

Documents in Adherence to Standards

Once a school has been accepted into the process, the school must provide the following materials to confirm that the school is eligible to continue in the accreditation process. The Documents in Adherence to Standards reflect evidence of the institutional structure of the school and validate the school as a viable Episcopal institution. The required documentation should be compiled in notebook form and mailed to each member of the SAES Standards Committee as well as to the Executive Director of SAES.

1. The published mission of the school.
2. A description of the religion program in the school including how the program expresses the school's Episcopal character.
3. A description of the process for admission to the school. Include a sample student enrollment contract.
4. A statement regarding the school's inclusivity policy and its plan for encouraging diversity.
5. An accounting of student enrollment by grade or level; include enrollment figures for the past five years.
6. A copy of the parent organization by-laws.
7. Data explaining the status of the faculty and staff:
 - a. a description of the school's administrative organizational chart (head of school, assistant head, department heads, etc.) and designations for academic levels (EC, LS, MS, HS, etc.).
 - b. the number of teachers, assistants, and other instructional faculty. Indicate the number of full- time and part-time and the number of each who have left the school during the previous three years and their reasons for leaving.
 - c. the titles of all non-instructional administrators (business manager, development director, bookkeeper, secretary, nurse, facilities manager, maintenance staff, etc.) and an indication of how long each has held his/her position.
 - d. include a job description and qualifications required for each position at the school
8. A sample employment contract or letter of agreement.
9. A description of the evaluation process for teachers and administrators.
10. A description of the school's professional development program for faculty and staff including:
 - a. recent curriculum or instructional emphasis in faculty development
 - b. child abuse and sexual misconduct training
 - c. CPR and other safety training required of faculty and staff
11. A copy of published procedures regarding conflict resolution in adversarial situations (between adults, not with students).

12. An overview of the curriculum (one page summary for each grade level or subject area), including a description of the school's assumptions about learning including:
 - a. the school's policies for addressing the learning needs of exceptional students (learning disabled, gifted, etc.) Include faculty or contract professionals who offer supportive services (counselors, tutors, etc.).
 - b. a list of faculty positions for teaching specialized subjects (advanced placement, fine arts, technology, etc.)
13. A copy of the school's current calendar.
14. Evidence of the school's charter, constitution, bylaws, articles of incorporation (if applicable), and non-profit status.
15. Handbooks/manuals that state policies and procedures affecting students, families, faculty, and board members.
16. A copy of the board's current calendar, including committee meetings, board development retreats, and involvement in the life of the school.
17. The school's strategic/long-range plan.
- *18. A summary of any legal action involving the school currently pending or previously in place in the last ten years.
- *19. The current budget with narrative regarding operational surpluses or deficits. In the case of deficit, explain how the deficit was incurred and how it will be remedied.
20. A copy of fundraising/development policies.
21. The statement of policy delineating that separate and independent financial books are kept for the school and the church, if the school is aligned with the church.
- *22. A copy of the most recent audit. This must be a certified audit of the school's books for the year immediately prior to the submission of the documents that should have been conducted by a certified public accountant. Schools with total budgetary revenues of \$500,000 or less may present an annual review performed by an independent CPA (see the SAES Small School Financial Review Form.)
23. The school's policy of financial aid and the percentage of the budget committed to the awards.
24. A description of the location of the school in the community and its physical plant, including facilities that are loaned or leased to the school; include a map of the campus.
25. Evidence that the school meets all applicable fire, safety, and health requirements for the city and state in which it is located.

26. Evidence of insurance coverage, including property, general liability, fire and theft, directors & officers liability, errors and omissions or professional liability, workers' compensation, special event coverage, and student insurance.

*These items will be reviewed only by the Standards Committee of SAES and on the Visit, by the Team Leader, SAES Representative, and Executive Director.