



## Documents in Adherence to Standards 2020

The *Documents in Adherence to Standards*, are evidence of the school’s compliance with SAES *Standards* and of the school’s demonstration that it reflects best practices in its policies and operations.

	#	Name of Document	Schools Applying for Accreditation	Applicant Schools seeking initial and re-accreditation	Stand-Alone Preschools seeking initial and re-accreditation
<b>A. Mission</b>	1	The published mission of the School	✓	✓	✓
	2	School philosophy/core values		✓	✓
<b>B. Episcopal Identity, School Climate &amp; Culture</b>	1	Chapel service schedule and order of service with age group(s)/school division(s) indicated		✓	✓
	2	Programs from graduations and other ceremonial events		✓	
	3	Evidence of statements of Episcopal Identity in school publications		✓	✓
	4	Diocesan canons that pertain to the school		✓	✓
	5	Religion education curriculum		✓	✓
	6	Evidence that anyone working with students on a regular basis, within or outside the school day/year, has been certified/re-certified in <i>Safeguarding</i>		✓	✓
	7	School/church shared use agreement (if applicable), together with description of how costs are allocated between church and school	✓	✓	✓
	8	If the school is separately incorporated, evidence of 501(c)(3) status. If not, provide evidence that the school is by charter affiliated with a legally constituted not-for-profit church.	✓	✓	✓
<b>C. Governance</b>	1	Evidence of the school’s by-laws, charter, constitution, articles of incorporation/Certificate of Formation (if applicable)	✓	✓	✓
	2	Evidence of a functioning finance committee that provides appropriate financial oversight for the Board. (eg: minutes, schedule)		✓	✓
	3	School Policies			
		• whistleblower			
		• conflict of interest			
		• grievance/conflict resolution			
• confidentiality agreement that trustees sign annually			✓	✓	
• anti-bullying/anti-hazing					
• anti harassment that includes sexual misconduct/sexual assault					

		<ul style="list-style-type: none"> <li>location and accessibility of essential records in the event of the permanent closure of the school</li> </ul>			
		<ul style="list-style-type: none"> <li>records retention and destruction policy</li> </ul>			
		<ul style="list-style-type: none"> <li>gift acceptance policy</li> </ul>			
		<ul style="list-style-type: none"> <li>investment policy and minutes of recent board meetings pertaining to the endowment (if applicable)</li> </ul>			
	4	Copy of current Strategic Plan		✓	✓
	5	Board minutes indicating that the audited or reviewed financial statements have been presented to, and approved by the board		✓	✓
	6	Board self-evaluation instrument, both corporate and individual		✓	✓
	7	Instrument used for the board's Head of School evaluation		✓	✓
	8	Board minutes, by-laws, or written policy demonstrating that compensation of the head of school is set by the board, and minutes that note annual compliance with IRS Code 4958 (this does not apply to persons compensated \$85,000 or less)		✓	✓
	9	Head of school's contract with remuneration included. (Place in a sealed envelope with a signature across the seal to be made available only to the Team Leader of the Visiting Team.)		✓	✓
	10	Board of Trustees Survey with summary of results (see <i>Self-Study</i> Appendix D)		✓	✓
<b>D. Organization &amp; Administration</b>	1	Published statement regarding the school's non-discrimination policy and demonstration of compliance with IRS Revenue Procedure 75-50	✓	✓	✓
	2	Sample employment contract or letter of agreement for professional staff		✓	✓
	3	Sample student application and admission/marketing publications		✓	✓
	4	Tuition assistance application		✓	✓
	5	Sample enrollment contract		✓	✓
	6	Student enrollment history by grade or level; and an accounting of total enrollment for the past 5 years, showing enrollment figures for students of color (see Self Study Appendix G)		✓	✓
	7	Chart of the school's administrative organization (head of school, assistant head, department heads, etc.) and designations for academic levels (PS, LS, MS, HS, etc.)		✓	
	8	Job description and qualifications required for each employee position at the school		✓	✓
	9	Related documents for performance evaluation processes for administrators and staff		✓	✓
	10	Student-Parent handbook		✓	✓
	11	Employee handbook		✓	✓
	12	Extended school closure protocols		✓	✓
	13	Previous accreditation team <i>On-Site Visit Team Report</i> and most recent interim reports, if seeking re-accreditation		✓	✓
	14	Samples of communications with graduates		✓	
	15	Recent capital campaign and/or major fundraising initiative communications		✓	✓

