



Documents in Adherence to Standards (v.6.18)

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.

The *Standards* of SAES reflect the Association's commitment to promoting high standards of education, developing programs that improve knowledge and skills in leadership, governance, administration, teaching and learning, and spiritual formation. Member schools seeking accreditation must be cognizant of the *Standards* of SAES and work to meet them. As a matter of both policy and principle, SAES is committed to the highest possible quality of school program and teaching.

Standards are arranged in these sections, as are the associated documents.

- A. Mission
- B. Episcopal Identity, School Climate & Culture
- C. Governance
- D. Organization & Administration
- E. Teaching & Learning
- F. Fiscal Responsibility
- G. Facilities & Safety

SAES requires accredited schools to have *Documents in Adherence to Standards*, which are evidence of the school's compliance with SAES *Standards* and of the school's demonstration that it is employing best practices in its policies and operations.

Note: Some documents are listed in more than one section. This is because they are relevant in more than one place. When assembling these documents for a self-study, please feel free to submit only one copy and cross-reference repeated documents.

| | # | Name of Document | Schools Applying for Accreditation | Applicant Schools seeking initial accreditation AND Schools seeking re-accreditation | Stand-Alone Preschools seeking initial accreditation AND Stand-Alone Preschools seeking re-accreditation |
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| A. Mission | 1 | The published mission of the School | ✓ | ✓ | ✓ |
| | 2 | School philosophy/core values | | ✓ | ✓ |
| B. Episcopal Identity, School Climate & Culture | 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 the school has a process for conducting initial background and for re-checking as required by state licensing (if applicable) and diocesan requirements. Checks have been made on all employees and regular volunteers, including third party providers and others working in programs that operate outside of the school day/year (such as before and after school care, weekend and summer programs. Include 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 God's Children/People</i> . [also in <i>Facilities & Safety</i> , G16, and <i>Teaching & Learning</i> , E17, sections] | | ✓ | ✓ |
| | 7 | School/church shared use agreement (if applicable), together with description of how costs are allocated between church and school. [also in <i>Fiscal Responsibility</i> section, F12] | ✓ | ✓ | ✓ |
| | 8 | If the school is separately incorporated, evidence of 501(c)(3) status. If the school is not separately incorporated, provide evidence that the school is by charter affiliated with a legally constituted not-for-profit church. [Also in <i>Governance</i> section, C1.] | ✓ | ✓ | ✓ |
| | 9 | By-laws [also in <i>Governance</i> section, C1] | ✓ | ✓ | ✓ |
| C. Governance | 1 | Evidence of the school's charter, constitution, bylaws, articles of incorporation/Certificate of Formation (if applicable), non-profit status [IRS 501(c)(3)] (if the school is NOT separately incorporated, show evidence that the school is, by charter, affiliated with a | ✓ | ✓ | ✓ |

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| | | legally constituted not-for-profit church) [Also in <i>Episcopal Identity</i> section, B8 & B9] | | | |
| | 2 | Board finance committee minutes for the last school year. | | ✓ | ✓ |
| | 3 | School policies <ul style="list-style-type: none"> ● whistleblower ● conflict of interest ● grievance/conflict resolution ● confidentiality that all trustees sign annually ● anti-bullying/anti-hazing ● anti harassment that includes sexual misconduct/sexual assault ● the location and accessibility of essential records in the event of the permanent closure of the school ● records retention and destruction policy ● gift acceptance policy ● investment and spending (if endowment fund exists) and minutes of recent board meetings pertaining to the endowment | | ✓ | ✓ |
| | 4 | Evidence of ongoing strategic planning [also in <i>Fiscal Responsibility</i> section, F.9] | | ✓ | ✓ |
| | 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 or bylaws 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 concerning avoidance of Intermediate Sanctions using "Rebuttable Presumption Checklist" (this does not apply to persons compensated \$85,000 or less) | | ✓ | ✓ |
| | 9 | Head of school's contract with remuneration included. Place in sealed envelope with 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 G) | | ✓ | ✓ |
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| D. Organization & Administration | 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 | | ✓ | ✓ |

