

**REQUIRED DOCUMENTATION:**

*Absence of any of these documents six weeks prior may halt an accreditation visit.*

1. Current Strategic Plan or Evidence of Most Recent Strategic Planning Process including financial provisions
2. Published Curriculum
3. Operating budgets (previous two years and current)
4. Current audit, management letter, and opinion letter
5. Three- to five-year financial plan
6. Risk management program
7. Crisis management/disaster response plan

| <b>1. The school's mission guides its policies and practices and is evident in the climate, culture, and program of the school.</b> |                 |           |                              |
|---|-----------------|-----------|------------------------------|
|   | <b>Provided</b> | <b>NA</b> | <b>Missing or Incomplete</b> |
| 1.a Mission Statement and evidence of its regular review by the Board.  |                 |           |                              |
| 1.b Statement of Philosophy and/or guiding principles   |                 |           |                              |
| 1.c Handbooks (for example, Parent, Student, Faculty, Coaches)  |                 |           |                              |
| 1.d Marketing materials, including non-discriminatory statement (print and digital if applicable)                                   |                 |           |                              |
| 1.e Sample publications (for example, Annual Report, Directory, School Magazine, Student Newspaper, Yearbook)                       |                 |           |                              |
| 1.f Current Strategic Plan or Evidence of Most Recent Strategic Planning Process including financial provisions*                    |                 |           |                              |
| <i>* Absence of this document may halt an accreditation visit.</i>  |                 |           |                              |
| <b>Notes:</b>   |                 |           |                              |

**2. The program fulfills the educational and developmental needs of the students, meets the requirements of learning and living in a diverse and globally-connected society, and reflects ongoing internal review.**

|   | Provided | NA | Missing or Incomplete |
|---|----------|----|-----------------------|
| 2.a Published curriculum*   |          |    |                       |
| 2.b Curriculum review process   |          |    |                       |
| 2.c Graduation requirements (upper schools) and sample transcript/grade reports   |          |    |                       |
| 2.d Student record retention, access, and protection policies   |          |    |                       |
| 2.e Policy for protection of records into perpetuity should the school close (Ensure this is updated)   |          |    |                       |
| 2. f. Test Scores from testing designed to monitor progress, if applicable (for example, SSAT, ERB, Student Assessment, PSAT, SAT, ACT, AP, CWRA, IB, & other progress monitoring instruments.) |          |    |                       |
| 2.g Listing of co-curricular programs (for example, community service activities, student leadership opportunities, summer programs, sports, and clubs)   |          |    |                       |
| 2. h. Description of counseling and advisory programs ( guidance, college)  |          |    |                       |
| 2.i Technology plan and related budget  |          |    |                       |
| 2.j School calendar and daily student and teacher schedules   |          |    |                       |
| 2.k Data that informs the school's ongoing improvement efforts (for example: VAIS survey data or other feedback methods that inform the self-study and ongoing improvement)                     |          |    |                       |

\* Absence of this document may halt an accreditation visit.

**Notes**

**3. The school authentically communicates its mission and values, creating a community that understands and supports the mission while engaging in the life of the school.**

|   | Provided | NA | Missing or Incomplete |
|---|----------|----|-----------------------|
| 3.a Admissions materials and processes (brochure, non-discriminatory statement, policies and procedures, campus map, application forms, schedule of tuition/fees, and financial aid policies) |          |    |                       |
| 3.b Geographical representation of student body (map or list of zip codes)  |          |    |                       |
| 3.c VAIS Accreditation 02 - Tuition and Financial Aid (DASL Report)   |          |    |                       |
| 3.d Enrollment Agreement  |          |    |                       |
| 3.e VAIS Accreditation 08 - Admissions (DASL Report)  |          |    |                       |
| 3.f Description of Honor/Student Conduct System, if applicable  |          |    |                       |
| 3.g Parents: organization/volunteer opportunities, minutes/bylaws, if applicable  |          |    |                       |
| 3.h Alumni: organization/volunteer opportunities, publications, bylaws and minutes, if applicable   |          |    |                       |
| 3.i VAIS Accreditation 01 - Enrollment (DASL Report)  |          |    |                       |

