

Required Documents

Documents Relative to Standard 1:

NOTE: This is an abbreviated list of documents taken from the indicators. The absence of documents marked by an asterisk may delay the accreditation process.

****Evidence of nondiscrimination policies in handbooks, website, employment information, student applications, school publications****

****Evidence of regular mission review****

****Statement of how freedom of inquiry is approached within the context of the school's mission****

Other documents that may be used to show evidence of compliance with indicators:

- Description of how mission drives decision making at the school
- Bylaws
- Handbooks
- Admissions materials
- Survey/focus group results
- Minutes from meetings of divisions, departments, administration
- Professional growth opportunities
- In-service programs

Documents Relative to Standard 2:

NOTE: This is an abbreviated list of documents taken from the indicators. The absence of documents marked by an asterisk may delay the accreditation process.

Governance Documents

****Bylaws****

****Board policy manual****

****Evidence that the board has engaged in conversations about leadership transitions****

****Articles of incorporation****

****Strategic plan****

****Head of school annual evaluation procedure****

****Board development plan and evaluation procedure****

****Conflict of interest statements signed by all trustees and key employees****

Facility and Safety Documents (see also Standard 5)

****Licenses or permits for the school to operate (if required in your municipality, city, or state)****

****Documents demonstrating adherence to fire, safety, and health codes****

****Documentation of annual training of all faculty and staff in identifying and reporting suspected sexual abuse****

****Safety checklists from local, regional, national sources****

****Extended care and day care license or exemption from license****

****Risk management plans (including, but not limited to: vehicle safety, requirements for drivers, chemical handling and storage, preventative maintenance and inspections, field trips, sports programs, outside contractors, use of facilities)**

****Insurance documents****

****A statement of how the school maintains continuous compliance with applicable local, states, and federal legal requirements****

Financial Documents – must be available, not required to be uploaded

****Annual school budget****

****Financial audit****

****Current financial statements: financial position, activities, cash flow****

****Description of lines of credit****

****Copy of filed tax documents (typically IRS Form 990)****

****Financial procedures handbook****

Other documents that may be used to show evidence of compliance with indicators:

- Names and contact information for school attorney and accountant
- Name and contact information for Department of Child Protective Services
- Documents that show the authority of the governing board
- Policy statements regarding conflicts of interest, recusal, or contract bidding and awarding processes
- Evidence of board training related to decision making
- Descriptions of successful decision-making processes
- Bylaws, board meeting agenda items
- Description of monitoring method
- Minutes of planning and visioning meetings, retreats, etc.
- Meeting minutes that demonstrate discussions of succession planning
- Meeting minutes which include board approval of audit
- Policies that describe safety procedures (see also standard 5)

Documents Relative to Standard 3:

NOTE: This is an abbreviated list of documents taken from the indicators. The absence of documents marked by an asterisk may delay the accreditation process.

****Curriculum guides/curriculum map****

****List of course offerings****

****Academic profile****

****School calendar****

****Daily/weekly schedules****

****Description of challenged materials process****

****Statement of how the school's mission is reflected in its expectations for student learning****

Other documents that may be used to show evidence of compliance with indicators:

- Curriculum scope and sequence
- Lesson plans
- Syllabi
- Minutes of grade level, department, division meetings
- Professional development opportunities
- List of co-curricular offerings
- College acceptances
- Instructional and curriculum meeting minutes/notes
- In-service agendas
- Character or leadership programs
- Team building activities among faculty and/or students
- Advisory meetings
- Student council agendas/minutes
- Technology plan
- Media/resources plan
- Operating budget related to this indicator - technology
- Technology acceptable use policy
- Standardized tests or other regular assessments
- Progress reports
- "Mission Skills Assessment" rubrics
- Report cards, portfolio assessments
- Analysis of student assessments through curriculum and instructional meeting minutes/notes
- Adjustments in placement, teacher preparation, curriculum are documented in the above meeting minutes/notes
- Surveys of parents, teachers, students

Documents Relative to Standard 4:

NOTE: This is an abbreviated list of documents taken from the indicators. The absence of documents marked by an asterisk may delay the accreditation process.