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| | 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—Enrollment Profile (Appendix D) | | ✓ | ✓ |
| | 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 [also in <i>Teaching and Learning</i> , E25, and <i>Facilities & Safety</i> , G17, sections] | | ✓ | ✓ |
| | 12 | Extended school closure protocols | | ✓ | ✓ |
| | 13 | Previous accreditation team <i>On-Site Visit Team</i> Report 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 | | ✓ | ✓ |
| | 16 | Parent organization by-laws | | ✓ | ✓ |
| | 17 | Parent Survey with summary of results (Appendix A) | | ✓ | ✓ |
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| E. Teaching & Learning | 1 | Curriculum scope and sequence and mapping | | ✓ | ✓ |
| | 2 | Program materials prepared for parent and public information | | ✓ | ✓ |
| | 3 | Discipline policies/student code of conduct | | ✓ | ✓ |
| | 4 | E-learning or online course web page describing the course and indicating the provider's accreditation agency | | ✓ | |
| | 5 | Evidence of parent communication regarding student progress and performance (e.g., progress reports, report cards). | | ✓ | ✓ |
| | 6 | Standardized tests summary by grade level for the last five years (omit student names) | | ✓ | |
| | 7 | Technology Acceptable Use Policy for students (if applicable), school employees, and volunteers using school technology | | ✓ | ✓ |
| | 8 | List of the school's college acceptances for the past five years, if applicable | | ✓ | |
| | 9 | College counseling "fact sheet" or school/student profile, if applicable. | | ✓ | |
| | 10 | Residential Life/Boarding handbook, if applicable | | ✓ | |
| | 11 | Residential life education/curriculum, if applicable | | ✓ | |
| | 12 | Residential life staff training manual or | | ✓ | |

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| | | appropriate sections of existing handbooks, if applicable | | | |
| | 13 | Residential life permission forms, activity schedules, logs, etc., if applicable | | ✓ | |
| | 14 | Evidence of SEVIS certification by the Department of Homeland Security (if applicable- Needed if the school, either day or boarding, enrolls international, non-immigrant students.) | | ✓ | |
| | 15 | Homestay host family and/or placement agency contract, if applicable | | ✓ | |
| | 16 | Homestay instructions/handbook for supervisors and students, if applicable | | ✓ | |
| | 17 | Evidence of, at a minimum, <i>Safeguarding God's Children/People</i> in accordance with diocesan requirements, for homestay host families, if applicable [also in <i>Episcopal Identity, School Climate & Culture</i> , B6, and <i>Facilities & Safety</i> , G16, sections] | | ✓ | |
| | 18 | Assessment tool(s) used for evaluation of homestay program, if applicable | | ✓ | |
| | 19 | Agreement with other schools, if the school is involved in a boarding program that uses shared dormitory facilities | | ✓ | |
| | 20 | Contractual documents with outside agency/consultant involved with bringing international students to the school, if applicable | | ✓ | |
| | 21 | Certificate of insurance from any outside agency/consultant involved with bringing international students to the school, if applicable | | ✓ | |
| | 22 | Promotional materials and other information regarding summer programs that is sent to parents. Include copies of enrollment contracts or registration forms required for participation. | | ✓ | ✓ |
| | 23 | Faculty/Staff Information Forms for each faculty and staff person (see Appendix F) | | ✓ | ✓ |
| | 24 | Faculty/Staff Profile (see Appendix E) | | ✓ | ✓ |
| | 25 | Employee Handbook [also in <i>Organization & Administration</i> , D11, and <i>Facilities & Safety</i> , G17, sections] | | | ✓ |
| | 26 | Faculty/Staff Survey with summary of results (see Appendix B) | | ✓ | ✓ |
| | 27 | Alumna/ae Survey with summary of results (Appendices C1 and C2) (if applicable) | | ✓ | |
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| F. Fiscal Responsibility | 1 | For the most recently completed fiscal year, audited financial statement with management letter or financial review. [See <i>Fiscal Responsibility Standard F3</i> for requirement.] | ✓ | ✓ | ✓ |
| | 2 | Verification and summary schedule of the school's insurance coverages: fire and theft, auto loss or damage from owned or | | ✓ | ✓ |

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| | | non-owned vehicle, general liability/accident or injury, umbrella excess liability, property and casualty, scheduled property, errors or omissions or professional liability, directors/ liability, workers' compensation, other (such as student supplemental medical coverage, flood, business interruption, special events coverage) | | | |
| | 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 [also in <i>Governance</i> section, C4] | | ✓ | ✓ |
| | 10 | Financial records retention and destruction policy [also in <i>Governance</i> section, C3] | | ✓ | ✓ |
| | 11 | Previous and upcoming summer program budget | | ✓ | ✓ |
| | 12 | School/church shared use agreement (if applicable), together with description of how costs are allocated between church and school [also in <i>Episcopal Identity, School Climate & Culture</i> section, B7] | | ✓ | ✓ |
| | 13 | Loan agreement documentation, if loans are outstanding (if applicable) | | ✓ | ✓ |
| | 14 | Last five years tuition and fee schedules | ✓ | ✓ | ✓ |
| | 15 | Policies for funds management, collection, recording, and reporting | | ✓ | ✓ |
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| G. Facilities & Safety | 1 | Current safety inspection licenses and certificates | | ✓ | ✓ |
| | 2 | Evidence of satisfactory response to lead paint and asbestos hazards, if applicable | | ✓ | ✓ |
| | 3 | Evidence of satisfactory response to radon, water quality, and other inspections, if applicable | | ✓ | ✓ |
| | 4 | Daycare and program licenses, if applicable | ✓ | ✓ | ✓ |
| | 5 | Occupancy permits for buildings constructed since last on-site visit | | ✓ | ✓ |
| | 6 | Hold harmless agreement between parent and school (either in the enrollment contract or separate agreement, as permitted by law) | | ✓ | ✓ |

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| | 7 | Certificate of insurance and hold harmless agreements with third party providers for regular school year and summer programs | | ✓ | ✓ |
| | 8 | Verification of the school's risk management plan that includes safety policies: <ul style="list-style-type: none"> ● vehicle safety ● requirements for bus or van driver qualification ● chemical handling and storage (cleaning and science/art/other classroom materials) ● preventative maintenance and inspections ● review of risk management assessment for field trips, sports programs, hazardous activities, summer programs, outside contractors, construction, use of facilities by external groups ● legal review of Employee Handbook that contains all employment policies and procedures ● school records retention and destruction policies and procedures ● verification of staff training in workplace sexual harassment policies and situations involving child sexual abuse | | ✓ | ✓ |
| | 9 | Evidence that school meets all applicable fire, safety, and health requirements for the local municipality/state/county/parish in which it is located. | | ✓ | ✓ |
| | 10 | Master site plan, if applicable | | ✓ | ✓ |
| | 11 | Plans, if any, to address major plant replacement, renovations, additions, together with Provisions for Plant Replacement Renewal and Special Maintenance (PPRRSM) account figure | | ✓ | ✓ |
| | 12 | Crisis/emergency response plan | ✓ | ✓ | ✓ |
| | 13 | Log of school safety drills, including but not limited to fire, lock-down and severe weather drills, for the last three years | | ✓ | ✓ |
| | 14 | Contracts with third-party contractors who provide services outside the school day/year | | ✓ | ✓ |
| | 15 | Safety/security/injury-medical incident log | | ✓ | ✓ |
| | 16 | 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 after school care, weekend and summer programs. Include 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 God's</i> | ✓ | ✓ | ✓ |

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| | | <i>Children/People</i> . [also in <i>Episcopal Identity, School Climate & Culture</i> , B6, and <i>Teaching & Learning</i> , E17, sections] | | | |
| | 17 | Employee Handbook [also in <i>Organization & Administration</i> , D11, and <i>Teaching and Learning</i> , E25, sections] | ✓ | ✓ | ✓ |
| | 18 | Protocol for handling communicable and non-communicable diseases, including immunizations/immunizations exemptions (if applicable). Do not submit individual health or immunization records. | | ✓ | ✓ |