**cais ACCREDITATION APPEALS PROCEDURES**

In almost all cases, member schools have found the accreditation program to be positive, supportive, and encouraging. One reason for this is that most CAIS member schools are vital schools with strong personnel and resources. Another is that independent schools, by their very purpose, are committed to quality, improvement, and growth; their structure, which depends upon voluntary enrollment (and often substantial, voluntary financial support), mandates a high level of accountability to the school community. Thus, while one result of a school’s evaluation is that it will have some specific challenges to meet and some specific work on self-improvement to do, it is rare that a school’s evaluation will lead to an adverse accreditation action by the board of trustees.

Schools are invited to make comments about the visiting team report before the accreditation review committee takes action on accreditation. If an adverse accreditation action, however, is recommended by the accreditation review committee and acted upon by the CAIS board of trustees, a member school is accorded the right to appear before the CAIS board to contest the action. The procedures for appeal are the following:

1. The school is notified in writing of the adverse accrediting action and the reasons for action subsequent to the quarterly meeting of the board of trustees at which the action was taken.

2. The school may request to have its representative(s) appear before the CAIS board or its executive committee to lodge an appeal or to submit additional information. The CT Department of Education attorney will be invited to attend the meeting.

Such a request must be submitted in writing to the president of CAIS no later than the first of the month of November, January, or May (i.e., prior to the next meeting of the board or its executive committee).

3. A school may retain its prior accreditation status subject to the outcome of the appeal to theCAIS board.

The action of the CAIS board of trustees on accreditation and membership, after any appeals have been heard, is final *REVISED May 2015 (second reading)*