|  |
| --- |
| Florida Coalition of Christian Private Schools Accreditation  K-12 Accreditation Self-Study Workbook 5.1 Compliance Safety Domain |
| P. O. Box 5100 Deltona, Florida 32728-5100 Phone: 386-218-5310  www.fccpsa.org E-Mail: joe.gibilisco@fccpsa.org |

External (Self-Study) Review: Score and Response Workbook  
**Compliance Safety Domain:  
Standard Thirteen: Regulatory Compliance**

|  |  |
| --- | --- |
| ../../../Desktop/Unknown.png../../../Desktop/images-1.jpeg**Domain Four: Compliance and Safety**  **Standard Thirteen: Regulatory Compliance**  **Indicator 13.1 Federal and Florida State Compliance** | |
| **(K-12 Accreditation Manual Page 198)**  **These Items Are to Be Uploaded to Dropbox** | Document Name |
| **a)** Incorporation: | 13.1-a |
| **b)** The Articles of Incorporation, / Fictitious Name Certificate. | 13.1-b |
| **c)** Bylaws: | 13.1-c |
| **d)** Federal Identification Number (FIN) | 13.1-d |
| **e)** If the organization is a 501(c)3 documentation is required | 13.1-e |
| **f)** provide Worker Compensation Insurance | 13.1-f |
| **g)** Reemployment Tax, | 13.1-g |
| **Evidence/Documentation Provided** | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| **Narrative Response Indicator 13.1** | |
|  | |

|  |  |
| --- | --- |
| ../../../Desktop/Unknown.jpeg**../../../Desktop/DOH_logo.pngDomain Four: Compliance and Safety/ Standard Thirteen: Regulatory Compliance**  **Indicator 13.2 County and City Compliance**  (K-12 Accreditation Manual Page 200) | |
| **If students attend the facility**  **These Items Are to Be Uploaded to Dropbox Prior To the Site Visit** | Document Name |
| **a)** Occupational license(s) | 13.2-a |
| **b)** Fire Code Inspection and Compliance Report: | 13.2-b |
| **c)** Occupancy Permit: | 13.2-c |
| **d) Health Department: (State rules, county enforcement)**  **These Items Are to Be Uploaded to Dropbox Prior To the Site Visit** | |
| **1)** Health Inspection: | 13.2-d1 |
| **2)** Mandatory Measurements Nonresidential Radon Measurement Report: | 13.2-d2 |
| **3)** Food Service Inspection Report: | 13.2-d3 |
| **4)** Limited-Use Public/Private Drinking Water System Sanitation Survey & Inspection Report | 13.2-d4 |
| **e) Florida Department of Environmental Protection (if applicable)**  **These Items Are to Be Uploaded to Dropbox Prior To the Site Visit** | |
| Department of Environmental Protection compliance | 13.2-e1 |
| **Evidence/Documentation Provided** | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| **Narrative Response Indicator 13.2** | |
|  | |

|  |  |
| --- | --- |
| ../../../Desktop/logo.png**Domain Four: Compliance and Safety**  **Standard Thirteen: Regulatory Compliance**  **Indicator 13.3 Florida Department of Education Compliance**  (K-12 Accreditation Manual Page 202) | |
| **All Schools** | Document Name |
| **a)** Annual Database Survey: **To Be Uploaded to Dropbox Prior To the Site Visit** | 13.3-a |
| **b)** Owner Fingerprints: **Requires Visual Inspection** | 13.3-b |
| **c)** Regular School Attendance: **Policy to Be Uploaded to Dropbox Prior To the Site Visit** | 13.3-c |
| **d)** Comply with the anti-discrimination provisions of 42 U.S.C. s. 2000d | 13.3-d |
| **If Students Attend a Physical Facility** | |
| **e)** Posting of Reporting for Misconduct and Abuse Poster: **Requires Visual Inspection** |  |
| **For schools that accept the Corporate Tax, McKay or Gardner Scholarships** |  |
| **f)** Scholarship Compliance Form the Florida Choice Office: **Upload to Dropbox** | 13.3-f |
| **g)** Allegations of Misconduct by Educators: **Upload to Dropbox** | 13.3-g |
| h) Agreed Upon Procedures – For schools that accept Florida Scholarships | 13-3-h |
| **Evidence/Documentation Provided** | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| **Narrative Response Indicator 13.3** | |
|  | |

NARRATIVE QUESTIONS: DOMAIN FOUR:

STANDARD THIRTEEN: REGULATORY COMPLIANCE

|  |  |
| --- | --- |
|  | Leadership Oversight Domain, Standard Thirteen  Focus Questions |
| ***13.1a:*** *If the organization is NOT required to provide Worker Compensation Insurance, provide details of the exemption.* | **Upload to Dropbox** |
| ***13.1b:*** *If the organization is NOT required to pay Reemployment Tax, provide details of the exemption.* | **Upload to Dropbox** |
| ***13.1c*** *County and city compliance requirements for schools can vary widely throughout the state. How does your institution know what your county and city require and how do you verify that you are in compliance?* | **Upload to Dropbox** |