*\* Absence of this document may halt an accreditation visit.*

**Notes:**

**4. The faculty, administration, and staff support the mission of the school, are qualified for their positions, engage in ongoing evaluation and professional growth, and effectively implement the program.**

|  | Provided | NA | Missing or Incomplete |
|--|----------|----|-----------------------|
| 4.a Employment application materials, including non-discriminatory statement   |          |    |                       |
| 4.b Sample job descriptions, description of benefits, and contracts/hiring letters   |          |    |                       |
| 4.c VAIS Accreditation 04 - Faculty and Staff Statistics (DASL Report)   |          |    |                       |
| 4.d List of employees: schools attended, degrees, licensure (if applicable, verification of transcript on file, areas of responsibility) |          |    |                       |
| 4.e VAIS Accreditation 03 - Faculty Salaries (DASL Report)   |          |    |                       |
| 4.f Professional development program, policies, budget, and participation records  |          |    |                       |
| 4.g Process and schedule for faculty, staff, and administrator evaluation (File to be pulled during visit)                               |          |    |                       |
| 4.h Policies for retention, access, and protection of faculty, staff, and administrator records.   |          |    |                       |
| 4.i Evidence of compliance with <b>Background Check and Child Abuse &amp; Neglect Registry Search law</b> for all employees.             |          |    |                       |
| <b>Notes:</b>  |          |    |                       |

**5. The Head of School serves as chief executive, is the sole employee of and only direct report to the governing body, and is ultimately responsible for the operational and educational management of the school.**

|  | Provided | NA | Missing or Incomplete |
|--|----------|----|-----------------------|
| 5.a Evidence of Head of School employment agreement and job description      |          |    |                       |
| 5.b Head of School evaluation  |          |    |                       |
| 5.c Organizational chart   |          |    |                       |
| 5.d Minutes or agenda of recent administrative staff meeting (if applicable) |          |    |                       |
| 5.e Sample of Head of School's report to the governing body                  |          |    |                       |

**Notes:**

**6. The governing body of the school is independent and deliberative, with clearly defined roles and responsibilities, and works in partnership with the Head of School to ensure that fiduciary and strategic policies advance the school.**

|   | Provided | NA | Missing or Incomplete |
|---|----------|----|-----------------------|
| 6.a Bylaws  |          |    |                       |
| 6.b Charter/Articles of Incorporation   |          |    |                       |
| 6.c IRS 501(c)(3) letter and any related correspondence   |          |    |                       |
| 6.d List of governing body members, terms, their relationship to the school, and leadership roles/committee assignments                     |          |    |                       |
| 6.e Governing body policy manual (if applicable)  |          |    |                       |
| 6.f Confidentiality, conflict of interest, and whistleblower policy statements indicating regular endorsement by all governing body members |          |    |                       |
| 6.g Agendas and minutes of recent governing body meetings   |          |    |                       |
| 6h. Procedures for governing body professional development and new member orientation.  |          |    |                       |
| 6.i Board self-evaluation instrument and results  |          |    |                       |

**Notes:**

**7. The governing body and the Head of School jointly assure that the financial resources are sufficient to sustain the program and are efficiently managed.**

|   | Provided | NA | Missing or Incomplete |
|---|----------|----|-----------------------|
| 7.a Operating budgets (previous two years and current)*   |          |    |                       |
| 7.b Current audit, management letter, and opinion letter*   |          |    |                       |
| 7.c Three-to-five-year financial plan*  |          |    |                       |
| 7.d VAIS Accreditation 05 - Financial Operations (DASL Report)  |          |    |                       |
| 7.e Debt management program   |          |    |                       |
| 7.f VAIS Accreditation 06 - Annual Giving (DASL Report)<br>VAIS Accreditation 07 - Capital Giving (DASL Report), if applicable                        |          |    |                       |
| 7.g Parent/Student fundraising policies, if applicable  |          |    |                       |
| 7.h Risk management programs*   |          |    |                       |
| 7.i Plans for capital improvements  |          |    |                       |
| 7.j Fiscal policies: (for example, budget-making process, check-signing and processing, billing, purchasing, payroll, segregation of duties)          |          |    |                       |
| 7.k Board fiscal policies: (for example, budgeting process, investment and endowment policy, gift acceptance policies, debt financing and compliance) |          |    |                       |
| * <i>Absence of this document may halt an accreditation visit.</i>  |          |    |                       |
| <b>Notes:</b>   |          |    |                       |

