Plan for Student and School Records

Please give a short explanation of why the school's business practices were given these results and how they could be improved.

When you are ready to record your evaluation, Click here: [N.A.P.S. CANDIDATE RESPONSES](#)



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### CANDIDACY EVIDENCES FOR ACCREDITATION Checklist

The following items are to be submitted to N.A.P.S. using the shared Google folder that has been set up for your school and contains the subfolders for each standard. The preferred file format is PDF for documents and JPG for pictures. Please place each evidence in the corresponding subfolder for the standard as listed.

- \_\_\_ Copy of the Christian Educational Philosophy and Mission Statement (Standard #1)
- \_\_\_ Copy of staff's diplomas, degrees, and certificates of training (Standard #3)
- \_\_\_ Copy of the school's brochure and enrollment information (if not on the website) (Standard #1)
- \_\_\_ Copy of the school's policies and procedures Manual (Administration Manual) (Standard #2)
- \_\_\_ Copy of the Student Handbook (Standard #2)
- \_\_\_ Copy of the Staff Handbook (Standard #3)
- \_\_\_ Copy of School's course requirements for graduation (Standard #2)
- \_\_\_ List of items required for student cumulative folders (Standard #4)
- \_\_\_ Copy of School's non-plagiarism policy (Standard #4)
- \_\_\_ Copy of three student transcripts (High School, Elementary, and High School Graduate) (Standard #6)
- \_\_\_ Copy of the high school diploma issued to graduate students (Standard #6)
- \_\_\_ Photographs of the building, classrooms and office facilities (Photos)
- \_\_\_ Seven letters of recommendation for accreditation (Standard #7)  
    Recommendation Letters from two Businesses, two Educators, and three Parents
- \_\_\_ School's Annual Budget (Standard #5)
- \_\_\_ School's Profit/Loss Statement (Standard #5)
- \_\_\_ Copy of the School's Improvement Plan (Standard #1)
- \_\_\_ Copy of the Institutional Registration (if required by the state) (Standard - Policies)

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### DEMOGRAPHICS

**PLEASE PROVIDE THE FOLLOWING DEMOGRAPHICS OF THE SCHOOL:**

**1. THE NUMBER OF STUDENTS IN EACH GRADE.**

Record the number of students. If a grade is not offered, enter N.A.(not applicable). If a grade is offered but has no students at the current time, enter 0 (zero).

**2. A LIST WITH EACH STAFF MEMBER AND HIS/HER RESPONSIBILITIES.**

**3. A LIST THE NUMBER OF HIGH SCHOOL GRADUATES FOR EACH OF THE LAST THREE YEARS. 2022 -                      2023 -                      2024 -**

**PLEASE RECORD THE SCHOOL'S DEMOGRAPHICS USING THE CANDIDATES RESPONSE FORM:**

[Click Here:  
Candidate Response Forms](#)





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### **N.A.P.S. STANDARDS QUESTIONS FOR CANDIDATE SCHOOLS**

**INSTRUCTIONS: BEFORE SUBMITTING ANSWERS TO THE STANDARDS QUESTIONS, COMPOSE A NARRATIVE USING A WORD PROCESSOR. WHEN YOU HAVE COMPLETED YOUR STATEMENTS, CLICK THE LINK PROVIDED FOR EACH STANDARD QUESTION.**

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

Does the school's educational philosophy and mission hold to the belief, instruction and practice of traditional Biblical values and basic educational skills including a Christian worldview? Prepare to elaborate your answer.

Are the school's values and skills central in helping a child to learn respect for the qualities of life needed to attain true success and to be a productive citizen? If you answered yes or no, please elaborate.

Are the philosophy and mission statements of the school apparent and clearly stated on all websites, brochures, marketing materials, and handbooks? Please elaborate.

Have you communicated compliance to Standard #1 with the community of stakeholders (Students, Staff, Parents, Board Members)? If so, how did you communicate it?

