

Tennessee Department of Education

APPLICATION FOR PRIVATE SCHOOL ACCREDITING AGENCY

_____ Initial

XXX Renewal

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 Tennessee Association of Non-Public Academic Schools

B. Address of Agency P.O. Box 411 (161 Baker Road)

C. City Hohenwald State Tennessee Zip 38462

D. Phone Number (931) 796-4348

E. Chief Operating Officer: Debbie Landers

F. Name(s) of Affiliation(s): _____

(National, regional, or professional affiliations) _____

Section II (Member Schools)

A. Member Schools at this time: 7

B. Names, addresses, and telephone numbers of member schools with at least 10 full time students:

1. FaithHeritage Christian Academy
4274 Duncan Rd. Millington TN 38053
901-872-6706
Number of full time students: 721
 2. Lancaster Christian Academy
213 Appleby St. Smyrna TN 37167
615-223-0451
Number of full time students: 542
 3. Lighthouse Christian Academy
P.O. Box 637 Millington TN 38053
901-873-3353
Number of full time students: 105
 4. Word of Faith Christian Academy
3528 Sharpe Ave. Memphis TN 38111
901-744-4061
Number of full time students: 63
 5. Dayspring Academy
P.O. Box 1568 Whitehouse TN 37188
615-672-9650
Number of full time students: 73
 6. Family Christian School
1340 North Pkwy Jackson TN 38305
731-421-2670
Number of full time students: 57
 7. Victory Baptist Academy
2000 North Main
P.O. Box 1030 Shelbyville TN 37160
Number of full time students: 91
- Total number of students served: 1652

Section III (Objectives and Philosophy)

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

TENNESSEE ASSOCIATION OF NON-PUBLIC ACADEMIC SCHOOLS

PHILOSOPHY

TANAS believes it should be the opportunity of every child in the state to receive a quality education with the understanding that knowledge originates with the fear of God. Therefore, TANAS believes that effective education is centered around the understanding that God's Word, Truth, and Spirit are the wellsprings from which true learning flow. Understanding the responsibility of parents in the home, TANAS also believes that no education can be complete without effective input, discipline, and instruction from the parent. TANAS seeks to help local church related schools to educate their community's children while enhancing their opportunity to strengthen their families.

Also see chapter 1 of TANAS Category II manual.

Section IV (Agency Employment Standards)

- A. How many teachers left at the end of last school year? 1
- B. How many teachers joined staff at the beginning of the present year?
0

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

| | <u>Position</u> | <u>Qualifications</u> |
|----|-----------------------------------|---|
| 1. | Executive Director Qualifications | <ul style="list-style-type: none">a. Salvation experienceb. Exemplification of Christian Characterc. Experience in private school administrationd. Five years or more of administrative experiencee. Ability to articulate a biblical perspective of education |
| 2. | Secretarial Qualifications | <ul style="list-style-type: none">a. Salvation experienceb. Exemplification of Christian Characterc. Associate's degree, graduate of Business school, or five years of secretarial experienced. Ability to articulate a biblical perspective of education |
| 3. | Accreditation Director | <ul style="list-style-type: none">a. Salvation experienceb. Exemplification of Christian Characterc. Four year college degree or aboved. Experience in private school administratione. Five years or more of administrative experiencef. Ability to articulate a biblical perspective of education |
| 4. | Accreditation Team Member | <ul style="list-style-type: none">a. Salvation experienceb. Exemplification of Christian Characterc. Four year college degree or aboved. Ability to articulate a biblical perspective of education |

Section V (Agency Professional Employees)

List names of full-time agency professional employees, position title, and brief job description.

Debbie Landers-Executive Director (full time)
Implement the vision and administrative policies set by the Board of Directors
Handles all public relations
Heads up student services
Supervises/organizes school services (i.e. achievement testing, meetings, etc.)

Cindy Ayers-Secretary (full time)
Screen all incoming calls
Type all correspondence
Duplicate all necessary materials
Mail all first time applications and renewal applications
Give referral information regarding TANAS in absence of Executive Director
Purchase and maintain office supplies
Coordinate information between Executive Director and Accreditation Director
Maintain files on all member schools

Jim Price-Accreditation Director (full time)
To oversee the administration of Category II schools.
To handle all inquiries about and from Category II schools.
Graduate of Carson-Newman College
Has experience of seven years employed for the state of Tennessee in a supervisory position with the Child Protective Services Division of the Department of Human Services
Currently pastors Heritage Fellowship Church in Jefferson City

David Gaut-Accreditation Team Member (contracted for accreditation services)
To aid in the evaluation of Category II schools, by visitation, and to report, in writing, on all areas of compliance and non-compliance to the Accreditation Director.
State Certified Building Inspector formerly of Jefferson County
Director of Operations for Jefferson County Landfill
He reports on facility compliance and safety issues.

Bill Walker- Accreditation Team Member (contracted for accreditation services)
To aid in the evaluation of Category II schools, by visitation, and to report, in writing, on all areas of compliance and non-compliance to the Accreditation Director.
BS in education from Carson-Newman College
MAT in Education Supervision Administration from East Tennessee State University
Currently employed as Principle of White Pine School (K-8)

Lisa Jurgielewicz – Accreditation Team Member (contracted for accreditation services)

To aid in the evaluation of Category II schools, by visitation, and to report, in writing, on all areas of compliance and non-compliance to the Accreditation Director.

