

CAIS Policy O-001 CAIS Professional Development Programs and National Networks

Purpose: To describe CAIS' approach towards complaints against member schools

Policy Statement:

CAIS serves schools through the development of National Standards, a rigorous accreditation process and a variety of professional development, research and other offerings. Membership in CAIS is voluntary and requires all schools to be accredited. CAIS schools are independent, self-governing entities and, as independent schools accredited by CAIS, strive to operate in the interest of their constituents and the public interest in accordance with recognized and applicable ethical and legal practices.

CAIS occasionally receives requests to investigate complaints related to CAIS schools. CAIS' expectation is that any concern that arises within a CAIS school will first be addressed directly with the school's leadership. Should the school's leadership not satisfactorily address the complaint and the complainant has exhausted all other procedures within the school's process and the regional process, if a request to investigate the complaint further is shared with CAIS, CAIS's response will be dependent upon the nature of the complaint, the specific allegations and the verifiable factual information offered in support of such allegations.

CAIS does not intervene on behalf of individuals in matters between an individual and a CAIS school. Individuals will be advised to utilize the appropriate reporting structure within the applicable school. When a complaint is made, CAIS will notify the applicable school of the matter.

CAIS will investigate a complaint against a CAIS school when there are substantially supported allegations of practices that could seriously impair the quality and effectiveness of a school's program and are in conflict with CAIS's National Standards. CAIS's response to receipt of such information is limited to making further inquiry. CAIS cannot investigate a complaint if the matter is the subject of civil or criminal legal proceedings.

If the alleged circumstances would appear to impact the school's accreditation status, CAIS may conduct a confidential inquiry in accordance with the following procedure.

- All CAIS schools may share program offerings to be posted on the CAIS website if the invitation is extended to all CAIS members and approved by the Head and the CAIS Executive Director.

(d) Program Committee

Each CAIS Conference shall be organized by a Program Committee in partnership with the CAIS office staff. The Chair of the Program Committee will be the contact person for CAIS.

(e) Attendance

CAIS Conferences are designed for CAIS Members. Non-members (who are employees of independent schools in comparable positions) may attend once, with permission of the CAIS Executive Director, and at double the Member rate.

(f) Evaluation

CAIS Conferences will be evaluated by CAIS and results shared with the current and incoming Program Committee.

(g) Budgeting and Fees

The National Networks that have funds may submit a budget to the CAIS Finance and Audit Committee for approval until such funds are depleted.

CAIS determines the registration fee and budget in consultation with the Program Committee.

All revenue, including sponsorship, and expenses flow through the CAIS office and will be audited annually.

(h) Communication

CAIS maintains an up-to-date database of all National Networks, and all official communication (accreditation, PD, research and/or national programs) is sent through the CAIS office.

National Networks may maintain informal National Network social media communications, including website, LinkedIn, etc. but everything must be aligned with the CAIS brand.

Any CAIS member may request for a communication to be sent through the CAIS office to a Network.

CAIS will provide timely information about CAIS Programs to member schools on the CAIS website and through e-notices.

All CAIS Programs must use CAIS branding only.

(i) Awards

CAIS will approve the criteria and decision-making for all awards.

(j) Governance and Decision-Making

All National Network governance structures will comply with CAIS By-laws, policies and procedures.