



## Wisconsin Nonpublic School Accrediting Association Standards Compliance Report

The following is a list of standard indicators that cover WNSAA's ten Standards of Excellence. Please read each item carefully and place a mark in the appropriate response category. Any items left blank will be considered a no. WNSAA accreditation is determined in part by schools' substantial compliance with our standards. No more than 80% or 21 items may be marked no. Any items marked no MUST have a corresponding goal on the Long Range Plan Report Form.

**Standard I: Philosophy/Objectives** The mission of the school is clearly defined through the cooperative efforts of those concerned. The philosophy gives direction for the entire enterprise, and the objectives provide criteria for evaluation.

- 1.0 The school has reviewed the philosophy/mission statement. (Faculty meeting agenda?)
- 1.1 The total school program is consistent with the written philosophy/mission (Observation) statement.
- 1.2 The philosophy/mission statement is consistent with the thoughts and beliefs of the governing body, institution, or church with which it is affiliated. (Comparison of written documents)
- 1.3 The philosophy/mission statement is regularly evaluated. (Faculty meeting agenda?)
  - 1.3a It is published in the school handbook(s) and other publications (Print copy of handbook, etc.?)
  - 1.3b It was approved by the governing body. (Board minutes')
  - 1.3c Formation and revision of the philosophy/mission statement of the school involved the entire school community. (List of members involved in revision?)

**Standard II: School and Community** While the terms school and community have different interpretations depending on the structures and philosophies of various educational settings, this standard addresses the communication process which the school fosters with parents, parishes (where this pertinent) and the local civic community. In addition, the role of the governing body is examined.

- 2.0 The school provides structures for feedback from and participation by parents. These structures may include a parent-teacher or similar organization or program to foster school/home relations. (Name of organization, list of programs?)
- 2.1 The purpose of the parent/teacher or similar organization is clearly defined and reflects the philosophy and goals of the school. ((Handbook, constitution or bylaws?)
- 2.1a The school administration is in close contact with the parent organization(s). (Calendar or schedule of meeting times?)
- 2.2 The school has a systematic method of communicating information to the parents promptly and efficiently. (Copies of newsletters, weekly envelope?)
- 2.2a Responsibility for communication with parents, faculty, students, and the community at large is clearly defined. (Job description, handbook, Board policies?)
- 2.3 Parents are regularly apprised, in writing and/or orally, of their children's progress. (Copy of Progress Report, schedule of Parent/teacher conferences?)
- 2.4 The school endeavors to maintain positive relationships in the community it serves. (Newsletters, service projects?)
- 2.5 Printed materials are available to those seeking information concerning organization, purpose, and operation of the school. (Recruitment brochure, informational brochure?)
- 2.6 The school cooperates with the other educational programs of the community provided the programs are consistent with the school's philosophy/mission statement. (Chapter 1, special education, band, other collaborative efforts?)

**Standard III:**      **School climate** The school climate, unique to each school, should reflect the school's philosophy and goals. Staff and students need to understand the school community in which they live in order to enjoy effective and harmonious relationships.

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- 3.0      The school climate is conducive to learning. (Observation?)
- 3.1      The school regularly assesses its climate. (Survey instrument, process?)
- 3.1a     Shares the results of the assessments with parents and students, (Survey instruments, process?)
- 3.1 b    And has a plan for maintaining an atmosphere that is responsive to students' needs. (Improvement Plan?)
- 3.2      The school provides appropriate opportunities for involving students, parents, staff, and others in decision-making. (Process, handbooks, bylaws, agendas?)
- 3.3      The school provides organizations, activities, and other resources that provide opportunities for recognizing student and staff achievements. (Copies or displays at achievement awards?)
- 3.4      Students are appropriately involved in the development and monitoring of the school's rules of conduct and academic standards. (Student council?)

**Standard IV: Administration/Governance** The school is organized for carrying out its educational objectives. The administration must be the leading force in providing a climate conducive to learning where individuals in the school may exercise the right to develop to their fullest potential. The administration of the school is given the authority to ensure the successful functioning of the school in all phases of its programs. The quality of leadership provided by the administration is a prime factor in the effectiveness of the school.

- 4.0 The governing body is responsible for formulating the policies of the school. (Constitution or bylaws of Board?)
- 4.1 New members of the school board/education committee or commission were oriented to their role and responsibilities. (Meeting agenda?)
- 4.2 New Staff members and new members of the school community were oriented to the philosophy/mission statement. (Meeting agenda?)
- 4.3 The school has a qualified individual (see 4.5) who is responsible for the administration and supervision at the school (If no, make sure a goal appears on the Long Range Plan that clearly states the plan for attaining the administrator's appropriate qualifications. (Copy of license, transcripts?)
- 4.4 The administrator's duties and qualifications are clearly stated in a written job description (Copy of job description?)
- 4.5 The administrator possesses a minimum of a Masters Degree, 20 graduate semester hours in education courses and at least two years of teaching experience. (Principal's file, transcripts?)
- 4.5a This provision is met or will be met within three years of the person assuming the position (Contract addendum?)
- 4.6 All personnel working in the school are responsible to the administrator for the performance of their school-related duties. (Faculty handbook?)
- 4.7 The actual management of the school is the responsibility of the administrator. (Job description, bylaws of Board?)
- 4.8 The school is incorporated or is a part of a legal corporation. (Articles of incorporation?)
- 4.9 Policies are in published form and made available to school employees, parents, and students. (Policy handbook, parent handbook, faculty handbook?)
- 4.10 The administrator receives a written evaluation at least once every three years to foster personal professional growth and to determine his/her effectiveness in fulfilling the requirements of the job description. (Copy of last written evaluation or schedule for next evaluation?)
- 4.11 The administrator is directly involved in the selection, assessment evaluation, retention, and dismissal of all personnel hired for the school. (Job description?)
- 4.12 The administrator participates in the continuous evaluation and development of the staff and the school's program. (Assessment process?)

**Standard V:**

**The Professional Staff:** The professional staff is comprised of dedicated, qualified individuals who are willing to support the philosophy/mission of the school. The staff is adequate in number and diversity to provide for the educational needs of all students with focus on the total person. Opportunities for staff development are provided and encouraged.

- 5.0 The governing body provides for an adequate number of staff personnel and a student-teacher ratio that ensures a quality program and fulfills the mission/philosophy of the school. (Number of staff/number of students, variety of programs?)
- 5.1 The school keeps a current professional file for each teacher. (Files?)
- 5.2 All staff have clearly defined and current job descriptions. (Contract or job descriptions?)
- 5.3 The professional staff is encouraged to participate in professional organizations. (List of teachers' memberships, professional files, faculty handbook, transcripts?)
- 5.4 Teachers are committed to academic excellence and recognize their obligations to be professionally prepared and continue their professional growth.
- 5.5 Teachers understand and support the philosophy/mission of the school.(observation?)
- 5.6 All teachers hold a Bachelors Degree or its academic equivalent from an accredited institution. (Files)
- 5.7 Discriminatory practices based on race, ethnic background, or gender are not used in hiring of school personnel. (In church-affiliated schools, preference may be given to members of the faith as allowed by law.) Diversity of staff, statement of hiring practices?)
- 5.8 Each employee is clearly informed of his/her compensation, terms of employment, and duties.
- 5.9 Regular inservice training is provided and planned cooperatively by the staff and administration.(Contract, salary scale, job description?)
- 5.10 There is evidence that professional (and where applicable, spiritual) growth of teachers is a continuous process. (Faculty meeting agenda)
- 5.11 For sectarian schools, teachers of religion/theology fulfill the requirements and/or certification as designated by the religious denomination with which the school is affiliated or by the governing body of a nonaffiliated school. (Jurisdiction/Board policy, teacher files?)
- Office 5.12 Teachers receive a written evaluation annually to foster personal professional growth and to determine his/her effectiveness in fulfilling the requirements of the job description. (Teacher evaluation process, teachers professional files?)

**Standard VI:****Curriculum, Instruction, and Assessment:**

The school curriculum encompasses the learning experiences that are planned, guided, and implemented by the school. There is a clear linkage between the written curriculum, methodology, and assessment of student learning.

- 6.0 The curriculum reflects the purpose and philosophy/mission statement, goals and objectives of the school. (School's philosophy/mission statement, written curriculum?)
- 6.1 The school provides an organizational structure and an instructional program that meets the needs of the students. (Schedule of classes?)

