



## APPLICATION FOR MEMBERSHIP

Thank you for your interest in CAIS. To complete your application for membership, we have enclosed the following:

- *Procedures for Appraising the Independent School*  
**(FOR INFORMATIONAL PURPOSES ONLY)**  
Carefully review the *Procedures for Appraising the Independent School*. This document will be used to accredit the school within three years of acceptance as a provisional member. Please submit your application only if the school will be able to meet the Association standards listed in each of the thirteen chapters.
  - Standards for Member Schools
  - Principles of Good Practice
  - Application for Membership
  - List of documents to be submitted
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1. Review the *Procedures for Appraising the Independent School*, *Standards for Member Schools* and *Principles of Good Practice*.
  2. Send the completed application and support materials (bound, tabbed and in triplicate), and the fee of \$500 to CAIS prior to September 25.
  3. The Board of Directors will review applications at its October meeting. Schools which appear to meet the standards for membership will be visited by two members of the Committee.
  4. The visit will take place between mid-October and mid-December. The visiting team will tour the school, talk with key administrators, and discuss the benefits and services of membership in CAIS.
  5. The visiting team will make its recommendation to the Board of Directors at the next meeting. New schools are taken into membership in January and, upon acceptance, pay one-half the yearly dues.
  6. Schools are admitted to provisional membership with the understanding that they will be accredited in either the second or third full year of membership.
  7. Provisional schools may take part in all activities and services of the Association on a non-voting basis.



## BASIC GUIDELINES FOR MEMBERSHIP

Before continuing with the application process, please be certain the school can meet the following basic guidelines for membership:

1. Must be independent (governed by a board specifically constituted for the school).
2. Non-profit
3. College Preparatory: Offer and recommend for their high school graduates academic courses that will meet the minimum course requirements for freshman admissions to the University of California system ("A-G requirement").
4. Schools must be in their fifth year of operation when application is submitted.
5. All elementary schools must have at least grades one through five.
6. All secondary schools must include grades ten through twelve with a minimum of six students enrolled at each grade level.
7. All Heads of School must be willing to serve on an accreditation Visiting Committee two out of every three years.



## WHO WE ARE

The California Association of Independent Schools is an association of 196 schools throughout the state. Although each school is unique, members share a commitment to excellence and to the nurture of the physical, intellectual, moral and social development of students. All schools are college preparatory, offering small classes, a rich curriculum and individual attention. Independent schools stress social responsibility and service to the community in their policies and programs and encourage enrollment from all segments of the community.

Member schools vary widely, ranging in size from 80 to 1713; providing campuses that are urban, suburban or rural; student bodies that are coeducational or single sex; and offering boarding and day facilities. The majority of schools are secular, but many are religiously affiliated. All schools admit students without regard to race, color, national or ethnic origin to all the rights and privileges, programs, and activities available to students. They do not discriminate in the administration of educational policies, admissions policies, financial aid programs, athletic programs or any other school administered programs. Member schools are incorporated not for profit and are governed by a board of trustees.

CAIS was established to provide services for member schools, administer standards and provide information and leadership on educational issues. Schools belonging to the Association undergo a full evaluation every six years.



**PLEASE SUPPLY THE FOLLOWING INFORMATION ABOUT THE GOVERNING BOARD OF THE SCHOOL:**

1. List the names and affiliation (e.g., parent, alumni, community member, etc.) of members of the governing board.
2. Describe the process by which members of the governing board are nominated and elected.
3. List the standing board committees.
4. Designate below which areas of school operations are solely the board's responsibility, those shared with the head and those solely the head's responsibility.

<b>Board Responsibility</b>	<b>Joint Responsibility</b>	<b>Head's Responsibility</b>

*Please attach an extra sheet if necessary.*

*For schools with religious affiliation:*

If the governing body of the school reports to the governing body of the religious institution, describe the organization, responsibility and delegated authority of each with particular reference to the hiring, performance review and dismissal of the head of school.



