

Required Documents by Standard

<u>STANDARD 1</u>	Yes/No
Philosophy, vision, mission statements, beliefs, and core values	
Statement of faith	
School profile	
Schoolwide expected student outcomes	
Samples of communications with parents, students, and constituents	
Wide distribution of the mission, vision, and philosophy statements and goals throughout the school community	
Linkage established in the curriculum guides/plans and the teacher lesson plans to the stated mission, vision, philosophy, and goals of the school	
<u>STANDARD 2</u>	
Governing body policy manual and bylaws	
Operational policy and procedures manual	
Organizational chart (offices, roles, terms, etc.)	
Budget development plan and budget documents	
Admissions policies and procedures	
Governing body and leadership job descriptions (including testimony and evidence of faith)	
Financial audits or reviews	
Governing body and leadership evaluation instruments	
Long- and short-range goals/plans	
Certificates of compliance with local, state, federal, and provincial laws if applicable	
Salary and benefits/compensations documentation	
Provide documentation that shows a clear understanding of the role of the board and the administration	
Provide documentation of understanding among the constituency of the decision-making procedures of the school and evidence of securing appropriate stakeholder input in the process	
Evidence of liability insurance	
Hiring procedures	
<u>STANDARD 3</u>	
Constituent (past and present) surveys and demographic surveys	
Schedules of parent conferences	
Student orientation programs	
List of student activities offered and qualifications of supervising staff	
Parent/student handbooks	
Any documentation used for student transition to the next grade level	
Advisory programs for students and the student referral process	
Inclusion policy for students who have special needs, if applicable	
School calendar and other publications that reflect the number of hours and days required	
Various methods in which the school communicates with constituents	
The inclusion of dialogue with constituents in the communication process and evidence that the school responds to constituent input	
Planning and implementation of inclusion plans for students who have special needs, if applicable	

Required Documents by Standard

Transfer of records plan	
<u>STANDARD 4</u>	
Documentation of teacher credentials, including certification, licensure, highly qualified status, baccalaureate degree, etc.	
Schedules and teaching assignments	
Handbooks for faculty and staff	
Professional development and staff orientation plans, procedures, and/or opportunities including new teacher induction	
Classroom management plan/policy	
Evaluation processes, plans, and forms for new and continuing staff	
Forms such as applications, job descriptions, etc.	
Proof of screening and background checks	
Code of ethics statement (see glossary)	
Alignment of resource allocation to educational programs and to school improvement plan requirements	
Early education yearly professional development report	
<u>STANDARD 5</u>	
Curriculum guides/mapping and policy and procedures for formal review and revision	
Instructional guides, including curriculum mapping and/or scope and sequence charts	
Evaluation criteria for improvement or change	
Sample/example lesson plans	
Assessment results (standardized, formative, summative, comparative, and other)	
Technology plan	
Evidence of trained personnel not included in Standard 4	
Acceptable usage policy	
Formal process for faculty input on selection of materials	
Examples of biblical integration into all areas of the instructional program	
Student engagement in the classroom and classroom strategies that encourage active involvement of students in their own learning	
Faculty use of various instructional strategies and methods to provide for a variety of learning opportunities for students	
Indications that school climate is important and is used to help guide school decisions	
Evidence of communicating student performance to all stakeholders	
Early education child guidance policies and procedures	
<u>STANDARD 6</u>	
Crisis management and emergency plan	
Building evacuation plan displayed in classrooms, offices, and other rooms used by students	
Food services guidelines and inspection reports, if applicable	
Schedules and documentation of required drills (e.g., fire or earthquake)	
Health policies, procedures, and guidelines (including medicine distribution and storage)	
Student and faculty health files	

Documentation of known allergies	
Documentation showing compliance with local, state, federal, or provincial regulations, when appropriate	
Reporting procedures and policies for child abuse/neglect/bullying prevention	
Written process describing how facilities are regularly inspected and maintained and data demonstrating the quality of these processes	
Transportation policy/plan	
Master site/security plan	
Crisis plans notification procedures	
Parent notification procedures	
<u>STANDARD 7</u>	
Schoolwide expected student outcomes	
Handbooks	
Guidelines and policies related to spiritual assessment	
Mentoring and discipleship activities	
<u>STANDARD 8</u>	
Attach current CSIP to Self-Study	
School profile	
A plan that includes components that provide specific goals, a set of appropriate assessments, a set of interventions expected to cause student growth to occur, and a plan for ensuring that the staff have the skills to implement the plan	
A continuous review process to ensure ongoing monitoring and adjustment of the improvement plan	
Student performance and achievement data	