External (Self-Study) Review: Score and Response Workbook  
**Compliance Safety Domain:  
Standard Fourteen: Employee Records**

|  |  |
| --- | --- |
| **Domain Four: Compliance and Safety / Standard Fourteen: Employee Records**  **Indicator 14.1 Application, Ethics in Education Requirements**  (K-12 Accreditation Manual Page 208) | |
| **a) Employee Application and File Required Items**  **(Visual Inspection)** | |
| Refer to the K-12 Accreditation Manual for items that will be reviewed on-site | |
| **b) Florida Ethics in Education Act** | Evidence Name/Page # |
| Employment screening must be completed for all employees. |  |
| Hiring contact is required to check an applicant's previous employment references. |  |
| Each step in the employment hiring/screening process must be documented. |  |
| Disqualifications for Employment (Refer to Florida Statue page 209) |  |
| Termination for Cause conditions Florida Statutes 435.04 and 1002.421(1)(p)5 |  |
| Confidentiality Agreements prohibited Florida Statutes 1001.42(6) |  |
| Child Abuse Reporting Posting of Notice Requirements |  |
| The Principal of a private school is required to act as the DCF liaison. |  |
| Immediate Suspension if certain alleged misconduct conditions apply. |  |
| Reporting Professional Misconduct requirements |  |
| **c) Administration, Teacher and Support Staff Qualifications**  **Upload Policy Details to Dropbox** | Evidence Name/Page # |
| Administration: |  |
| Instructional Personnel: |  |
| Support Staff: |  |
| **Narrative Response Indicator 14.1** | |
|  | |

External (Self-Study) Review: Score and Response Workbook  
**Compliance Safety Domain:  
Standard Fifteen: Student Records**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ../../../Desktop/students.png**Domain Four: Compliance and Safety / Standard Fifteen: Student Records**  **Indicator 15.1 Student Cumulative Folder**  (K-12 Accreditation Manual Page 212) | | | | |
| **Student File (Required Items)**  **(Visual Inspection)** | | | | |
| a) Birth Certificate or other acceptable proof of birth: | | | | |
| b) Certification of Immunization or Religious Exemption:  Florida Department of Health form: DH680 or DH681 That indicates the correct Code for the student or an expiration date that has not passed.   * Code 1: Immunizations complete up to 7th grade. * Code 2: Immunizations have an expiration date, by which they must be updated to remain in compliance. * Code 3: Medical Exception for Cause   Code 8: Immunizations are complete. | | | | |
| c) Student Health Examination:  1) F.S. 1003.22(1) School-entry health examination performed within 1 year before enrollment in school. (School means K-5 or later) The most common form is DH3040 but any physical from a Florida physician is acceptable.  2) F.S. 1003.22(4) Scoliosis screening at the proper age, on the Florida Department of Heath approved Form. (Proper age means 6th grade) (Health Department form DH3040) | | | | |
| d) Student Cumulative Folders are Secure:  Records must be in a locked file cabinet, or a room that is always locked and with limited access.  Requires Visual Inspection | | | | |
| e) Social Security Number: Cannot be Required as a condition of enrollment f.s.1008.386(1) | | | | |
| **School Board/Governance or Administrative Manual or other documentation detailing:** | | | | |
| **Required Evidence/Documentation**  **Upload to Dropbox** | | | Evidence Name/Page # | |
| Student File Procedures and Requirements | | |  | |
| Policy for security of student files, and who has access to student records | | |  | |
| Transfer of records policy | | |  | |
| **Narrative Response Indicator 15.1** | | | | |
|  | | | | |
| **Logo  Description automatically generated../../../Desktop/students.pngGroup Four: Compliance and Safety / Standard Fifteen: Student Records**  **Indicator 15.2 Education Records**  **(K-12 Accreditation Manual Page 214)** | | | | |
| If records are stored in a digital or cloud format, provide the name of the program: |  | | | |
| Category A-Permanent Records: (Visual Inspection)  Information for each student which shall be kept current while the student is enrolled and retained permanently. | | | | |
| **The following information shall be maintained for each student:** | | |  | |
| (a) Student’s full legal name, | | |  | |
| (b) Authenticated birthdate, place of birth, race, ethnicity and sex, | | |  | |
| (c) Last known address of the student, | | |  | |
| (d) Names of the student’s parent(s) or guardian(s), | | |  | |
| (e) Name and location of last school attended, | | |  | |
| (f) Number of days present and absent, date enrolled and date withdrawn, (available on site) | | |  | |
| (g) Courses taken and record of achievement, such as grades, units, or certification of competence,  (1) Quarterly Progress Reports, (2) Statewide Assessments,  (3) National Normed Testing, (4) Exceptions for the McKay Scholarship | | |  | |
| (h) Date of graduation or date of program completion, | | |  | |
| (i) Records of requests for access to and disclosure of personally identifiable information from the education records of the student as required by FERPA. | | |  | |
| j) Records must be kept on site and available for inspection by the FLDOE Choice Office. | | |  | |
| Category B-Temporary Records: (Visual Inspection)  Information which is subject to periodic review and possible elimination when the information is no longer useful. | | | | |
| These records may include but are not limited to the following: | | |  | |
| (a) Health information and health care plans, | | |  | |
| (b) Family background data, | | |  | |
| (c) Standardized test scores, FCCPSA Requires that Standardized Test Scores be retained | | |  | |
| (d) Educational and career plans, | | |  | |
| (e) Honors and activities, | | |  | |
| (f) Work experience reports, | | |  | |
| (g) Teacher comments, | | |  | |
| (h) Reports of student services or exceptional student staffing committees including all information required by Section 1001.42(13), F.S., | | |  | |
| (i) Correspondence from community agencies or private professionals, | | |  | |
| (j) Driver Education certificate, | | |  | |
| (k) List of schools attended, FCCPSA Requires that high schools attended be retained | | |  | |
| (l) Written agreements of corrections, deletions or expunctions as a result of meetings or hearings to amend educational records. | | |  | |
| j) Records must be kept on site and available for inspection by the FLDOE Choice Office. | | |  | |
| **Narrative Response Indicator 15.1** | | | | |
|  | | | | |