**8. The school's facilities and equipment are sufficient to meet the needs of the program and are maintained to provide an effective and safe learning environment.**

|  | Provided | NA | Missing or Incomplete |
|--|----------|----|-----------------------|
| 8.a List of all contracted services and agreements   |          |    |                       |
| 8.b Fire marshal inspection reports (if applicable)  |          |    |                       |
| 8.c Physical plant and vehicle inspection reports and schedules  |          |    |                       |
| 8.d Health Department inspection reports, if applicable  |          |    |                       |
| 8.e Preventative maintenance plan  |          |    |                       |
| 8.f Evidence of continuing adherence to applicable local, state and federal health and safety regulations for facilities and equipment |          |    |                       |
| 8. g Documentation of receipt and review of <i>Virginia Law and Private Schools, published by VCPE annually.</i>                       |          |    |                       |

**Notes:**



**9. The school's care for the health, safety, and welfare of the students is evident in its policies and practices.**

|  | Provided | NA | Missing or Incomplete |
|--|----------|----|-----------------------|
| 9.a Crisis management/disaster response and recovery plan*   |          |    |                       |
| 9.b Procedures and related forms utilized in case of accidents   |          |    |                       |
| 9.c Procedures and related forms utilized in case of illness at school   |          |    |                       |
| 9.d Emergency drill reports  |          |    |                       |
| 9.e Evidence of continuing adherence to applicable local, state and federal health and safety regulations for students |          |    |                       |
| 9.f Student health and physical form(s)  |          |    |                       |
| 9.g Athletic training rules (if applicable)  |          |    |                       |
| 9.h Concussion Policy (Return to Play and Return to Learn)   |          |    |                       |
| 9.i MAT Training Policy (List of employees trained and process for training)   |          |    |                       |
| 9.j Policies to Ensure a Safe Learning Environment (for example: anti-harassment or anti-bullying policies)            |          |    |                       |
| 9.k Records demonstrating professional personnel are CPR, First Aid, and AED Certified                                 |          |    |                       |

**Notes:**

**10. [IF APPLICABLE] The residential program is so conceived and staffed as to reflect the mission of the school and provide a healthy and safe environment.**

|   | Provided | NA | Missing or Incomplete |
|---|----------|----|-----------------------|
| 10.a Residential program handbook, for example, student, faculty  |          |    |                       |
| 10.b List of residential life staff and qualifications  |          |    |                       |
| 10.c Policies for adult supervision of students   |          |    |                       |
| 10.d Schedule of activities during non-instructional hours  |          |    |                       |
| 10.e Evidence of orientation and training for students and faculty designed to convey the culture of the residential community, the expectations for all residential individuals, and procedures and personnel for resolving issues and problems. |          |    |                       |
| <b>Notes:</b>   |          |    |                       |

**11. [IF APPLICABLE] The preschool and/or extended day program is conceived and staffed so as to reflect the mission of the school and provide a healthy, safe, and developmentally appropriate environment.**

|  | Provided | NA | Missing or Incomplete |
|--|----------|----|-----------------------|
| 11.a Preschool Licensing or Certification Report (Department of Social Services)     |          |    |                       |
| 11.b Religiously Affiliated or Certified Preschool Licensing Exemption Documentation |          |    |                       |
| 11.c Extended Day Licensing or Certification Report (Department of Social Services)  |          |    |                       |

**Notes:**