California Association of Independent Schools

New School Services Program Application

Name of School

Address

Telephone ( )  ___________  Website  ___________

Date of Founding  ___________  Date of Non-Profit Incorporation  ___________

Type of School: Boarding  □  Day  □  Boys  □  Girls  □  Coed  □  Religiously Affiliated  □

Enrollment for Current School Year  ___________

Enrollment and/or Planned Opening Dates by Grade
(please indicate enrollment for current year and/or date of expected opening)

Nursery/PreK  ___________  Kindergarten  ___________
First Grade  ___________  Second Grade  ___________
Third Grade  ___________  Fourth Grade  ___________
Fifth Grade  ___________  Sixth Grade  ___________
Seventh Grade  ___________  Eighth Grade  ___________
Ninth Grade  ___________  Tenth Grade  ___________
Eleventh Grade  ___________  Twelfth Grade  ___________

Number of Teachers:  ________  Full-time  ________  Part-time  ________

Name and Title of Head of School

Head's Email  ___________  Date of Appointment  ___________

Name of Board President

Board President Email

Total Number of Board Members  ________  Tuition  ___________

% of Students of Financial Aid  ________  Amount Raised in Annual Fund  ___________

Diversity Stats for Students

What Associations are you Members of?

______________________________________

Please list the names of the Associations that you have received accreditation from:

______________________________________

______________________________________

California Association of Independent Schools
100 North Brand Boulevard, #632, Glendale, CA, 91203  phone 818.845.0800  www.caisca.org
CAIS Code of Ethics

Regarding Relations Among Member Schools with Respect to Admissions and Employment
(formerly known as the Principles of Good Practice)

CAIS is a professional association that depends on the commitment of every member school to maintain not only exemplary professional and educational standards, but also collegial and ethical relations with all other member schools. Accordingly, all CAIS member schools must comply with the CAIS Fundamental Membership Requirements and must conscientiously adhere to the ethical, procedural, and policy provisions set forth in the CAIS Code of Ethics. Given the importance of community within CAIS and its member schools, the Association’s Code of Ethics intentionally focuses on expectations regarding the ways in which schools attract new individuals to their communities — both the students and the adults who guide them. The Code also underscores the critical need for timely and forthright communication between and among leaders of CAIS member schools. Accordingly, CAIS school leaders should attempt to ensure smooth transitions when students — and particularly employees — move from one school to another, and they should minimize the kinds of disruptive departures that can negatively impact the learning and growth of students. Ultimately, all CAIS schools must continually embrace their mutual and paramount responsibility of effectively serving the children enrolled in Association schools.

Admissions

The director of admission and the head of school are responsible for ensuring a school’s compliance with the admissions provisions of the CAIS Code of Ethics.

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

A school will have a clearly articulated, publicized, and fairly applied set of admissions practices, which must be aligned with the school’s mission.

A school will recognize the right of its students or families to visit and consider other schools without notifying the present school. However,

• a school will not offer admission to a student without first receiving a record of student progress, or its equivalent, directly from the student’s current school.

• upon request, a school will promptly send an official transcript, or its equivalent, and other pertinent information to another school to which a student has applied.

A school will publicize all dates concerning the admission procedure and ensure adherence to those dates, including those for applicant notification and reply. A school will allow each candidate reasonable time to accept an offer of admission.

A school must inform parents of applicants about current-year tuition, fees, and other anticipated
expenses, as well as about the availability of financial aid. It must also inform parents in a timely manner about such costs and aid availability for the coming year.

Schools must have clear and articulated policies, along with fair and consistently applied procedures, for awarding financial aid.

**Employment**

*The head of school and other administrators who have authority for hiring are responsible for ensuring a school’s compliance with the employment provisions of the CAIS Code of Ethics.*

A school will not discriminate on the basis of race, national origin, marital status, age, sex, or sexual orientation in hiring or in the administration of its hiring and employment policies.

A school will not discriminate on the basis of religion in hiring, or in the administration of its hiring and employment policies, with the exception that a religiously affiliated school may exercise such discrimination, but only to the extent that it fully complies with all other provisions of the CAIS Code of Ethics.

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

A school will comply will all applicable legal requirements in the administration of its hiring and employment policies and practices.

*Adopted by the CAIS Board of Directors
February 8, 2013

Amended by the CAIS Board of Directors
June 15, 2014*
CALIFORNIA ASSOCIATION OF INDEPENDENT SCHOOLS

Statement of Fundamental Membership Requirements for New School Services Members

The California Association of Independent Schools is a professional organization and accrediting body composed of more than 200 schools that enroll students in kindergarten through twelfth grades and that value educational excellence, diverse communities, ongoing professional development, and social responsibility. Membership in CAIS is predicated upon adherence to fundamental requirements that reflect the Association's philosophical commitments and collective wisdom developed over many decades regarding school quality and effectiveness. Accordingly, every CAIS member school must:

1. Have a clear written statement of mission and philosophy that informs institutional policies, programs, and practices.
2. Be formally incorporated as a not-for-profit organization—or be part of a larger organization that is incorporated in this way—which is recognized by the Internal Revenue Service as holding 501(c) (3) status.
3. Be in at least its third year of operation with students enrolled. (Not a requirement of New School Services members.)
4. Provide for the health and safety of students and other members of the school community, including compliance with all applicable laws and regulations.
5. Be governed by an effective, legitimately constituted, and sufficiently independent governing board, whose members: 1) are obligated to avoid any conduct that is not in the best interests of the school or that may create an unlawful conflict of interest, and 2) hold the school's institutional health and long-term survival as the board's highest priority.
6. Have a Head of School—or an individual with a similar title who serves as the school's chief executive leader—who is appointed by the Board (i.e., the entity directly responsible for governing the school), who reports directly to the Board, and who is fully accountable to the Board (rather than to any other entity).
7. Provide a need-based financial aid program, open to students of all backgrounds, that actively promotes socioeconomic diversity, supported by financial resources that are commensurate with student needs and institutional capacity.
8. Have an audit, performed by an independent certified public accounting firm, for the fiscal year immediately before the school submits a full self-study and hosts a CAIS accreditation team, and have an audit or review in each intervening year, with the overall objective of providing clear evidence of the school's long-term financial sustainability. (Not a requirement of New School Services members.)
9. Formally adopt and fully comply with all provisions of the current CAIS Code of Ethics.
10. Comply with all of the requirements of the CAIS accreditation process and demonstrate an ongoing commitment to school and educational program improvement. (Not a requirement of New School Services members.)

Amended and Adopted by the CAIS Board of Directors, December 4, 2012
Amended by the CAIS Board of Directors, April 25, 2014
Adopted by the CAIS Board of Directors, June 17, 2017

Signature

__________________________________________________

Print Name

__________________________________________________

School Name

__________________________________________________

Date

__________________________________________________