

# INDEPENDENT SCHOOLS ASSOCIATION OF THE CENTRAL STATES MEMBERSHIP APPLICATION

Please Mail Completed Forms to: ISACS, 1550 North Dearborn, Chicago, IL 60610

**I. Basic School Information:** Please complete and return the ISACS Annual Report Form.

**II. School Governance, Policies, & Practices:** Comment briefly below, or on separate sheets, giving information about your school pertinent to the ISACS standards of membership, Appendix L. (The numbers at the left are keyed to the standards.) If preferred, documentation may be provided by attaching copies of appropriate statements from the school's brochure, by-laws, handbooks, and other available materials.

## **A. ISACS POLICIES AND PRINCIPLES**

A1) Attach a copy of the school's charter, or articles of incorporation and the statement from IRS documenting 501(c) (3) or equivalent status.

A2) Attach a copy of the school's official statement(s) of non-discriminatory practices with respect to admission of students and employment of faculty and staff.

A3) Do your school's facilities and equipment meet applicable health, fire, safety, and sanitary standards?

Yes/No Please note any significant exceptions:

A4) What is the date of the most recently completed financial audit? If available, please attach a copy of this audit.

A5 through A10) These standards cannot be illustrated with written documentation, but please add comments if you feel that any of these would require special interpretation because of your school's particular mission, philosophy, program, or procedures.

A8) Attach a statement or list indicating where recent graduates have gone to receive preparatory or college/university education. If available, attach profile showing test scores (such as College Board, Stanford Achievement, ERB, etc. results) for senior, or oldest, class.

## **B. PURPOSE, GOALS AND PHILOSOPHY**

B1) Attach copy of school's mission statement, and/or statement of philosophy, and statement of major goals or objectives.

B2) How is the statement of educational mission and philosophy communicated to faculty, staff, and families?

***Membership Application, Cont.***

B3) When was the most recent review of mission, philosophy and goals (or objectives) completed? What groups were involved?

B4) Indicate racial and gender diversity statistics (%) for each of the following school groups:

% People of Color % Female

BOARD:

ADMINISTRATION:

FACULTY:

STUDENTS:

**C. COMMUNITY OF THE SCHOOL**

C1) Attach a copy of the school's brochure. Describe briefly the school's admissions policies and procedures.

C2) If not answered above, how are candidates for the school evaluated? (Include names of entrance examinations, if applicable.)

C3) Attach copy of individual tuition contract, and/or enrollment agreement, and tuition schedule.

C5) Describe briefly the structure and functions of the parent organization, if applicable.

**D. PROGRAM, ACTIVITIES, AND STUDENT SERVICES**

D1-6) Attach a copy of the school's catalog and/or curriculum guide. (Detailed course descriptions or scope/sequence analysis are not expected.)

D7) Describe briefly how the curriculum is developed, reviewed, and modified so as to ensure congruence with the school's mission and the needs of enrolled students.

D8) Outline briefly how the school provides program support in the following areas: (Facilities, staff, program, etc. as appropriate)

a) Library/media

b) Computer services

c) Counseling or guidance (including college and/or vocational counseling if applicable)

d) Referral and other services for students with special needs

e) Health services

9) What is the length of the school year and day?

*Membership Application, Cont.*

**E. GOVERNANCE AND ADMINISTRATION**

E1-4) Attach a copy of the school's by-laws. Describe the structure, composition, and principal responsibilities of the governing board. (If there is more than one governing board, please describe each.)

E2) What responsibilities are delegated by the board to the head of the school?

E3) When did the school last develop a strategic (or long range) plan? Please attach copy if plan completed within the last three years.

E4) Describe briefly, or show a map of, plant and facilities owned by or available to the school. Please include such areas as library, laboratories, studios, gymnasiums, etc.

E5, 6) Attach copy of current year's budget and most recent financial statement.

E7) Briefly describe the school's program or process for evaluation of the performance of the following personnel:

a) Board (self-evaluation)

b) Head of the school

c) Administration and faculty

**F. PERSONNEL**

F1) Attach a list of faculty and staff showing colleges or universities, degrees earned, and principal responsibilities.

F2) Describe briefly the school's program of faculty recruitment.

F3) Attach a summary of faculty salaries such as range/median/quartiles, list of salaries (without names), or schedule if applicable. What pension, insurance, and other benefits are offered?

F4) Attach copy of typical faculty contract or letter of employment agreement.

F5) Describe briefly the school's program for professional growth of the faculty.

**G. OTHER PROGRAMS**

G1) If there is a residential program, describe briefly the facilities, staff, students, and special services involved.

G2) List, without description, any special, or supplementary, programs offered by the school outside of its principal operation (summer sessions, before and after school programs, special education, institutes, etc.)

***Membership Application, Cont.***

**ADDITIONAL COMMENTS**

Please add any additional comments or exhibits that you feel would help the ISACS board of directors understand the school.

Category of Membership Applying for: Provisional New School Services

(See Categories of Affiliation, p. 5 of ***EVALUATION GUIDE*** or p. 5 of ***ISACS DIRECTORY OF MEMBERS***)

Signed:

Official Position:

For appropriate consideration, please mail the completed form and related materials to the address below one month prior to the meeting of the ISACS board of directors held quarterly in November, January, April, and June.

See Also:

Annual Report Form (***EVALUATION GUIDE***, Appendix P)

Categories of Affiliation (***EVALUATION GUIDE***, p. 5)

Standards for Membership (***EVALUATION GUIDE***, Appendix L)