



SAIS Accreditation Documents and Documentation

Claims made in a school's response to standards and indicators must be supported by evidence and observations. The list of documents below succinctly captures best practices of independent schools and documents schools should have.

Schools can use the file library inside of the SAIS Accreditation Portal to make these documents accessible to the chair and the visiting team. If documents are sensitive (financial information, for example), indicate where the chair and team can find the documentation on campus and they will review it there.

http://www.sais.org/acc_documents



Documents relative to standard 1.

NOTE: this is an abbreviated list of documents taken from the indicators. The absence of these documents may delay the accreditation process.

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

Other Documents listed with the indicators for this standard

- Evidence of regular mission statement review
- 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 these documents may delay the accreditation process.

Governance Documents

- **Bylaws****
- **Board policy manual****
- **Articles of Incorporation****
- **Strategic plan****
- **Head of School 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****
- **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****

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

- **Annual School Budget****
- **Financial Audit****
- **Current Statements: Financial Position, Activities, Cash Flow ****
- **Description of Lines of Credit****
- **Copy of filed tax documents (typically IRS Form 990)****

Other Documents listed with the indicators for this standard

- 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
- Board Policy Manual
- Minutes of planning and visioning meetings, retreats, etc.
- ByLaws, policies, etc. that describe succession planning procedures
- Meeting minutes that demonstrate discussions of succession planning
- Handbook and evidence of ongoing training
- Evidence of ongoing board training
- Financial Procedures Handbook
- 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 these documents 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**

Other Documents listed with the indicators for this standard

- 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 these documents 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 listed with the indicators for this standard

- 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 these documents 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**
- **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**
- **Description of the connections between strategic initiatives, assessment of employee needs, and allocations of time and resources dedicated to professional learning**

Student Documents

- **Admissions materials**
- **Student and Parent Handbooks**
- **Boarding or homestay program handbook**
- **Financial Aid materials**
- **Standards of ethical admissions practices**

Health, Safety, Security (see also standard 2)

- **Evidence of Faculty training as required for CPR, First Aid, child protective services issues and reporting, etc.**
- **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, etc. inspections**
- **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 listed with the indicators for this standard

- Volunteer handbooks
- Volunteer Agreements
- Volunteer Applications
- Description of screening and background check procedures (both initial and periodic) for volunteers
- Description of professional development
- Volunteer Evaluation Process
- Mentoring program

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- 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.)
 - Copies of flyers, etc. notifying staff of opportunities
 - 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
 - Analysis of success of students
 - Descriptions of the successful candidate as aligned with mission and academic goals of the school
 - Written notices of guidelines
 - 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