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How to become part of the ACTS Family: Procedures and Fees

Investing in the future of your school ministry through membership (and potentially accreditation) with ACTS is a partnership that will return great dividends for many generations to come. Our tiered process allows you to choose the model that best fits your school ministry: Membership only or Membership & Accreditation. Each tier has many great benefits that can connect to your program and assist with growth, advocacy, and development.

Membership:

Membership with ACTS starts with contacting our office to request the Annual Membership Application link be sent to you. Payment for membership can be made either by check mailed to our offices or by credit card on our website. Membership is based on student enrollment. Schools with 25 students or less pay a flat rate of \$150. Schools with 26 or more students pay a \$6 per student rate. These fees are annual. Once membership is started, you will receive an email each August for renewal of the membership. Benefits are available immediately after membership is confirmed.

Accreditation:

Member Schools that seek the next tier of engagement with ACTS may apply for accreditation. This process of critical analysis is important for continued growth and strategic improvement for any school ministry. Our process ensures that schools of any size can achieve this level of peer evaluation and recognition. Our model looks at the overall program for quality not quantity. The Accreditation Process has several steps. (A brief explanation of the steps is located on the other side of this card, for a deeper look at the process, visit our website www.actsschools.org, click on the Forms and Handbooks tab, and download the Accreditation Handbook).

Required School Expenses for Members and Accredited Schools at a Glance...

- Annual Membership: >25 Students - \$150 Flat Fee; <25 students - \$6 per Student
- Annual Continuous Accreditation Report Fee - \$600, due July 1 from each Accredited school
- ACTS Teacher Certification: \$50 per applicant (requirement for all accredited school Teachers/Admin)
- Educator Conferences: Presented around the US (check website for location and associated fees)
- Accreditation Application and Renewal Fee: \$650 initially and every 6 years at renewal

Optional services...

- Legal Services through NCLL: paid on a monthly or annual basis
- Student Activities and Christian Honor Society: Contact the ACTS office for details

Affiliations:

Accreditation International – Arkansas Department of Education, Office of Non-Public Education
Coalition of Christian School Accreditors – Cognia (NCA, SACS, NWA) – Council for American Private Education
Florida Association of Academic Non-Public Schools – Georgia Private School Accreditation Council
Hawai'i Council of Private Schools/Hawai'i Association of Independent Schools – Middle States Association – Minnesota Nonpublic Education Council
National Council for Private School Accreditation – New Mexico Non-Public School Commission – Oklahoma Private School Accreditation Commission
Pennsylvania State CAPE – Tennessee Department of Education, Office of Non-Public Schools – Texas Private School Accreditation Commission
Virginia Council of Private Education – Western Association of Schools and Colleges

Steps to Accreditation:

- **Step One: Active Membership**
 - Ensure your school is a member in good standing with ACTS.

- **Step Two: Application for Accreditation**
 - Contact the ACTS office to request the Accreditation Application Link be sent to you by email. Once the link is completed and the Application fee of \$650 is submitted (by check mailed to our offices or by credit card on our website), the ACTS office will contact you about moving to Step Three.

- **Step Three: Candidacy Visit**
 - The school may begin the process of completing the Candidacy Questionnaire & Visit. This visit may occur in person (with a local representative visiting your school) or through a video conference with a member of the ACTS Team. The type of visit scheduled will be determined by several factors: school type, location, type of accreditation, etc. The school will be responsible for any travel costs incurred for an in-person visit (mileage, meals, etc.). The ACTS office will provide the school with the Candidacy Visit Checklist and review how the visit will be conducted so you can effectively prepare for the meeting.

- **Step Four: Self-Study and Staff Preparation**
 - Once the Candidacy visit is accepted by our Accreditation Commission, your school's team will begin the Accreditation Self-study, completed online via G-Suite. The Team Chair that is assigned to your visit will work with you throughout the process to ensure a successful completion. During this time, the ACTS office will work with the school administration on completing the ACTS Teacher Certification process. The process is completed online through Google Forms.