**EXAMPLE OF EVIDENCES FOR STANDARD 1:** Student Handbook, Staff Handbook, Board Meeting Minutes, Newsletters, Website (Any documentation or evidence listed should be placed in the school's shared Google folder)

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

**Click Here:  
Candidate Response Forms**



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### **HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 2? STANDARD 2: ACADEMIC REQUIREMENTS**

Which curriculum publisher does the school use for its core subjects (Science, Math, English, History)?

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

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

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

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

How does the school communicate its compliance with Standard #2 to the stakeholder community?

**EXAMPLE OF EVIDENCES FOR STANDARD 2:** Curriculum overview, Course Offering, Detailed Scope and Sequence, Student Handbook, Policy Manual, Procedures Manual, and/or Website address (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are to be submitted to indicate compliance to this Standard.

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

**Click Here:  
Candidate Response Forms**



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### **HOW HAS THE SCHOOL MET STANDARD 3? STANDARD 3: STAFF REQUIREMENTS**

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

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

Has every staff member and volunteer, including all support staff, and anyone having contact with enrolled students been background checked by an independent professional screening service?

Have you communicated your compliance to Standard #3 to the stakeholder community? If so, How?

**EXAMPLE OF EVIDENCES FOR STANDARD 3:** Staff Handbook, Staff Meeting Notes, Credentials, Certifications (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are to be submitted to indicate compliance to this Standard.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 3,  
NAVIGATE TO THE CANDIDATE RESPONSE FORM.**

**Click Here:  
Candidate Response Forms**



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## National Association of Private Schools

### **HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 4? STANDARD 4: ACCREDITATION FOLDER**

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

Does the Accreditation Folder contain documentation of compliance with N.A.P.S. policies and procedures including background checks for staff and volunteers?

Is there documentation of academic achievements of individual students, segments, and the entire school? Is there documentation of a school improvement plan in the Accreditation folder?

Is there documentation of changes that have been made to the school's philosophy, organization, staff, policies, and procedures.

Does the school have a non-plagiarism policy?

How do you communicate Standard #4 to all responsible staff members?

**EXAMPLE OF EVIDENCES FOR STANDARD 4:** Board Meeting Minutes, Staff Meeting Notes, Website (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are to be submitted to indicate compliance to this Standard.

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

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# NAPS

## National Association of Private Schools

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

Does the school maintain financial records that are in financial compliance with local, state and national requirements?

Does the school have a prepared annual budget?

Does the school have proof of financial viability?

How is Standard #5 communicated to the stakeholder community?

**EXAMPLE OF EVIDENCES FOR STANDARD 5:** Board Meeting Minutes, Staff Meeting Notes, Budget, Income and Loss Statement (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are used to indicate compliance with Standard #5.

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

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# NAPS

## National Association of Private Schools

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

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

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

Has the school appointed a successor custodian of the school's records and provided N.A.P.S. with the name and contact information?

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

**EXAMPLE OF EVIDENCES FOR STANDARD 6:** Copy of a Cumulative Student Folder, Procedures Manual (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are used to indicate compliance with Standard #6.

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

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# NAPS

## National Association of Private Schools

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

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

**EXAMPLE OF EVIDENCES FOR STANDARD 7:** Testimonials from Parents, Educators, and the Business community. (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are used to indicate compliance with Standard #7.

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

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# NAPS

## National Association of Private Schools

### **HOW HAS THE SCHOOL MET THE REQUIREMENTS OF N.A.P.S. POLICIES?**

#### **POLICIES: LEGAL COMPLIANCE AND EDUCATIONAL STANDARDS**

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

Does the course of study for each student comply with the laws of the state in which the school resides? If no, please explain.

Does the school use well established, traditional academics in accordance with the expectations of the educational community? If no, please elaborate.

Does the school allow students to test for credit? If yes, please explain.

Are courses completed in traditional methodology? If no, please elaborate. Does the school allow students to fast-track? If yes, please explain.

**EXAMPLE OF EVIDENCES FOR LEGAL COMPLIANCE:** Student Handbook, Policy Manual, Procedures Manual, Website. (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Board Meeting Minutes, and Legal Documents. Please list the evidence that are used to indicate compliance with N.A.P.S. Policies.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR N.A.P.S. POLICIES, CLICK THIS LINK:**

**Click Here:  
Candidate Response Forms**