****Communication to and from community resources such as police, fire department, city/urban planning offices, child protective services, state and local emergency management, mental health resources, and other agencies and service providers as appropriate****

****Relevant examples of communication with various stakeholders****

Other documents that may be used to show evidence of compliance with indicators:

- Volunteer guidelines and/or handbook News stories
- Exit interviews
- Coffee talks
- Focus groups
- Surveys
- Newsletters
- Parent night schedules
- Emails
- Social media
- Magazine
- Communications schedules and plans
- Minutes from parent meetings
- Minutes from administrative meetings where parent input is discussed
- Statements in handbooks indicating relationships with community resources
- Note that confidential examples of medical or other referrals need NOT be shared
- Website content
- Publications
- Survey data and analysis
- Examples of database information
- Examples of how information gathered is used for school improvement and mission fulfillment

Documents Relative to Standard 5:

NOTE: This is an abbreviated list of documents taken from the indicators. The absence of documents marked by an asterisk may delay the accreditation process.

Personnel documents

****Employee handbooks****

****Employment agreements****

****Employee applications****

****Description of hiring process including screening and background check procedures (both initial and periodic) for employees****

****Documentation of initial and periodic employee background checks****

****Description of professional development****

****Employee evaluation process****

****Termination policy****

****Description of expected qualification of employees****

****Job postings and job/position descriptions****

****Faculty characteristics and demographics****

****Faculty orientation schedule and topics addressed****

- **Evidence of faculty training as required for CPR, first aid, child protective services issues and reporting, etc.**
- **Description of the connections between strategic initiatives, assessment of employee needs, and allocations of time and resources dedicated to professional learning**
- **Evidence of ongoing training for adults in recognizing and reporting of sexual misconduct**

Additional Requirements for Virginia Schools

- **Description of process for assessment and management of concussions**
- **Procedures for prevention and mitigation of bullying**
- **Evidence of training in medication administration**

Student Documents

- **Admissions materials**
- **Student and parent handbooks**
- **Evidence of ongoing, age-appropriate training for students in recognizing and reporting of sexual misconduct**
- **Boarding or homestay program handbook**
- **Financial aid materials**
- **Standards of ethical admissions practices**
- **Schedule of drills and analysis of efficiency/adequacy**
- **School crisis plans (facilities, communications, media, transportation, health, continuity, etc.)**
- **Certificates from health department, fire department, elevator inspections, etc.**
- **Internal inspection and audit procedures and documentation**
- **License or exemptions from appropriate state agencies as required**
- **Descriptions of data security and access**
- **Document retention policies**
- **Plan for permanent access to documents (student records, employee records, etc.)**

Other documents that may be used to show evidence of compliance with indicators:

- Volunteer handbooks
- Volunteer agreements
- Volunteer applications
- Description of screening and background check procedures (both initial and periodic) for volunteers
- Description of professional development program
- Volunteer evaluation process
- Mentoring program
- Minutes of meetings demonstrating support for employees new to the school
- Minutes from faculty meetings where professional growth opportunities are discussed - could include any number of growth opportunities such as pedagogical approaches, content area information, health and wellness training, mandatory reporting procedures and student safety, etc.
- Notifications of opportunities for training/professional development
- Reports given by employees regarding professional learning
- Descriptions of PLC or Critical Friends groups
- Analysis of staff participation in professional learning for a defined period of time
- Descriptions of the successful candidate as aligned with mission and academic goals of the school
- Evidence of pertinent assemblies, grade meetings, advisory groups, student community building activities, etc.
- Descriptions of counseling services in parent and student Handbooks
- Written procedures of referrals in faculty handbooks
- Evidence of faculty orientation to referrals
- Written agreements with outside providers for student referrals