## DOCUMENTS TO BE SUBMITTED

The following documents must be submitted **IN TRIPLICATE, TABBED AND SEPARATELY BOUND** at the time of application:

- The WASC visiting committee report, where available
- Evidence of non-profit status
- Current statement of philosophy and mission
- The governing body's bylaws
- Completed sheet with information on trustees, terms of office, current committee structure and responsibilities
- Audit or review by CPA who is not a trustee or employed by the school
- Financial documents for the current school year including the annual budget and the most recent (i.e., monthly or year-to-date) financial statement.
- Current admissions policy statement and application materials
- Current staff and administration roster with degrees earned and date of hire
- Personnel policies including evaluation methods and information on teacher compensation and benefits
- The current year's calendar
- A general description of curriculum, including such items as curriculum maps, course descriptions, or other similar materials.
- A description of library facilities including size of collection and/or other provision for library needs
- Evidence that the school meets city, county and state health regulations
- A statement of purpose and description of the parents' association, if available
- A statement of purpose for the alumni association, if available
- A statement of the school's policies on student, staff and alumni records



## APPLICATION FOR MEMBERSHIP

NAME OF SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ WEBSITE \_\_\_\_\_

DATE OF FOUNDING \_\_\_\_\_ DATE OF NON-PROFIT INCORPORATION \_\_\_\_\_

TYPE OF SCHOOL  BOARDING  DAY  BOYS  GIRLS  COED

TOTAL ENROLLMENT \_\_\_\_\_ NUMBER OF TEACHERS: FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

NUMBER ENROLLED BY GRADE \_\_\_\_\_ PRESCHOOL \_\_\_\_\_ KINDERGARTEN \_\_\_\_\_ FIRST \_\_\_\_\_ SECOND  
\_\_\_\_\_ THIRD \_\_\_\_\_ FOURTH \_\_\_\_\_ FIFTH \_\_\_\_\_ SIXTH \_\_\_\_\_ SEVENTH \_\_\_\_\_ EIGHTH \_\_\_\_\_ NINTH  
\_\_\_\_\_ TENTH \_\_\_\_\_ ELEVENTH \_\_\_\_\_ TWELFTH

IF THE SCHOOL IS ACCREDITED BY WASC, GIVE DATE AND TERM OF LAST ACCREDITATION:

\_\_\_\_\_

PROFESSIONAL AND EDUCATIONAL ORGANIZATIONS TO WHICH THE SCHOOL BELONGS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME AND TITLE OF HEAD OF SCHOOL \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF APPOINTMENT \_\_\_\_\_

SIGNATURE OF HEAD OF SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF BOARD CHAIR \_\_\_\_\_ DATE \_\_\_\_\_



**PRINCIPLES OF GOOD PRACTICE FOR SCHOOLS**

**ADMISSIONS**

A school will not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies.

A school recognizes the right of its students or families to visit and consider other schools without notifying the present school. It also recognizes and respects the right of another school to hold preliminary discussions about the possibility of admission without notifying the present school.

Upon request and as promptly as possible, a school will send a transcript (or its equivalent) and other pertinent information to another school to which a student has applied.

A school will take all reasonable and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning students and parents.

A school will not offer a place to a student without first receiving an official transcript (or its equivalent) from the student's present school.

A school will allow each candidate reasonable time to accept an offer of a place.

A school will make clear all dates concerning the admission procedure and ensure adherence to those dates. The candidate and the parents will be informed of the complete costs of the forthcoming school year.

Before making a financial aid award based on need, a school will first require adequate documentation of the family's financial resources. Such an award will not exceed the demonstrated need of the family.

The director of admission and, by extension, the head of each school bear the ultimate responsibility for fulfilling the *Principles of Good Practice*.

**EMPLOYMENT**

A school will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation in hiring or in the administration of its hiring and employment policies.

A school official responsible for employing teachers should not seek to induce a teacher under contract in another school to break that contract.

A school should strictly maintain the confidentiality of all personnel information obtained about an applicant or an employee.

A school should condition teachers' employment applications upon a signed authorization to contact the teacher's past and existing employers to discuss all job-related information, including the teacher's qualifications and employment record.

A school that is asked to provide information about a past or existing employee should first request a copy of the past/existing employee's authorization. Upon receipt of such an authorization, the school should provide the information in good faith and in a truthful and direct manner.

A school respects the right of a teacher in a member school to approach another independent school to discuss possible employment. However, a school should condition teachers' offers of employment upon an authorization to contact the teacher's existing employer to confirm that no breach of contract would result from the acceptance of a new offer of employment.