

Grace Association of Private Schools

Basic Minimum Requirements for an Accredited School

(Revised and Adopted February 20, 2023)

A private school must employ teachers (whose academic training, experience, or combination of same, fully indicate the professional ability, insight, and enthusiasm necessary to complete classroom assignments satisfactorily), and other necessary staff personnel, maintain a proper pupil-teacher ration (see #6 below), use a course of study appropriate to its pupils, adopts adequate textbooks approved by appropriate personnel or by a committee on standards (by school start date each year), provide adequate library services, keep adequate guidance services including annual use of nationally recognized tests to validate local evaluation and to determine proper placement.

General Diploma Requirement	Units	College Prep Diploma	Units
English	4	English	4
Mathematics	4	Mathematics (Pre-Algebra and above)	4
Science	3	Science (Physical Sc and above)	3
Social Studies	3	US History	1
Physical Education	1	Social Studies	1
Electives	5	Government / Economics	1
<u>Total</u>	<u>20</u>	Personal Finance	0.5
		Foreign Language	2
		Computer Science	1
		Physical Education	1
		Electives	1.5
		<u>Total</u>	<u>20</u>

A school accredited for diagnosed learning disabilities may receive special consideration in the areas of course requirements and grade level promotion.

Each member school shall determine eligibility for grade placement according to entrance tests, past records, and the needs of each individual student.

Operate the school no fewer than 30 hours per week with one-unit courses meeting a minimum of 135 hours.

Keep adequate permanent records on teachers and pupils, including current valid transcripts on all teachers and pupils. Transcripts and diplomas must be approved by the association prior to issuing.

Provide adequate library facilities, which support the curriculum of the school and include at least 10 books per student.

A maximum class size of 25 pupils per class, may increase to 28 per class. Any increase above 28 requires action of the school's Board of Directors and must be documented and be available to GRACE upon request.)

A school's physical facilities must meet the applicable state and local safety, fire, and health regulations. In laboratories, these regulations require that the laboratory include eye wash, safety shower, ventilation, gas and water cutoffs located inside the laboratory, two fire extinguishers, and safe storage for flammable substances. The grounds shall provide areas for physical education and recreation and the building shall be maintained to provide a safe, sanitary and attractive environment for learning.

A school must secure liability insurance to protect itself and its students. We also recommend obtaining a corporation status from the Secretary of State. A not-for-profit school can obtain this charter for only \$25.00.

Provisional Accreditation is a one year accreditation of a school that is not currently accredited and meets many of the requirements but needs to improve in certain areas without undue delay. Though this will be most frequently used for schools never accredited, it may be used for schools which have lost their accreditation.

Probational accreditation is a one year extension of a currently held Accreditation when we receive valid complaints, in writing or upon inspection, that need to be addressed, corrected, and maintained.

Accreditation is given when schools meet all requirements in full. A school is normally accredited fully for one year as long as all requirements continue to be met.

The accreditation of any school may be suspended by the Accreditation Committee, after the Committee's review, if it appears that the school may not be meeting all accreditation standards.

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Obtain a CEEB / College Board school code.

Have a school seal.

Attend the annual conference. Each school is required to send at least one representative annually. You can miss one conference, out of every three years once you have attended three conferences.

Most parents do not know what accreditation means. They do know, however, that it generally means that some outside organization or group has examined the school and found it is doing the job it claims to be doing. This gives the parent a certain peace of mind. It also enhances the school's standing in the mind of the parent. Many colleges also require accreditation by an association such as GAPS. Schools are visited every three years.

To become an accredited school with Grace Association of Private Schools, fill out the accompanying application, submit a proposal using the guideline below, and the appropriate fees. Refund will be made if certification is denied. Return to Grace Association of Private Schools, 3336 West Palmetto Street, Florence, SC 29501. *School reapplying need only complete the renewal application.*

The GRACE office is open year-round for your convenience. If you have a problem, need information, or want someone to come to your school, all you must do is call 843-667-9777. Give us a call today and let us go to work for you.

Proposal for (name of school)

Items to include but not limited to:

- mission statement of the school, consistent with the intent of the goals, objectives, and pupil achievement standards to be achieved by the school.
- admission policies and procedures, grades available, and maximum enrollment capacity
- educational program, pupil achievement standards, and curriculum.
- plan for evaluating pupil achievement and progress toward accomplishment of the school's achievement standards in addition to standardized testing, and the procedures for taking corrective action in the event pupil achievement falls below the standard.
- building, facilities, and equipment plan
- student rights and responsibilities, including behavior and discipline standards
- types and amounts of insurance coverage to be obtained by the school.
- an assumption of liability by the school for the activities of the school and an agreement that the school will indemnify and hold harmless the association, its servants, agents, and employees, from any and all liability, damage, expense, causes of action, suits, claims, or judgments arising from injury to persons or property or otherwise which arises out of the act, failure to act or negligence of the school, its agents and employees, in connection with or arising out of the activity of the school.
- staff credentials
- resources available (computers, reference material, magazines, newspapers, other books.)
- annual calendar with times of operation
- welcome calls by our accreditation staff as deemed necessary

GAPS/Requirements