|  |  |
| --- | --- |
| ../../../Desktop/students.png**Domain Four: Compliance and Safety / Standard Fifteen: Student Records**  **Indicator 15.3 High School Transcript**  (K-12 Accreditation Manual Page 216) | |
| While the submitted High School Transcript will be reviewed for content, the site visit team will need access to all current senior transcripts and the previous years graduating class. (Last two years if less than ten graduates last year)  **Please have the required transcripts pre-printed and ready for the Site Visit Team** | |
| **1) Required School Details**  **Visual Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **2) Required Student Demographics**  **Visual Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **3) Required Academic Records**  **Visual Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Required Evidence/Documentation** | Document Name |
| Clean High School Transcript (no name, DOB or SS# but everything else) | 15.3 |
| **Narrative Response Indicator 15.3** | |
|  | |

External (Self-Study) Review: Score and Response Workbook  
**Compliance Safety Domain:  
Standard Sixteen: Safe, Sanitary & Secure**

|  |  |
| --- | --- |
| **ambulanceFire%20Extinguisher%20-%20CartoonDomain Four: Compliance and Safety / Standard Sixteen: Safe, Sanitary and Secure**  **Indicator 16.1 Emergency Procedures**  (K-12 Accreditation Manual Page 220)  **These Items Are to Be Uploaded to Dropbox Prior To the Site Visit** | |
| **Emergency Procedures Manual or Documentation:** | Evidence Name/Page # |
| Fire Drill procedures, required staff training, documentation of training, student area exit postings, and logs, including alternate routes |  |
| Sheltering In-Place or Lockdown procedures, including required staff training, documentation of training and drill logs |  |
| Injury Procedures, required staff training, documentation of training / sample forms |  |
| Sudden Illness (isolation area, pending parent pickup) |  |
| Assaults/Fights or serious disturbances policies and procedures, required staff training and documentation of training |  |
| Severe Storm/Flood procedures, required staff training and documentation of training |  |
| Bomb Threat procedures, required staff training and documentation of training |  |
| Intruder/Hostage procedures, required staff training and documentation of training |  |
| Weapons on Campus procedures, required staff training / documentation of training |  |
| Hazardous Materials/Chemical Exposure procedures, required staff training and documentation of training |  |
| **Additional Evidence / Documentation Required** |  |
| Copies of the last ten Fire Drill Log sheets |  |
| **Additional Evidence / Visual Inspection Required** | |
| Fire Drill: Must be conducted at a date and time selected by the Chair of the visiting site team for each campus location, or area where students have access to. | |
| **Narrative Response Indicator 16.1** | |
|  | |

|  |  |
| --- | --- |
| **school-2Domain Four: Compliance and Safety / Standard Sixteen: Safe, Sanitary and Secure**  **Indicator 16.2 Classrooms, Hallways, Bathrooms Storage**  (K-12 Accreditation Manual Page 222) | |
| **Interior Areas Walk-through Inspection**  **Safe, Sanitary and Secure On-Site Walk-through Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Administrative Manual or other documentation detailing:** | Evidence Name/Page # |
| Job descriptions for all staff that have maintenance responsibility. |  |
| Administrative oversight guidelines for maintenance staff |  |
| Maintenance/Repair Request Form used by staff |  |
| Policies and or procedures for notification and follow up for maintenance/Repair issues |  |
| **Narrative Response Indicator 16.1** | |
|  | |

