



Membership Application Instructions

Educational and Administrative Guidelines for Member Schools

1. The length of the school year must include 180 days of school, not including pre- and post- in-service training days, professional days and days missed for inclement weather.
2. The length of the school day should equal or exceed 6.5 hours per day for 180 days per school year. When the curriculum includes a required vocational training/work education component, this would be included in the school day hours.
3. Classes should meet for 180-200 minutes per week for a full credit class. The philosophy of *ISEI-EA* is to integrate learning across academic, service learning, and work education/vocational areas to achieve real-world context for the learning experience. Recognizing this integration of curricula, *ISEI-EA* schools may comprise the 200 minutes of instruction from time spent across the learning spectrum. The school would be responsible to provide documentation of this integration.
4. The number of credits applicable toward a diploma must equal or exceed 22 credits of course work in grades 9-12.
5. The academic qualifications for all classroom teachers should equal or exceed a 4-year college degree, or equivalent approved experience, in the specialized field of the assigned teaching responsibilities.
6. The academic qualifications for full-time and part-time school principals should be equivalent to or exceed a bachelor's degree.
7. Schools must adopt and promulgate health, safety, and sanitation standards.
8. Schools must have an approved standardized testing program as required by the State or Country.
9. Schools must have a corporate or operating board.
10. Schools must develop and implement a school improvement plan.

Membership Application Procedure

1. **Review** the Guidelines above to evaluate that the school meets the guidelines.
2. **Read** the *ISEI-EA* Codebook to ensure that the school is in agreement with the association's policies and procedures.
3. **Complete** Membership Application and submit to *ISEI-EA* office with the \$450.US application fee.
4. **Sign** agreement with *ISEI-EA* 's Statement of Faith and submit it with the membership application.
5. **Submit** the following documents with the application: philosophy of Christian education, Mission/Vision statements, school/employee policy handbook, student/parent handbook, course descriptions/objectives, school calendar, board composition and contact information.
6. **Submit** the Membership Application, Statement of Faith signed agreement, **\$450.US application fee**, and attachments to the *ISEI-EA* Office.
7. **Schedule an onsite visit** by the *ISEI-EA* Director of Education or an appointed agent of *ISEI-EA*. During the onsite visit an in-service/orientation will be provided to the school administration & staff to assist the school in starting the self-study process in preparation for school accreditation (as applicable).
8. The membership application will be reviewed by the *ISEI-EA* Director of Education and submitted to the *ISEI-EA* Board of Directors for the final approval of membership.
9. The *ISEI-EA* Office will communicate in writing the decision of the Board or request any additional information needed.

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Membership Application

Please type or neatly print – Complete Entire Form. **Application fee is \$450.** Date Type Here

Name of School <u>Type Here</u>		Country <u>Type Here</u>	
Street Address <u>Type Here</u>	City <u>Type Here</u>	State/Country <u>Type Here</u>	Postal Code <u>Type Here</u>
Postal Address (if different) <u>Type Here</u>	City <u>Type Here</u>	State <u>Type Here</u>	Postal Code <u>Type Here</u>
Telephone <u>Type Here</u>	E-mail <u>Type Here</u>		Year School Started <u>Type Here</u>
President/Director First Name: <u>Type Here</u> Last Name: <u>Type Here</u> Date Hired: <u>Type Here</u>		Phone (preferred) <u>Type Here</u>	E-mail <u>Type Here</u>
Principal/Head Teacher First Name: <u>Type Here</u> Last Name: <u>Type Here</u> Date Hired: <u>Type Here</u>		Phone (preferred) <u>Type Here</u>	E-mail <u>Type Here</u>
Board Chair First Name: <u>Type Here</u> Last Name: <u>Type Here</u>		Phone (preferred) <u>Type Here</u>	E-mail <u>Type Here</u>
Type of School (double-click to check all that apply)		Grade Levels:	
☐ Boarding School ☐ Day School ☐ Distance Learning School		Lowest Grade: _____ Current Highest Grade: _____ Planned Highest Grade: _____	

Enrollment Information: Please indicate number of students currently enrolled in each grade as of September 15 (or 30-days after start of classes).

K	1	2	3	4	5	6	7	8	9	10	11	12	Special

TOTAL STUDENT ENROLLMENT

Please supply the following:		Currency used: <u>Type Here</u>	
Annual Tuition for Kindergarten	<u>Amount</u>	Registration Fee	<u>Amount</u>
Annual Tuition for Elementary	<u>Amount</u>	Registration Fee	<u>Amount</u>
Annual Tuition for Senior Academy (9-12)	<u>Amount</u>	Registration Fee	<u>Amount</u>
Annual Room and Board for boarding Academy	<u>Amount</u>		
Annual beginning salary for new teachers	<u>Amount</u>	Annual teacher salary	<u>Amount</u>

Please answer the following:

<u>Yes</u>	<u>No</u>	All Schools
☐	☐	1. Is there proof of date of birth and an appropriate Certification of Immunization on file for each student? The form is to meet State or Country approval.
☐	☐	2. Does the school have student physical examinations (health records) on file?
☐	☐	3. Does the school hold regular fire & emergency procedure drills (tornado, earthquake, intruder, bomb threat, etc.)?
☐	☐	4. If the school offers food service, does it comply with all applicable regulations?
☐	☐	5. Does the school operate a child care center?
☐	☐	6. Does the school maintain permanent records of achievement/attendance for each student?
☐	☐	7. Does the school have published policy regarding number of allowable absences?

