

# MISSISSIPPI ASSOCIATION OF INDEPENDENT SCHOOLS

A. Shane Blanton  
Executive Director

Margaret Rogers  
Associate Director of Instruction

President  
Randy Randall  
Indianola Academy

1st Vice-President  
Allen Scott  
Central Hinds Academy



2nd Vice-President  
James Madden  
Glenbrook School

Les Triplett  
Director of Activities

David Drake  
Associate Director of Technology / Activities

Secretary  
Dr. Bill Alford  
Magnolia Heights School

Treasurer  
Dr. John Dale Dumas  
Parklane Academy

September 09, 2013

To: Marcy Tidwell, Non-public Director, Tennessee State Department of Education

From: A. Shane Blanton, Executive Director, Mississippi Independent School Association

Ref: Five-Year Renewal Application for Accreditation

Please find enclosed the Accreditation Application for the Mississippi Independent School Association (MAIS). Currently the MAIS does not have a member school in the state of Tennessee, however, our leadership would like to maintain an approved accreditation status with the state. Since we are identified as an approved regional accrediting association by the MS State Department of Education, we would like to maintain the option to accredit a school in Tennessee if the request were made.

In addition, we would like you to visit our web site and review our on-line accreditation reporting procedure. Our Technology Director can assist in making that possible if you will give us a call when you reach that portion of our application.

If you have any further questions regarding the application please contact me or Associate Director of Instruction, Margaret Rogers, at 601-932-2007.

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## Documents Included in The Final Report

1. Tennessee Department of Education Application Form
2. MAIS Accreditation Manual
3. MAIS Teacher Certification Manual
4. 2012-2013 MAIS Member School Directory
5. MAIS By-Laws
6. School Application for Membership in the MAIS
7. Five Year Site Visitation Form
8. MAIS Achievement Test Security Plan
9. Mississippi Accreditation for Nonpublic Schools MS Code Ann. 37-17-9 and Minutes of MS Board of Education Meeting on August 18, 2005 recognizing MAIS (MPSA) as a Regional Accrediting Agency on page 3 of the minutes.



TENNESSEE DEPARTMENT OF  
**EDUCATION**  
 FIRST TO THE TOP

**APPLICATION FOR NON-PUBLIC SCHOOL ACCREDITING AGENCY**

\_\_\_\_\_ Initial Application

\_\_\_\_\_ X \_\_\_\_\_ Renewal Application

**Instructions:**

1. All applications must be typed.
2. Applying agencies may refer to a specific regulation of the Tennessee State Board of Education if the agency plans to adopt that regulation as it is written.
3. The applicant agency may use additional sheets to answer any section of this application.

**Section I (Demographics)**

A. Name of Agency \_\_\_\_\_ MISSISSIPPI ASSOCIATION OF INDEPENDENT SCHOOLS \_\_\_\_\_

B. Physical Address \_\_\_\_\_ 176 COUNTRY PLACE PARKWAY \_\_\_\_\_

C. City \_\_\_\_\_ PEARL \_\_\_\_\_ State \_\_\_\_\_ MS \_\_\_\_\_ Zip \_\_\_\_\_ 39208 \_\_\_\_\_

D. Phone Number \_\_\_\_\_ (601) 932-2007 \_\_\_\_\_

E. Website \_\_\_\_\_ www.msais.org \_\_\_\_\_

F. Chief Operating Officer \_\_\_\_\_ A. Shane Blanton \_\_\_\_\_

G. National, regional, or professional affiliations:

Working relationships with AdvancED and Southern Association of Independent Schools

Reciprocity has been granted by the State Department of Education of Mississippi

\_\_\_\_\_

\_\_\_\_\_

**Section II (Member Schools)**

A. Number of member schools at the time of this application: None

B. Please provide names, addresses, and telephone numbers of member schools which have at least ten (10) full-time students. Make additional copies of this page as needed.

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Number of full-time students \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Number of full-time students \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Number of full-time students \_\_\_\_\_

4. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Number of full-time students \_\_\_\_\_

5. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Number of full-time students \_\_\_\_\_

### **Section III (Objectives and Philosophy)**

List the administrative objectives and state the educational philosophy for your agency.

The Mississippi Association of (MAIS) encompasses four main functions:

- (1) Accreditation
- (2) Teacher Certification
- (3) Regulation of Athletics and Activities
- (4) Support Services

Affiliation with the MAIS requires that each member school meet and maintain accreditation standards as established by the MAIS Accrediting Commission.

The essential purpose of MAIS accreditation is two fold:

- (1) To assist schools in improvement by utilizing a systematic course of evaluation through the application of educational standards and,
- (2) Validating that all schools accredited through the MAIS are meeting an established level of academic integrity for the students they serve.

MAIS accreditation is an annual renewal process for the continuation of membership. All standards and directives set forth by the association are implemented for the purpose of providing adequate learning facilities and an appropriate learning atmosphere for pupils to develop to their optimum educational potential. The Association recognizes the ability levels differ and that academic intensity varies from school to school. However, it is the intent of the Association, through its infrastructure, to encourage academic excellence and a superior foundation for higher educational opportunities.

#### Section IV (Agency Employment Standards)

List educational and experience qualifications for the professional personnel employed by the agency.

<u>Position</u>	<u>Qualifications</u>
1. Executive Director	Specialist degree in School Administration with 13 years of school experience
2. Associate Director of Instruction	Master's degree in School Administration with 17 years of school experience
3. Director of Activities	Master's degree in Counseling with 30 years school experience
4. Director of Technology	Bachelor's degree in secondary science, math, and computer with 30 years school experience

**Section V (Agency Professional Employees)**

List names of full-time agency professional employees, position title, and brief job description. Attach additional information as necessary.

<u>Name</u>	<u>Position/Title</u>	<u>Job Description</u>
1. A. Shane Blanton	Executive Director	Oversee all operations of the agency/public relations
2. Margaret Rogers	Associate Director of Instruction	Execute all policies and procedures in the areas of accreditation & teacher certification
3. Les Triplett	Director of Activities	Plan, organize and coordinate all athletics and activities for the Association
4. David Drake	Director of Technology	MAIS website manager and provides technology support for the Association

**Section VI (Types of Membership)**

A. Does your agency allow member schools to operate satellite home schools as defined in T.C.A. 49-6-3050(a)(2)?

Yes \_\_\_\_\_

No   X  \_\_\_\_\_

B. Describe the levels or types of membership granted to schools in your agency.

<u>Type of Membership</u>	<u>Description</u>
1. The Mississippi Association of Independent Schools currently has no affiliate or associate membership. All schools are expected to execute the same procedures and meet the same standards in order to be accredited.	
2. There are three levels of accreditation: "Approved"; "A"; "AA". An "Approved" rating meets the minimum stands. Seeking an "A" or "AA" rating requires the school to more challenging standards. (Accrediting Manual enclosed)	
3. _____ _____	_____ _____ _____ _____
4. _____ _____	_____ _____ _____ _____
5. _____ _____	_____ _____ _____ _____



## **Section VII (General Policy for Accepting Member Schools)**

Describe the general policy of the agency for accepting member schools. (Examples: funding source, denominational ties, meeting agency standards, etc.)

Independent schools, which meet and maintain minimum standards of accreditation, as set forth by the Mississippi Association of Independent Schools Accrediting Commission, may apply for membership. A school is defined as a unified educational facility or facilities of any number of grades under the direction of one chartered corporation.

Application for membership shall be made in writing on a form prescribed by the Board of Directors. The application shall include, in addition to, such other matters as the Board of Directors may determine, an undertaking by the applicant to comply with and be bound by the Constitution, By-Laws and amendments thereto, and the policies, rules, and regulations at any time adopted by the Association in accordance with the By-laws.