|  |  |
| --- | --- |
| **school-2Domain Four: Compliance and Safety / Standard Sixteen: Safe, Sanitary and Secure**  **Indicator 16.3 Recreation and Exterior Areas**  (K-12 Accreditation Manual Page 226) | |
| **All Outside Areas:**  **Safe, Sanitary and Secure Walk-through Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Recreation Areas: Equipment/Safe Conditions** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Supervision: Documentation detailing:** | Evidence Name/Page # |
| A minimum of two adults are always present, and are trained in emergency procedures |  |
| Supervision has a means to comunicate with the office or administration if needed |  |
| Job description sections for all staff that have recreation area responsibility |  |
| Administrative checklist for walk through inspections of all recreation areas |  |
| Maintenance logs and or checklist of regular inspecitons of all recreation areas |  |
| **Narrative Response Indicator 16.3** | |
|  | |

|  |  |
| --- | --- |
| **../../../Desktop/school-bus-1.png../../../Desktop/students-crossing-street-with-a-traffic-guard%20copy.pngDomain Four: Compliance and Safety / Standard Sixteen: Safe, Sanitary and Secure**  **Indicator 16.4 Transportation**  (K-12 Accreditation Manual Page 230) | |
| **On-Campus Student/Vehicle Safety:**  **a) Student Drop off and Pick up procedures provide for student safety:** | |
| **Administrative Manual or other documentation detailing:** | Evidence Name/Page # |
| Procedures are clear, will documented and consistently followed |  |
| Documentation of staff training for student safety |  |
| Properly supervised, including communication with administration |  |
| Student exit/enter on the curb side, or are escorted to a safe loading zone |  |
| Pickup person is identified by staff before student is released |  |
| No vehicles are left unattended in the drive through |  |
| All visitors are required to sign in, and identified while on campus. |  |
| Traffic flow clearly detailed |  |
| **Student Drop Off / Pickup**  **Visual Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Narrative Response Indicator 16.4(a)** | |
|  | |

|  |  |
| --- | --- |
| **../../../Desktop/school-bus-1.png../../../Desktop/students-crossing-street-with-a-traffic-guard%20copy.pngDomain Four: Compliance and Safety / Standard Sixteen: Safe, Sanitary and Secure**  **Indicator 16.4 Transportation**  (K-12 Accreditation Manual Page 230) | |
| **b) Transportation Supervision/Policies/Training**  **Visual Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Documentation detailing:**  **These Items Are to Be Uploaded to Dropbox Prior To the Site Visit** | Document Name |
| Sample of the Schools Trip Log | 16.4a |
| Yearly Mechanical Safety Inspection Report | 16.4b |
| Pre and Post Trip Drivers Inspection Report Form | 16.4c |
| **c) Required Items**  **Visual Inspection of Each Vehicle** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Narrative Response Indicator 16.4(b-c)** | |
|  | |

|  |  |
| --- | --- |
| **sandwichBoy%20Eating%20VegetablesDomain Four: Compliance and Safety / Standard Sixteen: Safe, Sanitary and Secure**  **Indicator 16.5 Cafeteria-Food Prep**  (K-12 Accreditation Manual Page 234) | |
| **Part 1: Supervision and Administrative Policies** | |
| **a) Supervision (Administration Manual)**  **These Items Are to Be Uploaded to Dropbox Prior To the Site Visit** | Evidence Name/Page # |
| Administrative oversight guidelines for cafeteria or food staff |  |
| All food related policies and procedures |  |
| Job descriptions for all staff that have cafeteria or food responsibility. |  |
| **b) Student Policies (Student/Parent Handbook)**  **These Items Are to Be Uploaded to Dropbox Prior To the Site Visit** | Evidence Name/Page # |
| Cafeteria/Lunch/Snack policies including prices if applicable for students |  |
| Staff responsibilities for student supervision and food safety |  |
| **c) Health Department**  **These Items Are to Be Uploaded to Dropbox Prior To the Site Visit** | Document Name |
| Food Service Inspection Report: is required if the school stores, prepares or serves food to students. | 16.5c1 |
| Health Department license and or inspection report (x 3) | 16.5c2 |
| **Part 2: Student Areas:**  **Visual Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Part 3: Kitchen, Food Preparation Area Inspection:**  **Visual Inspection** | |
| Refer to the K-12 Accreditation Manual for a detailed listing | |
| **Narrative Response Indicator 16.5(Parts 1 - 3)** | |
|  | |