

Standard 11 Checklist



School Name:	 Date Completed:	
Chair Signature:		

	Document(s)	In Place and Effective	Refer to Visiting Team	Comments/Area of Concern (If the visiting team needs to write a recommendation for any of these items, attach the recommendation to Standard 11)
1.	Liability Insurance			
2.	Conflict of Interest policy			
3.	Organization chart			
4.	Nondiscrimination Statement – student/employee			
5.	Discipline policies			
6.	Length of school year/Instructional hours* (N/A for EE programs)			
7.	Background checks*			
8.	Student records are private and secure (offsite digital or fireproof storage)			
9.	Plan for transfer of records on closure (N/A for EE programs)			
10.	Vehicle insurance and inspections			
11.	Building evacuation plans posted			
12.	Documentation of required drills			
13.	Fire extinguishers/AED* (incl. listing and location)			
14.	Fire/Food/Health inspections*			
15.	Acceptable use policies for staff/students			
16.	Health policies and records: immunization, allergy, communicable disease, medication, etc.			
17.	Accident/emergency medical forms			
18.	First aid, CPR, blood borne pathogens training			
19.	EE Programs: Separated isolation area for sick children supervised by qualified staff			
20.	EE Programs: Written policy for toy and classroom sanitation			

^{*} Local jurisdictions may have varying requirements for private schools in these areas. At minimum, schools must comply with local requirements. Where the local jurisdiction does not have requirements for private/religious schools, it is expected that the school will meet what is required of other schools in the area and/or consult with their accreditation director.

<u>Team Chair:</u> If an item is NOT effectively fulfilled, marked the 'Refer to Visiting Team' column, note what is missing, and review at the visit. At the time of the visit, if the applicable item is still not effectively fulfilled, the visiting team will include a recommendation within the Expertise Domain (referencing Standard 11) in the visiting team report.

ACSI Inspire Standard 11 Checklist Evidence Guide

- 1. **Liability Insurance** documents showing current liability insurance.
- 2. **Conflict of Interest Policies** verbiage in board policy manual and faculty handbook addressing conflict of interest for board members and staff. Conflict of interest in board discussions, board membership, business dealings for both board and faculty
- 3. **Organization Chart** a diagram showing the governance model and organization of leadership.
- 4. **Nondiscrimination Statements** there should be two statements: one regarding employees and one for students. These statements need to be broadly published and comply with RS guidelines.
- 5. **Discipline Policies** biblically based discipline policies published in appropriate handbooks.
- 6. **Length Of School Year/Instructional Hours*** calendar showing days in session, policy indicating hours of operation/length of the day and number of days (demonstrating compliance with the state/local requirements). This can vary from state to state or internationally.
- 7. **Background Checks*** policy requiring background checks; evidence that all employees and volunteers are current.
- 8. **Student Records Are Secure, Data is Private –** student records must be secured in a fireproof location or backed up electronically off-site (evidence observed on-site). The school has policies on confidentiality and the process for viewing student records.
- 9. **Plan For Transfer of Records on Closure** document indicating where records will be housed if the school closes, with the name of a contact at that location.
- 10. **Vehicle Insurance and Inspections** copies of vehicle insurance policies and paperwork verifying vehicle inspections have been regularly completed.
- 11. **Building Evacuation Plans** this will be observed onsite during a tour of the facilities. Signage must be in all public areas and every classroom.
- 12. **Documentation of Required Drills** evidence that required drills have been completed fire, shelter in place, lock down, etc. This can be a document on which dates, times, etc., are logged.
- 13. **Fire extinguishers/AED*** this will be observed onsite, but also would include listing and locations, and evidence of inspection of equipment.
- 14. **Fire/Food/Health Inspections*** inspection verification for fire, health and safety, and food services. This may also include boiler, elevator, or other inspections as required by the state/local jurisdiction.
- 15. **Acceptable Use Policies** document which students and staff sign regarding acceptable use of technology (could be included in faculty and family/student handbooks or be a separate document).
- 16. **Health Policies and Records: Immunization, Communicable Disease, Medication, etc.** policies would be found in faculty and/or family/student handbooks. Policies would include required immunizations, follow up procedures on immunizations, dispensing and storage of prescription and non-prescription medications, guidelines for school attendance when a student is ill, notification of student allergies, field trip procedures, etc.
- 17. **Accident, and Emergency Medical Forms** blank forms can be reviewed prior to onsite visit, however actual records will need reviewed onsite.
- 18. First Aid, CPR, Blood Borne Pathogens Training documentation of staff training for these areas.