Administrator of Community Christian Academy in Jefferson City
Undergraduate degree from Muskingum College, Ohio
MAT in Education from North Central College, Arizona

Beth Buchanan - Accreditation Team Member (contracted for accreditation services)

To aid in the evaluation of Category II schools, by visitation, and to report, in writing, on all areas of compliance and non-compliance to the Accreditation Director.

Graduate of Murray State University
BS in English & Communications from Peabody College of Teachers
Graduate Studies in Education, Murray State University, 74 & 79
Theater Arts, Florida Atlantic University
Graduate Studies in Education, Trevecca Nazarene University, 84 & 92
Teacher in public and private schools since 1972 including:
Metro Nashville, Miami Dade Co., Joelton High, White's Creek, Hillsboro,
Hunter's Lane & Nashville Academy
Currently serves as Founder, Teacher and Principal of Cedar creek Schoolhouse Academy

Paula Moss - Accreditation Team Member (contracted for accreditation services)

To aid in the evaluation of Category II schools, by visitation, and to report, in writing, on all areas of compliance and non-compliance to the Accreditation Director.

BS in Education, University of Tennessee, Knoxville
MS in Curriculum and Instruction, University of Tennessee, Knoxville
18 hours in Information Science – ETSU
Completed Highly Qualified Teacher Requirements

Section VI (Types of Membership) See next page, attached

A. Does your agency include or plan to include either of the following as an affiliate of your organization?

a.) home schools as defined by T.C.A. 49-6-50

Yes _____ No _____

b.) satellite home schools as defined in T.C.A. 49-6-3050(a)(2)

Yes _____ No _____

(If so, please identify these as types of membership in item VI B.)

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

| | <u>Type of Membership</u> | <u>Description</u> |
|----|---------------------------|-------------------------|
| 1. | _____ _____ _____ | _____ _____ _____ |
| 2. | _____ _____ _____ | _____ _____ _____ |
| 3. | _____ _____ _____ | _____ _____ _____ |
| 4. | _____ _____ _____ | _____ _____ _____ |
| 5. | _____ _____ _____ | _____ _____ _____ |

Section VI (Types of Membership)

A. (a and b)

TANAS does not operate a Satellite Home School program; however, some of our Member schools do operate satellite Home School programs. Our Category II schools are aware that their Home Schools are not TANAS agency approved.

B. Levels/Types of Membership granted to schools in TANAS agency:

1. Applied Status:

Private schools operated by churches or a bona fide church organization are considered in Applied Status once they have completed the TANAS Agency Approval Application. Said school remains in applied status until after the Evaluation Team has made a visit to the school and all areas of accreditation are met.

2. Agency Approval:

The school must be operated by a church or bona fide church organization. Schools must comply with all rules, regulations, and guidelines promulgated by TANAS, subscribe to the TANAS Statement of Faith, and pay annual dues.

3. Probationary Status:

A school will be placed in probationary status if said school does not remain in compliance with all rules, regulations and guidelines promulgated by TANAS. Reasonable timeframes will be established for the school to bring areas of non-compliance into compliance.

Section VII (General Policy for Accepting Member Schools)

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

Each school applying to TANAS must pay a set fee for each student enrolled, must agree with the TANAS Statement of Faith, and must meet the agency standards set forth in the TANAS manual.

Please refer to Chapter 2 of the manual.

TANAS serves those churches in the Body of Christ, which can adhere to the Statement of Faith. Presently, we are serving the following denominations or religious affiliations:

Southern Baptist
Non-Denominational
Trans-Denominational
Church of God
Full Gospel
Assemblies of God
Non-Sectarian Christian
Independent Baptist

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 processes as appropriate.
- B. Attach all documents which directly affect this item, including an application form and a current copy of your approval procedure.

Please refer to Chapter to of the manual.

An original application and a renewal application are enclosed.

Section IX (Course Titles 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.

Please refer to Chapter 6 of the manual.

Section X (Licensure and Evaluation System)

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

1. The process for obtaining a license;
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.

3. The system by which the agency maintains licensure records for all individuals licensed by the agency.
4. Assurance that all professional personnel are properly licensed.

B. Describe the teacher evaluation system.

Please refer to Chapter 4 of the manual, which describes the evaluation process. The teachers are also evaluated in the classroom setting by a TANAS representative during the accreditation evaluation process. (Please refer to the Teacher Evaluation Form, Appendix II, and the Administrator/Principal Evaluation Form, Appendix III.)

Category II schools are required to send Teacher Profiles to the TANAS office to be kept in school records. Included within these profiles is information with regard to the graduating school, degree sought, and the teaching experience of each teacher. Class schedule and number of students per teacher during their current teaching year at their specific school is also included in these records.

Section XI (Administration)

Attach documentation that each member school meets the following minimum standards as stated in Rule 0520-7-2-.03 of the Rules, Regulations, and Minimum Standards.

- a. Curriculum See page 14 of the TANAS Manual, and Chapter 6
- b. Inservice (Guidelines and Procedures) See page 20 of the TANAS Manual
- c. Administrative Rules See Chapter 3 of the TANAS Manual
- d. Testing See page 18 & 19 of the TANAS Manual. TANAS has a contract with the Psychological Corporation for the Stanford Achievement Test, Tenth Edition, and the Otis Lennon School Ability Test.

See attached pages for documentation for each school.

Section XII (Facilities)

Describe or provide a copy of the standards for;

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

Please refer to Chapter 5 of the manual.