

**“To Teach All Nations:”
Episcopal School Standards for
The Diocese of Olympia**

March 2012

MANUAL FOR RESPONDING TO THE STANDARDS

Commission on Schools, Diocese of Olympia

The Rev. Dr. Dennis S. Tierney, St. Barnabas Episcopal Church, Chair

The Rt. Rev. Craig B. Anderson, Ph.D., Emmanuel Episcopal Church

The Rev. Lex Breckinridge, Saint Thomas, Medina

The Rev. Dr. Corbet Clark, Chaplain, Oregon Episcopal School

The Rev. Dr. Suzi Robertson, Good Samaritan Episcopal Church

The Rev. Dr. Jane Rohrer, Episcopal Church of the Holy Cross

Ms. Marcella Rush, Good Shepherd Montessori School

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**TIMELINE FOR RESPONDING TO THE STANDARDS AND
RECEIVING INITIAL CERTIFICATION FROM THE DIOCESE OF
OLYMPIA**

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| March 2012 | Standards published and distributed to all parish/missions that sponsor schools or rent space to schools |
| May 2012 | Stakeholder meetings offered in two locations (Vancouver and Seattle) in Diocese to assist parishes/mission and schools in responding to standards. Opportunities for questions and clarifications will be provided along with contact information with Commission members. |
| March 2013 from | Final deadline for receipt of full written response to standards from all institutions. First annual report due to Bishop. |
| August 2013 | Findings by review panel announced. Any institution not in compliance with the standards will be given notice and a specific timeline for completion of missing or inadequate documentation. |
| March 2014 | Second annual report due to Bishop. Revision of standards may Occur based on initial certification process. |

MANUAL FOR INSTITUTIONS SUBMITTING DOCUMENTATION OF STANDARDS

1. All parishes/missions with schools or that rent to schools will receive one copy of the standards. Institutions are urged to make additional copies as needed for their internal review and response.
2. It is suggested that the institution put together a team that includes both parish/mission representation and school and community representatives.
3. Institutions are urged to use all available documents on hand in their response to these standards. Existing accreditation documents, annual reports, all handbooks, and other forms and documentation currently available should be used.
4. If the institution elects to use videos CD's, or other media than text, care should be exercised that the review panel has the needed software or technology to review non-print materials. All such documents must be clearly labeled with the name of church, school, date, and standard(s) it supports.
5. No materials should be submitted that must be returned to the institution. All materials submitted become the property of the diocese.
6. In replying to the standards, all sub-parts of the standard must be addressed. Please note that in Standard Eight, sections 8.1. and 8.3, responses are expected only for the grade levels taught at the school. Evidence provided by the institution need not be repeated if the same line of evidence is used for more than one standard or one part of any standard. Such evidence can be shown as an addendum or appendix in the report but it must be clearly marked by a reference number so that the reviewers can see clearly how the line of evidence is being used.
7. Institutions are free to use a narrative format, bullet points, or any system of documentation that is clear and easy to follow for a reviewer.
8. The review panel will expect to receive the report electronically, using a generally accepted software program. Please specify the software version used to generate the report and all appendices and supporting materials. Institutions using unusual software will be required to submit an explanation and may be required to re-submit using a different format. Materials should be submitted to the Office of the Bishop so that they are logged in as received. The Office of the Bishop will send the documents to the review panel. Clearly indicated contact information must be included with the report so that the review panel can contact the institutional representative should questions occur during the review process.

9. One hard copy of the report with all appendices should also be sent as it will be retained in the diocesan archives.
10. The key to a full and sufficient response to a standard is more than simply asserting that the institution does what the standard calls for. What is expected is evidence – from brochures, policy documents, board minutes, and the like that the standard is being met.
11. Institutions that operate day care centers must indicate that they meet all state and county requirements.
12. Institutions that operate elementary, middle, or high schools must indicate that they meet all state and county requirements and, where required by law, are fully accredited by the appropriate regional accrediting body.
13. The constitution and canons of the Episcopal church and the Diocese of Olympia apply as appropriate to the operation of a school or the renting of church space to a school.

Format of the Institutional Response

The document submitted by the school and mission/parish must have the following information:

1. Cover page: Name of the Institution and Mission or Parish where applicable
2. Name and contact information for the primary author of the report
3. A signature page showing that the Rector/Vicar, Wardens, Head of School, and/or Chair of the Governing Board of the School. This will serve as verification that the report submitted has been read and approved by both parish/mission and school.
4. Organizational Information about the school – names and contact information for school leadership, teachers, school board where applicable
5. Names and contact information for Mission or Parish leadership affiliated with school
6. Brief history of the school
7. Recent Enrollment Statistics (last three years)
8. Current State Licensure and or Accreditation Status (if applicable)
9. Responses to Standards
10. Appendices showing relevant documents noted in response to standards section (including references to websites as appropriate) organized by standard with clear documentation
11. Other documents that would help the review team assess adherence to the standards.

Illustrative Response to a Standard

Saint Philomena's Pre-School – a Piagetian-based two year Day Program

Standard One Mission

There shall be a high degree of congruence between the stated mission, the philosophy of the school as an educational institution, and its actual program.

The mission of Saint Philomena's Pre-School is to prepare children to be academically, emotionally, and socially ready for kindergarten and to further develop their spiritual values within the Episcopal traditions. The primary brochure explaining the school (Exhibit 1.0 in the Appendix) provides a more detailed statement of the pre-school's mission. It is also found in our teacher handbook, parent, and board handbooks (Exhibits 1.1, 1.2, and 1.3 in the Appendix). Exhibit 1.4 (Appendix) details the history of Saint Philomena's Pre-School and that history provides a background to the development of the school's mission and its underlying philosophy of a spiritually grounded, cognitively-based pre-school curriculum. Exhibit 1.5 (Appendix) provides a graphic explanation of the mission and philosophy of the pre-school, showing how the varying curricular elements of our educational program link together to support the outcomes of the school.

Exhibit 1.6 is the most recent evaluation report by the International Association of Piagetian Schools which demonstrates that our program is congruent with the highest standards of Piagetian educational philosophy. Saint Philomena's Pre-School received full accreditation from this professional association.