- 6.2 The school has developed a comprehensive curriculum plan. (Copy of plan?)
- 6.2 a It is regularly evaluated and revised as needed. (Copy of evaluation process, timeline?)
- 6.2 b Consideration of current educational research was given in its development. (Copy of evaluation process, time-line?)
- 6.2 c The joint thinking of faculty, students, and parents is reflected in its development and ongoing evaluation. (Meeting agenda, meeting member list?)
- 6.3 The curriculum reflects the fundamental principals of student growth and development (Written curriculum?)
- 6.3 a Specific learning theories accepted by the school are reflected in the curriculum.
- 6.4 The curriculum relates to the life experience and environments of the students.
- 6.5 The instructional program gives evidence of the following; (Observation, written curriculum, lesson plans, DPI guidelines?)
- 6.5 a Effective guidance in learning activities.
- 6.5 b Well-defined outcomes.
- 6.5 c Selection and use of varied types of teaching and learning materials and experiences.
- 6.5 d Adjustment of teaching method and organization to conditions and needs of students as a group and as individuals.
- 6.5 e Use of varied instruments and procedures in the evaluation of the quality of learning.
- 6.5 f Consideration of state guidelines for time allotted to each subject area.
- 6.6 The normal instructional day is at least six clock hours exclusive or lunch time for grades 1-12. (Observation, class/school schedule?)
- 6.7 The length of the school year is at least 180 days, with class in session at least 175 days or the equiv. in hours. (School calendar?)
- 6.8 The course of studies includes, but is not limited to, the following:

Religion (where applicable)

Mathematics

Language Arts

Social Studies

Science (Class schedule, written curriculum)

Fine Arts

Physical Education

## Health and Safety

### Reading

- 6.9 Teaching strategies are appropriate for the students' ages, interests, and achievement levels. (Observation, lesson plans?)
- 6.10 Provisions are made to identify and assist students with special academic needs. (Achievement testing, other assessments, forms & procedures to follow?)
- 6.11 A systematic standardized testing program is used. (Achievement test?)
- 6.11 a The testing program is utilized in diagnosis and prescription of student learning. (Faculty meeting agendas, inservice programs?)
- 6.11 b The testing program is utilized in evaluation and revision of curriculum. (Curriculum meeting agendas, inservices?)

**Standard VII: Instructional Materials and Resources** The school's instructional/learning media program serves as a resource for the school's total education effort. The school's instructional/learning media program be housed centrally, or it may be dispersed in several locations. Instructional materials, equipment, and community resources are selected to support the curriculum and the instructional program of the school. A wide variety and diversity of print, nonprint, and manipulative materials are provided to accommodate individual differences in students. There is evidence that the school addresses the need for students to be familiar with various kinds of technology.

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- 7.0 Materials and equipment are selected on the basis of their potential to fulfill the philosophy/mission and goals/objectives of the school (Philosophy, observation?)
  - 7.0 a as well as their potential to support curriculum areas. (Curriculum, observation?)
- 7.1 Books, materials, and equipment are adequate in quality and quantity to meet the needs of students and the philosophy/mission/goals/objectives of the school program. (Observation?)
  - 7.1 a An inventory of the instructional materials and equipment is updated annually. (List?)
- 7.2 The collection of instructional/learning materials/media is classified and catalogued according to a recognized and accepted system. (Observation, card catalog?)
- 7.3 The materials/resources are easily accessible to staff and students. (Location?)
- 7.4 Instructional materials are evaluated periodically, (Copy of evaluation guidelines?)
  - 7.4 a The school has a continuing plan to evaluate, update, and inventory instr. materials and equipment (Copy of plan?)
- 7.5 Equipment is maintained and serviced. (Observation?)
- 7.6 Resources available in the community are utilized when this enhances the learning of students and supports the school's educational objectives and philosophy. (Observation, lists of community resources?)
- 7.7 Written policies and procedures for educational experiences (e.g., field trips, guest speakers, assemblies) are followed by staff members. (Policies, faculty handbook?)

**Standard VIII: Student Services** Education encompasses every area of the students' development. The school, therefore, is concerned with the quality and variety of services offered to the students. There shall be clearly defined admissions policies and procedures consistent with the stated philosophy/mission of the school. These will provide the general criteria upon which admissions are based. The school shall assist the parent/guardian in seeking suitable pupil educational and physical diagnostic and prescriptive services as needed.

