

ACA ACCREDITATION REQUIREMENTS

STANDARD 1: The school has a published Student/Parent Handbook.

- 1.1 Handbook includes school's mission statement which outlines the school's philosophies.
- 1.2 Handbook provides parents with the school's policies and procedures.
- 1.3 Handbook includes attendance requirements that are in compliance with Florida's Compulsory Attendance Laws.
- 1.4 The school provides a Code of Conduct for students and parents.

STANDARD 2: The school is financially stable.

- 2.1 ACA requires access to all financial statements during inspection to ensure financial stability of the school.
- 2.2 The school divides administrative financial responsibilities to prevent fraud and provide oversight.
- 2.3 The school reconciles bank statements within 30 days of the end of the month.
- 2.4 The school has an Office Procedures document outlining financial procedures to prevent fraud and ensure financial stability.

STANDARD 3: The school hires and maintains qualified staff.

- 3.1 80% of Full-time teachers must have a Bachelor's degree. Part-time or specialized teachers are not required to have a bachelor's degree. If there is a teacher that is otherwise clearly qualified, but does not have a Bachelor's degree, this requirement may be waived if evidence is shown of his/her qualifications.
- 3.2 Staff are provided with a manual outlining rules, responsibilities and benefits.
- 3.3 The school offers a minimum of 8 hours paid time for teachers to participate in Continuing Education Courses or other requirements to maintain a state-issued teaching certificate. (Certificates are not required by ACA to attain Accreditation).

STANDARD 4: The school maintains adequate safety standards.

- 4.1 The school has adequate liability insurance, a minimum of \$50,000 per 100 students.
- 4.2 All employees are subjected to back ground checks and Level II Fingerprinting. This includes any subcontractors that will be placed in charge of students.
- 4.3 The school has arrival and dismissal procedures in place to ensure the safety of students.
- 4.4 The handbook states school policies regarding child illnesses and injuries, parent or guardian identification requirements and emergency procedures.

STANDARD 5: The school maintains and protects student records.

- 5.1 The school complies with all state laws regarding student records including medical and immunization records.
- 5.2 The school keeps student files in a fire-proof, locking cabinet or keeps a copy at an alternate location which may include password protected electronic copies.
- 5.3 The school supplies parents with report cards or progress reports on a regular basis, at least twice per year.
- 5.4 A detailed record of medications administered to students shall be maintain including what type of medication and the name of the person administering said medication.

STANDARD 6: The school adheres to all state and federal laws governing private schools.

- 6.1 The school shall meet all state and local laws regarding fire protection, safety, health, and sanitation.
- 6.2 The school reports any suspected cases of child abuse to appropriate authorities.

STANDARD 7: The school's facilities are well maintained.

- 7.1 Building and grounds shall be kept clean and well-maintained including regular lawn care.
- 7.2 Play equipments shall be inspected for defects and repaired or replaced as needed.
- 7.3 Building shall have adequate lighting, storage, heating and cooling.
- 7.4 Lavatory facilities shall be kept clean with adequate supplies provided.

STANDARD 8: The school highly values the US Constitution

- 8.1 The school dedicates teaching time to instruct students on the US Constitution and American Government as well as their State's Constitution and Government for all grades deemed appropriate by the school.
- 8.2 The school displays at least one US Flag and the Pledge of Allegiance is recited on a regular basis.
- 8.3 The school teaches cursive writing to multiple grade levels with the goal of having every student have the ability to read cursive writings.
- 8.4 The school recognizes the following holidays: Veterans' Day, Memorial Day and Constitution Day. The school does not necessarily need to close on these days, however, the students should be informed of their importance and time set aside on or around those holidays to educate the students on their significance.

STANDARD 9: Self-Study/Goals

- 9.1 The school writes up a minimum of 3 short-term goals to be met within one year. At the first on-site visit, a representative will review the goals and offer suggestions for improvement.
- 9.2 Every year, the school tracks goals and improvements to be reviewed by ACA representative either at the site-visit or via email before the anniversary date of renewal.

CLASS I: PRIVATE CHRISTIAN SCHOOL STANDARDS

Note: These standards are in addition to ACA Standards.

- 10.1 The Director, Principal or owner of the school signs the Statement of Faith. (see separate PDF)
- 10.2 The curriculum adheres to basic Christian beliefs as stated in the Statement of Faith.
- 10.3 The school's Handbook includes a Statement of Faith that does not contradict ACA's Statement of Faith.
- 10.4 The school includes a Dress Code in the Handbook that is in keeping with the Christian Faith.
- 10.5 CLASS I must adhere to ACA Standards I through IX.

CLASS II: PRIVATE SCHOOL STANDARDS

- 11.1 CLASS II must adhere to ACA Standards I through IX only.

CLASS III: LEARNING CENTER/TUTORING

Due to the nature of Learning Centers, they are not subject to some of the typical Standards of Private Schools. These Standards REPLACE ACA Standards.

STANDARD 1 The school hires and maintains qualified staff.

- 12.1 All staff are required to have background checks.
 - 12.2 Tutors/teachers must have at least 5 years of teaching experience, either in the public or private sectors.
 - 12.3 Tutors/teachers have a minimum of a Bachelor’s Degree or equivalent experience and/or qualifications. List names of full-time teachers who work a minimum of 20 hours per week along with their degree or qualification.
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STANDARD 2: The Learning Center is financially stable.

- 13.1 ACA requires access to financial statements during inspection to ensure financial stability of the school.
- 13.2 The learning facility provides a clear fee schedule to parents.
- 13.3 The school reconciles bank statements within 30 days of the end of the month.
- 13.4 The Learning Center has an Office Procedures document outlining financial procedures to prevent fraud and ensure financial stability.

STANDARD 3: The Learning Center provides a safe environment for students.

- 14.1 Building and grounds shall be kept clean and well-maintained including regular lawn care.
- 14.2 Play equipments shall be inspected for defects and repaired or replaced as needed.
- 14.3 Building shall have adequate lighting, storage, heating and cooling.
- 14.4 Lavatory facilities shall be kept clean with adequate supplies provided.

STANDARD 4: The Learning Center adheres to all state and federal laws governing businesses.

- 15.1 The Learning Center shall meet all state and local laws regarding fire protection, safety, health, and sanitation.
- 15.2 The Learning Center shall report any suspected cases of child abuse to appropriate authorities.