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	16	Parent organization by-laws (if applicable)		✓	✓
	17	Parent Survey with summary of results (see Self-Study Appendix A)		✓	✓
<b>E. Teaching &amp; Learning</b>	1	Curriculum scope and sequence, and mapping		✓	✓
	2	Program materials prepared for parent and public information		✓	✓
	3	Discipline policies/student code of conduct		✓	✓
	4	Evidence of parent communication regarding student progress and performance (eg:report cards, progress reports)		✓	✓
	5	Evidence of ongoing assessment of data being used to inform instruction		✓	
	6	Technology Acceptable Use Policy for students (if applicable), school employees, and volunteers using school technology		✓	✓
	7	Promotional materials and other information regarding summer programs, including copies of enrollment contracts or registration forms		✓	✓
	8	Faculty/Staff Information Forms for each faculty and staff person (see Self-Study Appendix F)		✓	✓
	9	Faculty/Staff Profile (see Self-Study Appendix E)		✓	✓
	10	Faculty/Staff Survey with summary of results (see Self-Study Appendix B)		✓	✓
	11	Alumni Survey with summary of results (see Self-Study Appendix C)		✓	
	12	List of the school's college acceptances for the past five years, if applicable		✓	
	13	College counseling "fact sheet" or school/student profile, if applicable		✓	
	14	Residential Life/Boarding handbook, if applicable		✓	
	15	Residential life education/curriculum, if applicable		✓	
	16	Residential life staff training manual or appropriate sections of existing handbooks, if applicable		✓	
	17	Residential life permission forms, activity schedules, logs, etc., if applicable		✓	
	18	Evidence of SEVIS certification by the Department of Homeland Security (if applicable, needed if the school, enrolls international, non-immigrant students.)		✓	
	19	Homestay host family and/or placement agency contract, if applicable		✓	
	20	Homestay instructions/handbook for supervisors and students, if applicable		✓	
	21	Evidence of <i>Safeguarding</i> in accordance with diocesan requirements, for homestay host families (if applicable)		✓	
	22	Assessment tool(s) used for evaluation of homestay program (if applicable)		✓	
	23	Agreement with other schools, if the school is involved in a boarding program that uses shared dormitory facilities		✓	

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	24	Contractual documents with outside agency/consultant involved with bringing international students to the school (if applicable)		✓	
	25	Certificate of insurance from any outside agency/consultant involved with bringing international students to the school (if applicable)		✓	
<b>F. Fiscal Responsibility</b>	1	For the most recently completed fiscal year, audited financial statement with management letter or financial review with management letter. (See <i>Fiscal Responsibility</i> Standard F3 for requirement.)	✓	✓	✓
	2	Verification and summary schedule of the school's insurance coverages		✓	✓
	3	Current budget, actuals year-to-date	✓	✓	✓
	4	Present salary scale, mean and median salaries, and average percent increase of salaries for each of the last five years	✓	✓	✓
	5	Description of employee benefit plan(s)		✓	✓
	6	If the school has bank or mortgage debt, or has issued bonds, a list of the lender covenants and the school's evidence of compliance with covenants		✓	✓
	7	Most recent Federal 990 tax return, if applicable		✓	✓
	8	Statement that no separate bank accounts are open by affiliated organizations (parent association, booster club, etc.) unless the school's business officer has signatory responsibility.		✓	✓
	9	Multi-year strategic financial plan		✓	✓
	10	Financial records retention and destruction policy		✓	✓
	11	Previous and upcoming summer program budget with profit/loss statement (if applicable)		✓	✓
	12	Loan agreement documentation, if loans are outstanding (if applicable)		✓	✓
	13	Last five years tuition and fee schedules	✓	✓	✓
	14	Policies for funds management, collection, recording, and reporting		✓	✓
<b>G. Facilities &amp; Safety</b>	1	Evidence of satisfactory response to lead paint, asbestos hazards, radon, water quality, and other inspections (if applicable)		✓	✓
	2	Daycare and program licenses (if applicable)	✓	✓	✓
	3	Occupancy permits for buildings constructed since last on-site visit		✓	✓
	4	Risk management plan, including relevant policies and practices used to mitigate risk to human, physical, and financial assets		✓	✓
	5	Current safety inspections and certificates showing that the school meets all applicable fire, safety, and health requirements for the local municipality/ state/county/parish in which it is located		✓	✓
	6	Master site plan, if applicable		✓	✓
	7	Plans, if any, to address major plant replacement, renovations, additions, together with Provisions for Plant Replacement Renewal and Special Maintenance (PPRRSM) account figure		✓	✓

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8	Crisis/emergency response plan	✓	✓	✓
9	Log of school safety drills, including but not limited to fire, lock-down and severe weather drills, for the current and previous year		✓	✓
10	Contracts and hold harmless agreements with third-party contractors who provide services both during and outside the school day/year		✓	✓
11	Safety/security/injury/medical incident logs		✓	✓
12	Evidence that the school has a process for conducting initial background checks, and for re-checking as required by state licensing (if applicable) and diocesan requirements. Checks have been made on all employees and frequent volunteers, including third party providers and others working in programs that operate outside of the school day/year (such as before and extended day care, weekend and summer programs)	✓	✓	✓
13	Protocol for handling communicable and non-communicable diseases, including immunizations/immunizations exemptions (if applicable) Do not submit individual health or immunization records.		✓	✓

*The mission of the Southwestern Association of Episcopal Schools is to lead, to nurture, and to unify Episcopal schools in order to advance educational excellence within the faith community of the Episcopal Church.*