- **Step Five: Site Visit & Approval**
 - Once the Self-study is complete, you and the Team Chair will set a date (in coordination with the ACTS office) to complete the school's three-day on-site visit. During this site visit, the school is responsible for all team expenses (travel, lodging, meals, etc.). This total amount will vary by team size, school location, type of accreditation, etc. Once the team has completed the visit, the team's report will be sent to the Accreditation Commission for final approval. Once approval has been granted, the school will be notified.

Additional Accreditations Available:

Schools may obtain additional co-accreditation with Cognia (SACS, NCA, NWA), Middle States Association or Western Association of Schools and Colleges (WASC) through the ACTS Partnership agreements. Additional fees apply.

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Virginia Council of Private Education – Western Association of Schools and Colleges

Who we are...

We are passionately committed to:

- **A Biblical Worldview**—modeling, teaching, and leading with actions and decisions that are consistent with God’s Word.
- **Integrity**—demonstrating exemplary practices reflective of Christian ethics; with accountability to Christ, our schools, and the educational community.
- **Relationship**—developing and sustaining a partnership with Christian Schools to enhance their ministry through personal connection.
- **Excellence**—providing exceptional services for the certification and development of Christian administrators and teachers, and pathways to the highest levels of accreditation for Christian schools.
- **Creativity**—being proactive in the pursuit and development of innovative solutions to benefit the growth and development of our organization and its member schools.
- **Service**—Purposing to approach current and prospective members by offering resources, support, consulting, advice, and mentoring.

Who we serve...

- 266 Schools
- 36,000+ Students
- 35 States
- 5 International sites (Aruba, China, Myanmar, Singapore, South Korea)

What we do...

- **Accreditation** – of Preschools, K-12 schools, Prek-12 schools, Digital/Distance Schools
 - Co-accreditation agreements with Cognia, Middle States Association, Western Association of Schools and Colleges, New England Association of Schools and Colleges
 - State recognition of our accreditation standards - Arkansas, Florida, Georgia, Hawaii, Illinois, Minnesota, New Mexico, Oklahoma, Tennessee, Texas, and Virginia
 - Other State recognition of our accreditation standards through our partnership with NCPSA
- **Advocacy** – Through our membership with a variety of organizations, such as CAPE, NCPSA, and the Coalition of Christian School Accreditors, we help shape and drive school choice policy across the US.
- **Professional Development** – through teacher conferences and in-school trainings
- **Student Activities** – in person and online academic competitions
- **Christian Honor Society** – honors students’ faith walk as well as their academic ability
- **Legal Counsel** – through partnership with National Center for Law and Liberty

Contact Info:

Steve Lindquist, Chief Operations Officer – slindquist@actsschools.org

Ike Stokes, Accreditation Commission Chair/Special Projects Coordinator – istokes@actsschools.org

Jen Greco, Administrative Assistant/Teacher Certification Coordinator – adminassistant@actsschools.org

ACTS Accreditation Process At A Glance

Step 1:

- **Member Schools:** Ensure School Membership is active, Review Accreditation Handbook/Eligibility Checklist for potential enhancements from last self-study and site visit
- **Non-Member Schools:** Apply for Membership with ACTS then review Accreditation Handbook and Eligibility Checklist

Step 2:

- Submit Completed Accreditation Application and Fees to ACTS Office
- ACTS Office will schedule a video meeting/phone conference to discuss the process
- If school wishes for Co-accreditation with a National accreditor, school must complete application process with that association (Cognia, MSA-CESS, NEASC, WASC)

Step 3:

- Candidacy Visit Questionnaire Packet uploaded to G Suite Portal/Access Granted
- Team Chair Assigned and Candidacy Visit Scheduled (on site or online)
- In most cases, Readiness Visit not required for school renewing Accreditation

Step 4:

- Accreditation Commission Review and Approval of Candidacy Visit Report
- ACTS Board of Directors Affirmation of Accreditation Commission Decision
- Once approved, School becomes Candidate for Accreditation

Step 5:

- Self-Study Process begins, through ACTS Online G Suite Portal as Candidacy Questionnaire
- Team Chairperson will schedule the Site Visit and assist with the Self-Study process

Step 6:

- Site Visit to school is conducted
- Team Report Completed and submitted to Accreditation Commission

Step 7:

- Accreditation Commission Reviews Team Report for Decision
- Accreditation Commission meets three times per school year - October, February and May
- ACTS Board of Directors Affirmation of Accreditation Commission Decision

Step 8:

- School awarded Accredited Status
- Valid for Six Years (Schools in New Mexico will receive Five Year Term as approved by NMDOE)
- Potential for Mid-Cycle Review during Year Three (Type of Review determined by Commission)

Step 9:

- Complete Annual Continuous Accreditation Report - Due July 15 each year
- Maintain Annual Membership status - Due September 1 each year
- Sixth Year Accreditation Renewal - Refer to Step 2 - Apply for re-accreditation during Spring of Year Five to ensure no lapse in status



ASSOCIATION OF CHRISTIAN
TEACHERS AND SCHOOLS

STATEMENT OF FAITH

- ❖ We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- ❖ We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ❖ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ❖ We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- ❖ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- ❖ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- ❖ We believe in the spiritual unity of believers in our Lord Jesus Christ.



ACTS Member School Code of Ethics

As an ACTS Member School, we are committed to providing a Christ-centered education that nurtures academic excellence, character development, and spiritual growth. We will strive daily to embody the following Code of Ethics as it reflects our dedication to upholding the highest standards of integrity, professionalism, and Christian values in all aspects of our operations.

- **Faith-Centered Mission:** We commit to uphold the Christian faith as the foundation of our school's mission and will strive to integrate biblical principles into every aspect of our educational programs, administrative decisions, and school operations.
- **Integrity:** We will conduct all operations with honesty, transparency, and accountability, reflecting the teachings of Jesus Christ; We will be faithful stewards of the resources entrusted to us by our community and donors.
- **Spiritual Formation:** We will actively nurture the spiritual growth of students, encouraging them to develop a personal relationship with Jesus Christ and live out Christian values.
- **Community Service and Outreach:** We will actively engage with the local community, seeking opportunities to serve and demonstrate Christ's love through outreach programs and partnerships.
- **Professionalism:** We will maintain high professional standards, continuously improving our teaching methods, and engaging in ongoing professional development.
- **Excellence in Education:** We are committed to providing a high-quality, Christ-centered education that fosters academic excellence, critical thinking, and a love for learning.
- **Learning Environment:** We will create a supportive learning environment that values the unique gifts and talents of each student.
- **Communication and Transparency:** We will communicate openly and transparently with all stakeholders, providing timely and accurate information about school policies, decisions, and activities.
- **Collaboration and Teamwork:** We will foster a collaborative and supportive work environment, encouraging teamwork and mutual respect among staff, administrators, and parents.
- **Parental Involvement:** We will encourage and facilitate meaningful involvement of parents in the educational process, recognizing them as essential partners in the development of their children.

By adhering to this Code of Ethics, we affirm our commitment to upholding the principles and values that define an ACTS Member school.



ACTS Accredited School Code of Ethics

In addition to the ACTS Member School Code of Ethics, as an ACTS Accredited School, we are also committed to the following areas, providing a Christ-centered education that nurtures academic excellence, character development, and spiritual growth. We will strive daily to embody the following Code of Ethics as it reflects our dedication to upholding the highest standards of integrity, professionalism, and Christian values in all aspects of our operations.

I. Christian Principles:

- Faith Integration: Integrate Christian principles into all aspects of the school's operations, fostering an environment that reflects a commitment to the teachings of Jesus Christ.
- Community Engagement: Actively engage with the local Christian community and encourage students to participate in outreach and service projects that demonstrate Christian love and compassion.

II. Integrity and Accountability:

- Honesty and Truthfulness: Conduct all operations with honesty and truthfulness, ensuring transparent communication in all dealings.
- Stewardship: Exercise responsible stewardship of the resources entrusted to the school, including finances, facilities, and personnel.
- Compliance: Comply with all applicable laws, regulations, and ethical standards governing educational institutions.

III. Professional Conduct:

- Respect: Treat all students, parents, staff, and stakeholders with respect, recognizing the inherent worth and dignity of everyone.
- Confidentiality: Safeguard the privacy and confidentiality of student records, personnel matters, and other sensitive information.
- Professional Development: Foster a commitment to ongoing professional development for all staff members, ensuring that they are equipped to provide the best possible education.