## **Section VIII (Agency's Member School Approval Process)**

- A. Explain the agency's school approval procedure by listing the steps in these processes.
1. Initial approval process for a member school;
  2. Annual re-evaluation process for a member school;
  3. Revocation of approval/appeals procedures;
  4. Technical assistance provided to address a member school's deficiencies;
  5. Internal agency review process for school approval procedure;
  6. Other process as appropriate.
- B. Attach all documents which directly affect this item, including an application form and a current copy of your approval procedure.

As indicated in the attached by-laws, any non-public school, which is determined by the Accrediting commission to meet the approved standards, may be accredited. Steps in applying and maintaining accreditation are listed in Division One of the Accreditation Manual.

All schools have the option of appealing decisions regarding accreditation to the Accrediting commission and, if necessary, to the Executive Committee. (Accreditation Manual page 4 - Procedure for Appeals )

The Director of Instruction or his agents are responsible for providing technical assistance with identified school deficiencies. Copies of site visitation prospectus and site visitation reporting forms are included as part of the internal agency review process.

Each school undergoes an annual accreditation review by the Director of Instruction each fall and a final report is provided to the Accrediting commission each spring. They in turn issue the appropriate accreditation rating for the school year. This annual accreditation report is completed on-line and allows each schools to view their report and deficiencies in a timely manner.

**Section IX (Course Title Approved by the Agency)**

- A. List or attach a list of all subject and/or course titles which the agency approves for grades K-12 and the grade level(s) at which each course is taught.

The below references will be found in the Accreditation Manual.

Kindergarten

Refer to Division Two

Standards 17.000 through 17.003

Elementary

Refer to Division Three

Standards 31.000 through 31.009

Secondary

Refer to Division Four

Standards 42.000 through 42.007  
Standard 52.000

## Section X (Licensure and Evaluation System)

A. Explain the agency's professional licensure procedures. Include:

1. The process for obtaining a license;

The school should submit a copy of a valid state Educators License or a transcript that verifies the college degree along with successful Praxis scores. The Director of Instruction reviews these documents and appropriate endorsement is issued or denied.

2. The educational and/or experience requirements for obtaining a license.

Attach all documents which directly affect this item, including pamphlets and other descriptive information.

All candidates seeking an Educators License must hold a Bachelors degree or higher in the area in which they desire to teach. The educational requirements for obtaining a certificate are found in the Teacher Certification Manual.  
(Enclosed)

3. The system by which the agency maintains licensure records for all individuals licensed by the agency.

The Department of Instruction keeps individual records on computer and hard copies filed on every teacher in each member school.

4. Assurance that all professional personnel are properly licensed.

Each school is provided a copy of the Educators License on each of its personnel and is required to have that license on file. In addition, the Director of Instruction maintains a file on each teacher when they are issued an Educators License. Also each school has the capability to check on-line the status of each teacher through our on-line accreditation.

B. Describe the teacher evaluation system.

In accordance with Standard 10.002, each school shall have a systematic annual process of evaluation for all instructional personnel. It is left to the schools discretion to determine the instrument of evaluation and its use as a tool for retention or dismissal.

**Section XI (Administration)**

Attach documentation that each member school meets minimum standards as stated in Rule 0520-07-2-.03 (c) 9.

The Accrediting Standards and Teacher Certification Standards address all items in rule 0520-7-2-03. Accreditation Standards revised 2008 and Teacher Certification Standards revised 2013.

Accreditation checklist for Tennessee Schools Addendum is attached which also addresses items in rule 0520-7-2-3.

## **Section XII (Facilities)**

Describe or provide a copy of the standards for the following:

1. Approval of plans and specifications regarding planning of new buildings and/or alterations
2. Health and safety
3. Classrooms
4. Facilities for handicap
5. Laboratories
6. Library/Media
7. Physical education/playground
8. School fire safety codes

Refer to the Accreditation Manual that addresses the specific standards for all of above items.

### Division I

Standard 12.000-12.005

Standard 13.000-13.005

Standard 14.000-14.002

### Division II

Standard 26.000- 26.006

### Division III

Standard 34.000-34.011

### Division IV

Standard 45.000-45.016