U. S. Schools Only

☐	☐	8. Does the school file/publish its non-discriminatory policy annually (IRS Form 5578).
☐	☐	9. Does the school have on file proof of having passed a Fire Safety inspection?
☐	☐	10. Does the school have in force a control/training plan for blood borne pathogens?
☐	☐	11. Is there a W-4 form on file for each employee?
☐	☐	12. Does the school adhere to the August 15 deadline for grade placement for kindergarten and first grade?
☐	☐	13. Does the school keep records of internal medication administered to students?
☐	☐	14. If the school uses vehicles larger than 15 passengers (including driver), does it meet all DOT regulations and require drivers to have a CDL license?
☐	☐	15. Does the school comply with drug & alcohol testing for its drivers?

Please enclose the following with the application:

1. Enclose School's Philosophy of Christian Education
2. Enclose Mission/Vision Statements.
3. Enclose Annual School Calendar reflecting actual school days, school activities, & board meetings.
4. Enclose a list of current Board Members with contact information (indicate chairperson).
5. Enclose school/employee policy handbook.
6. Enclose student/parent handbook.
7. Enclose course descriptions/objectives.

Send Application, Statement of Faith Agreement, Application Fee and Enclosures to:
ISEI-EA, P.O. Box 946, Dayton, TN, 37321, U.S.A. or Email to wandas@iseiea.org

ISEI-EA Educational Philosophy & Statement of Faith Agreement

ISEI-EA Educational Philosophy

Member schools have been called into existence to follow God's plan of education, enhancing the educational experience and assisting parents in the physical, spiritual, and intellectual training of their children. Member schools are an integral component of *ISEI-EA*, and adhere in philosophy and practices to the beliefs and inspired teachings and counsels given to the SDA church. Consequently, the compatibility of *ISEI-EA* and its member school's philosophy is the cooperative sharing of the same basic doctrinal truths set forth in the Word of God – truths which are based on a God-centered view of life and man as presented in the Bible, the infallible Word of God.

The philosophy of *ISEI-EA* is built upon the following **Statement of Faith**:

ISEI-EA Statement of Faith

We believe in the inspiration of the Bible (scripture), both the New and the Old Testaments. We believe that scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness. We believe there is one God: Father, Son, and Holy Spirit, a unity of three co-eternal Persons. God is immortal, all-powerful, all-knowing, above all, and ever present. We believe God the eternal Son became incarnate in Jesus Christ, being truly God and truly man. Through Him all things were created ("by the word of the Lord were the Heavens made" Psalm 33:6), the character of God is revealed, the salvation of humanity is accomplished, and the world is judged. We believe that Jesus died on the cross in our place, was raised from the dead, and ascended to minister in the heavenly sanctuary in our behalf. We believe He will come again in glory for the final deliverance of His people and the restoration of all things. We believe that salvation is by grace, through faith in the atoning blood of Jesus Christ. We believe in the necessity of the new birth, and that this new birth is through the regeneration provided in the work of the Holy Spirit. We believe in the gifts of the Holy Spirit and that these gifts are given for the purpose of vindicating the character of God. We believe that the gift of the Spirit of Prophecy, as manifest in the counsels of Ellen G. White, is given to provide direction and guidance in learning and in living a life that reflects the love of God.

We accept the Gospel of Jesus Christ and respond to: "If you love me, keep my commandments." Created in the image of God, we are God's stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are called to be a godly people who think, feel, and act in harmony with the principles of heaven. Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship.

We believe that all disciples of Jesus are interested in the whole person: mental, spiritual, physical and social. We believe that the educational principles and direction as given by Ellen G. White provide a well-balanced educational program which ministers to the whole person, preparing students to be a blessing within the present community and preparation for eternity. We believe that a balanced education program promotes the development of a Christ-like character by incorporating Spiritual instruction, Academic excellence, work education (i.e. vocational experience & development of work ethic) and Self-Sacrificing service. Such a balanced program would include the understanding of scripture, educational textbooks, care and use of natural resources, and health and wellness services.

The official statement of beliefs of the Seventh-day Adventist Church can be referenced at <http://www.adventist.org/beliefs/fundamental/index.html>.

ISEI-EA holds that: Education is a ministry of high calling For the purpose of restoring the image of God in man.

ISEI-EA exists as a service organization for the member schools that serve to assist parents in educating their children to live a Christ-like life while functioning within society. The Word of God is the center of all activities and programs established and made available to member schools. The integration of Bible truths into all *ISEI-EA* functions is a prerequisite for such services. Since the fear of the Lord is the beginning of all knowledge and He (Jesus Christ) is to receive preeminence in all things, it is the convictional belief of *ISEI-EA* that member schools' philosophies must be built upon these pre-suppositional truths as outlined in the Bible and the writings of Ellen G. White.

Accreditation Standards have been set up by which schools will be examined. By definition the term "standard" is the level or degree of quality that is proper and adequate in regards to a specific purpose. Ideally, the approval standards should be met in every area of the school operation. The failure of a school to meet one or more of the standards does not necessarily preclude approval. These standards serve *ISEI-EA* as points of references and comparison in appraising the overall acceptability of the school. When an accredited school fails to maintain high standards, accreditation status may be withdrawn until such time as the school comes back into compliance.

To facilitate an orderly and maturing ministry, sound organizational and administrative procedures must be developed, as well as provision for personal and ministerial growth and development of the faculty and staff.

With these in mind, the Evaluative Criteria, Accreditation Standards and Teacher Certification Requirements have been developed.

ISEI-EA Philosophy & Statement of Faith Commitment of Agreement

Having read the purpose and objectives of *ISEI-EA*, I desire and pledge to uphold the standards and goals of *ISEI-EA* as stated in its Constitution and Statement of Faith.

Authorized Signature

Date