IV. Student-Centric Focus:

- Quality Education: Provide a high-quality education that encourages academic excellence, critical thinking, and a love for learning within a Christian worldview.
- Spiritual Growth: Foster an environment that nurtures the spiritual growth of students, helping them develop a strong foundation in Christian faith.

V. Collaboration and Communication:

- Open Communication: Encourage open and honest communication among all stakeholders, fostering collaboration and teamwork.
- Conflict Resolution: Resolve conflicts in a spirit of Christian reconciliation, seeking solutions that promote unity and understanding.

VI. Continuous Improvement:

- Assessment and Evaluation: Regularly assess and evaluate the effectiveness of school operations, seeking opportunities for continuous improvement.
- Adaptability: Embrace a spirit of adaptability and innovation, staying responsive to the evolving needs of the school community.

By adhering to this Code of Ethics, we affirm our commitment to upholding the principles and values that define an ACTS Accredited school.

Educator Code of Ethics Statement

As a Christian school teacher, I commit to upholding the values and principles of the Gospel of Jesus Christ in my role as an educator. I recognize that my influence extends beyond academic instruction and will strive to be a positive spiritual example to my students. The following code of ethics, supported by scripture references, guides my conduct and interactions within the school community:

- **Exemplifying Christ-Like Character:** (Colossians 3:12-14)
 - I will strive to model Christ-like character in my actions, words, and interactions with students, colleagues, and parents. I will demonstrate humility, patience, love, and forgiveness.
- **Love and Compassion** (Matthew 22:37-39; Colossians 3:12)
 - I will love and respect each student as a unique creation of God, demonstrating compassion, empathy, and kindness in all interactions.
- **Spiritual Growth** (Deuteronomy 6:5-7; Proverbs 22:6)
 - I will strive to foster the spiritual growth of my students, incorporating biblical teachings into my teaching, curriculum, and modeling a life of faith.
- **Professional Integrity** (1 Corinthians 10:31; Proverbs 11:3)
 - I will maintain the highest standards of professionalism and integrity in my work, both inside and outside the classroom.
- **Educational Excellence** (Colossians 3:23; Proverbs 1:5)
 - I will continually improve my teaching skills and pedagogical practices to provide the best education possible for my students.
- **Child Safety** (Matthew 18:6; Psalm 82:3-4)
 - I will ensure the physical, emotional, and spiritual safety of my students, reporting any concerns of abuse or neglect promptly, as required by state law.
- **Respect** (Galatians 3:28; Romans 12:10)
 - I will treat all students, regardless of their background, with respect and dignity, fostering a welcoming classroom environment.
- **Honesty and Integrity** (Ephesians 4:25; Proverbs 12:22)
 - I will model honesty and integrity in my words and actions, ensuring a truthful and trustworthy learning environment.
- **Confidentiality** (Proverbs 11:13; James 1:19)
 - I will maintain strict confidentiality regarding student and family information, sharing it only with those who have a legitimate educational interest, or if required by legal authority.
- **Professional Development** (Proverbs 18:15; 2 Timothy 2:15)
 - I will commit to ongoing professional development, seeking opportunities to grow in our knowledge and teaching skills.
- **Community Engagement** (Galatians 6:2; Philippians 2:4)
 - I will actively engage with parents, fellow educators, and the wider community to build partnerships that support the holistic development of my students.
- **Prayer and Guidance** (Philippians 4:6; Proverbs 3:5-6)
 - I will seek God's guidance through prayer, relying on His wisdom and strength to navigate challenges and make ethical decisions.
- **Conflict Resolution** (Matthew 5:23-24; Ephesians 4:31-32)
 - I will resolve conflicts and disagreements in a Christ-like manner, seeking reconciliation and peace.

By embracing this code of ethics, I commit to glorifying God through my role as a Christian school teacher, impacting the lives of my students positively, and preparing them to be faithful, compassionate, and responsible members of society. Through my actions and dedication, I will aim to create an environment where students can flourish academically, spiritually, and emotionally, all while experiencing the love of Christ in my school.