- 8.0 There is no discrimination against any students in services because of race, color, creed, or national origin. In church-affiliated schools, preference may be given to members of the faith as allowed by law. (Admissions policy, recruitment brochure?)
- 8.1 The school has a written policy pertaining to its health services program, and its policy is made available to the school's patrons. The policy includes, among other things, specified procedures to be followed in cases of accidents, emergencies and disasters. (Policy handbook, emergency card, parent/student handbook?)
- 8.2 The principal and staff are responsible for the health and safety of students while they are under the school's jurisdiction. (Faculty handbook, policy handbook?)
- 8.3 The school maintains specific procedures for reporting child abuse and neglect in accordance with state law. (Faculty handbook, policy handbook?)
- 8.4 The school has on file information pertaining to child custody arrangements. This includes, but is not limited to: (Parent/student handbook, file example?)
  - 8.4 a Release of student records
  - 8.4 b Releasing the child during the school day.
- 8.5 The school has health and immunization records for each child (Records?)
- 8.6 Standard legal requirements for safety, including fire and other drills, are met. (Policy handbooks, Fire Drill reports?)
- 8.7 Provisions are made for the safety of students when being transported by the school. (Policy?)
  - 8.7 a reasonable precautions are made for safety when children arrive and leave the school premises. (Policy, crossing guards?)
- 8.8 A list of emergency numbers is prominently posted. (Observation?)
- 8.9 The use of potentially hazardous materials and tools by students is supervised and in compliance with state and federal regulations. (Policy observation?)
- 8.10 The administrator makes provisions for the safety and adequate supervision of the students at all times, with special concern for supervision during high risk activities (e.g., science labs, physical education, lunchroom, playground, before and after school) and other areas of concern. (Observation, faculty handbook, training manual or agenda for playground supervisors)
- 8.11 If a cafeteria program is provided, adequate and qualified personnel are available to plan and serve a variety of well-balanced, wholesome meals in full accordance with local, state and federal regulations. (Observation, menus?)
  - 8.11 a If there is no cafeteria program offered, adequate accommodations are provided for whatever type of

program is available.(Observation?)

- 8.12 The kitchen and dining areas used by the school meet health and safety regulations. (Observation inspection reports?)
- 8.13 Provisions are made for a program of student participation in a variety of activities, which supports the philosophy/mission of the school and meets the interests and needs of students. (Class schedules, newsletters, observation?)

**Standard IX: Physical Facilities** In order to achieve the purposes of the school, facilities shall be adequate and well-maintained.

- 9.0 The locations, school grounds, and physical plant facilitate an adequate educational program which is consistent with the school's purposes and needs of the students. (Philosophy, Observation?)
- 9.0a Buildings are attractive in appearance. (Observation?)
- 9.0 b Buildings ensure the physical well-being of occupants with respect to such considerations as sanitation, lighting, heating, ventilation, acoustics, and maintenance. (Observation?)
- 9.1 The physical plant was in compliance with applicable regulations governing heating, ventilation, asbestos, illumination, etc. (Observation?)
- 9.2 There is evidence of regular and effective maintenance and housekeeping designed to protect the physical plant and to provide a safe, sanitary, and attractive environment for learning. (Observation, records?)
- 9.3 The size and design of the building area facilitates the teaming process. (Observation?)
- 9.4 An adequate number of regularly inspected fire extinguishers are placed throughout the building. (Observation?)
- 9.4 a Exit routes are described and copies posted in each room. (Observation?)
- 9.4 b An adequate warning system is maintained. (Observation?)

**Standard X:**

**Planning and Management:** To ensure the continuous effectiveness of the school and its programs, the school must plan for its future. At a minimum, the areas of enrollment/recruitment, finances and promotion should be addressed in the school's long-range plans.

- 10.0 The school engages in long-range planning as part of its evaluation process(es). An annual action plan is formulated and/or updated and followed.
- 10.1 The school operates by means of a carefully planned and regularly monitored annual budget.
- 10.1a This budget is approved by the governing body/legal authority of the school.
- 10.2 Financial policies are established by the governing body/legal authority to guide the administrator in financial management and budget development.
- 10.2a These policies are fiscally sound and supportive of the school's goals.
- 10.3 A system utilizing generally accepted accounting procedures is in use.
- 10.4 Financial records are either internally or externally audited on a regular basis.