

# WISCONSIN CATHOLIC SCHOOLS ACCREDITATION

## Compliance Checklist

(Required Source of Evidence for Standard 5.2a)

Diocese of Madison

Self Study Year:    Visiting Team Year:

School Name:

School City:

Please indicate **Y** (Yes) or **N** (No) for each item.

\* indicates a requirement related to federal, state, or local law

+ indicates a requirement related to diocesan or Church policy

Self-study Team	HUMAN RESOURCES	Visiting Team
<input type="checkbox"/> Y <input type="checkbox"/> N	1. Human resource records for all employees are maintained in compliance with state law and (arch)diocesan policy.*+	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	2. School leadership maintains written position descriptions that reflect accurate duties and responsibilities for all paid positions.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	3. The school leader has the appropriate Wisconsin administrator licensure or an action plan in place, as well as appropriate religious certification and graduate degree.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	4. All staff have and maintain appropriate state and local credentials (i.e., food handlers training, commercial driver's license, etc.).	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	5. The governing body, in collaboration with or through the actions of the leader/leadership team, provides to all personnel a written, updated employee handbook that includes or references policies and procedures which affect employees.	<input type="checkbox"/> Y <input type="checkbox"/> N
	<b>ORIENTATION/POLICY PROVISIONS</b>	
<input type="checkbox"/> Y <input type="checkbox"/> N	6. The school provides orientation for students, parents, faculty, and board members.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	7. The orientation provided above includes school mission and philosophy, roles and responsibilities, school programs and expectations for learners.	<input type="checkbox"/> Y <input type="checkbox"/> N
	8. The school has a student handbook that includes or references:	
<input type="checkbox"/> Y <input type="checkbox"/> N	a) behavioral expectations	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	b) disciplinary procedures and consequences*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	c) conflict resolution policy and process	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	d) anti-bullying policy	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	e) nondiscrimination policies*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	f) required (arch)diocesan policies+	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	g) acceptable use policy*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	h) admissions policy	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	i) expulsion policy	<input type="checkbox"/> Y <input type="checkbox"/> N

<input type="checkbox"/> Y <input type="checkbox"/> N	9. The school annually <i>communicates</i> expectations for student behavior and administers a student code of conduct that aligns with (arch)diocesan policy and the school's mission and philosophy.	<input type="checkbox"/> Y <input type="checkbox"/> N
	<b>STUDENT ACHIEVEMENT</b>	
<input type="checkbox"/> Y <input type="checkbox"/> N	10. The school celebrates the growth and accomplishments of students and staff.	<input type="checkbox"/> Y <input type="checkbox"/> N
	<b>SAFE ENVIRONMENT</b>	
	11. The school maintains a safe environment by	
<input type="checkbox"/> Y <input type="checkbox"/> N	a) background checks*+	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	b) annual student safe environment training+	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	c) safe environment training for employees and adult volunteers that have contact with students+	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	d) adhering to the United States Conference of Catholic Bishops "Charter for the Protection of Children and Young People"+	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	e) mandatory reporter training*+	<input type="checkbox"/> Y <input type="checkbox"/> N
	<b>SAFETY, HEALTH &amp; LEGAL</b>	
	12. The school maintains compliance with the following requirements:	
<input type="checkbox"/> Y <input type="checkbox"/> N	a) fire and safety regulations (attach emergency drill logs)*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	b) crisis plan*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	c) student records*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	d) separately maintained student health records, including immunization records*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	e) the administration of medication to pupils*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	f) first aid, CPR, AED training	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	g) student athletic activity requirements (concussion protocols, insurance, athletic code, etc.)*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	h) length of school year/instructional hours*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	i) employee notices (labor, wage, leave, etc.)*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	j) blood-borne pathogens*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	k) incorporation requirements*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	l) IRS Certification of Racial Nondiscrimination (Form 5578)*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	m) insurance (building, liability, etc.)*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	n) Occupational Safety & Health Administration (OSHA) regulations*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	o) indoor environmental quality (as required for parental choice program schools)*	<input type="checkbox"/> Y <input type="checkbox"/> N
	<b>FACILITIES MANAGEMENT</b>	
<input type="checkbox"/> Y <input type="checkbox"/> N	13. There is a current log of regular and routine maintenance.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	14. The school building is a generally clean and well-maintained facility.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	15. The school has policies to address class size.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	16. Staff and students are able to move safely throughout the facility.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	17. There is documentation of regular fire and safety inspections.	<input type="checkbox"/> Y <input type="checkbox"/> N

<input type="checkbox"/> Y <input type="checkbox"/> N	18. The facility contains asbestos.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	a) The facility maintains an asbestos management plan.*	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Y <input type="checkbox"/> N	b) The Designated Person for the asbestos plan has received the requisite training.*	<input type="checkbox"/> Y <input type="checkbox"/> N

NOTES / COMMENTS:

Self Study Team:

Visiting Team: