**Administrative Policies and Procedures**

**Topics—Alphabetical**

Administrative Team at SCHOOL

* + Organizational Structure
  + Administrator
  + Academic Dean
  + Assistant Academic Dean
  + Dean of Character Development
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General Administrative Policies & Procedures

* + Administrative Planning & Project Target Dates
  + Budget
  + Campus Safety
  + Character Development
  + Continuous School Improvement & Decision-Making
  + Counseling/Guidance
  + Financial and Accounting
  + Insurance
  + Personnel Evaluation
  + Student Activities

Appendix

**Administrative Team at SCHOOL**

Organizational Structure (see appendix for current positions)





**Administrator**

Basic Function

The Administrator shall inspire, lead, guide, and direct every member of the administrative, instructional, and support staff in setting and achieving the highest standard of excellence, so that each student enrolled in *SCHOOL* may be provided with an appropriate and effective Classical Christian education in accordance with the school’s core values. The Administrator shall promote and maintain *SCHOOL* in accordance with School Board guidelines. This includes execution of any and all procedures and policies necessary to ensure a successful University-Model® School program. The Administrator is responsible for the day-to-day operations of managing *SCHOOL.*

Relationships

Responsible to: School Board

Works with: Deans, Teachers, Support Staff

Supervises: Deans, Teachers, Support Staff

Qualifications

* Clear, well-articulated biblical Christian testimony, evidence of consistent good moral character, and evidence of regular church attendance.
* Agreement with SCHOOL’s vision, mission, purposes, philosophy of education, policies, and Statement of Faith.
* Understands and embraces classical education goals and methodology.
* Understands and embraces education from a Biblical Worldview.
* Understands and embraces the God-given authority and primary role of parents to disciple their children.
* The administrator shall meet professional and staff qualifications.
* The administrator shall possess significant administrative experience.
* The administrator shall be a superb communicator, both in writing and as a public speaker.
* The administrator shall demonstrate success with personnel management, school finance and strategic planning.
* Flexibility, creativity and ability to work well with others.
* Calm collaborative manner, and adept at conflict resolution with strong interpersonal skills.
* Possesses very strong organizational skills.
* Physical ability to perform all duties normally required of school faculty.

General Responsibilities

The Administrator may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

* CONDUCT. Conduct oneself professionally and ethically at all times in accordance with the guidelines noted in the *Employee Handbook*.
* COMMUNICATION. Answer phones when necessary. Answer school emails when necessary. Be able to clearly and effectively communicate with parents to the extent necessary, i.e., school announcements.
* SCHOOL POLICIES. Publicly uphold school policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the school well. Be prepared to suggest alternatives. Follow grievance policies and biblical principles when disagreement or suggesting alternative course of action.
* PUBLIC RELATIONS. By being publicly affirming of work at school, aid SCHOOL in its efforts to create new friendships, enlighten prayer support, attract new families and students, and encourage financial support of the school. Shall write thank you notes and other cards (sympathy, encouragement) on behalf of the school.
* PROGRAMS AND EVENTS. Assist the Administrative Team in planning and staffing school-sponsored gatherings and events such as Friends and Family Day, Grandparent’s Day, State of the School Address, and Spring Banquet and other designated school events. Make every effort to attend such events.
* SERVICE. Cultivate and maintain an attitude of service toward parents and fellow employees.
* EVALUATE the curriculum and programs with other professional staff and the Curriculum Committee.
* OVERSEE public relations for *SCHOOL.*
* PROMOTE VISION. Be knowledgeable of and adhere to the school's mission, vision, and values.
* ADMINISTER policies as set by the Board of *SCHOOL.*
* BUDGET. Administer the budget as approved.
* ADMISSIONS. Approve student admissions and transfers in consultation with the Board. Approve all promotions, accelerations, and retention of pupils in accordance with the policies set forth by the Board of *SCHOOL.*
* FACULTY MEETINGS AND COMMITTEES Conduct faculty meetings regularly using planned and written agendas.
* FEW. Coordinate the Family Education Week that takes place at the beginning of each school year.
* RECORDS. Keep accurate student records in accordance with the law.
* POLICY. Recommend policies, as needed, to the Board of *SCHOOL.*
* SCHOOL NEWS. Disseminate school news to school and church families and other area churches when appropriate.
* PROMOTE the school and encourage parents to enroll their children. This includes, but is not limited to, informational meetings for *SCHOOL.*
* FAMILY INTERVIEWS. Participate in family interview sessions with prospective families.

**Academic Dean**

Basic Function

The Academic Dean at SCHOOL (“SCHOOL”) shall be a proven academic leader familiar with and passionate about the academic program at SCHOOL. The Dean will help shape, implement, and achieve the school’s rigorous academic vision. The Dean will ensure that teaching faculty is maintaining and students are achieving essential academic elements.

Relationships

Responsible to: Administrator

Reports to: Administrator

Works with: All Deans, Other Teachers, Support Staff

Supervises: Teachers, Teaching Interns

Qualifications

The Academic Dean at SCHOOL must meet the following personal and professional qualifications:

* Clear, well-articulated biblical Christian testimony, evidence of consistent good moral character, and evidence of regular church attendance.
* Vision for Biblically-centered education, and evidence of ability to assist teachers in integrating biblical thinking in the subjects taught at SCHOOL.
* Academic credentials appropriate to the subjects, courses, and level taught (if teaching); usually a Bachelor’s degree or higher from a recognized college or university with appropriate emphasis, life experience, or other evidence of qualification.
* Teaching credentials from either the State of Texas or concurrent progress toward such credentials. The Administration of SCHOOL may waive the requirements for certification based upon graduate degrees and experience.
* Agreement with SCHOOL’s vision, mission, purposes, philosophy of education, polices, and Statement of Faith.
* Flexibility, creativity and ability to work well with others.
* Calm collaborative manner, and adept at conflict resolution with strong interpersonal skills.
* A superb communicator, both in writing and as a public speaker.
* Excellent working knowledge and understanding of technology.
* Possesses very strong organizational skills.
* Physical ability to perform all duties normally required of school faculty.

General Responsibilities

The Academic Dean may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

* CONDUCT. Conduct oneself professionally and ethically at all times in accordance with the guidelines noted in the *Employee Handbook*.
* CLASS PLANNING. In conjunction with teachers and school objectives, establish measurable objectives for each teacher in the classroom class or subject segment, determine means for evaluating whether teachers are meeting their objectives, and review the teacher’s class plans and schedules to further facilitate student learning and mastery of the objectives. Make sure teachers have copies of plans readily available in the event a substitute is needed. Review lesson plans submitted by teachers.
* STUDENT WORKLOAD. Review teachers’ assigned work and make sure it is appropriate to the grade and class level in accordance with guidelines published in the *Employee Handbook.* Continually evaluate the teacher’s assigned home day workload to determine whether the time students are spending is appropriate to the grade level. Assist teachers in modifying assignments as needed.
* GRADING AND RECORDS. Monitor teachers’ ability to follow guidelines for grading noted in the *Employee Handbook*. Inspect the recorded grades in the teacher’s grade book.
* COMMUNICATION WITH PARENTS. Maintain communication with parents to the extent necessary to prevent surprises over teacher or class expectations, policies, assignments, etc; and assist teachers to keep parents apprised of the strengths and challenges of their child. Attend and schedule parent/teacher conferences when necessary, and other schedules or requested meetings with parents. Define grade-level and appropriate off-campus roles for parents.
* SCHOOL POLICIES. Publicly uphold school policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the school well. Be prepared to suggest alternatives. Follow grievance policies and biblical principles when disagreement or suggesting alternative course of action.
* PUBLIC RELATIONS. By being publicly affirming of work at school, aid SCHOOL in its efforts to create new friendships, enlighten prayer support, attract new families and students, and encourage financial support of the school.
* FACULTY MEETINGS AND COMMITTEES. Serve on committees as you volunteer or are assigned. Assist other committee members by performing any tasks assigned in a timely fashion. Attend all faculty meetings. Notify the Administrator if an absence is unavoidable, and learn missed information.
* CHAPEL. Help build student enthusiasm for chapel. Monitor the teacher’s planning for class participation in chapel.
* PROGRAMS AND EVENTS. Attend school-sponsored gatherings and events such as Friends and Family Day, Grandparent’s Day, State of the School Address, and Spring Banquet and other designated school events.
* SERVICE. Cultivate and maintain an attitude of service toward parents and fellow employees.
* SET GOALS. Establish goals for professional development in the areas of management of teachers, research/learning, and biblical study.
* PROFESSIONAL GROWTH. Attend NAUMS convention as available. Attend other professional meetings or seminars, do research, write articles, give presentations, create a new course of new presentation materials, or engage in other activities that lead to accomplishing yearly goals. Engage in staying current in specific subjects, child and/or youth cultural issues and cultural/biblical issues.
* PEER CONSULTING. Participate in peer consultations, share knowledge and techniques with peers and other Deans.
* PEER COLLABORATION. Participate in study, discussion, and other opportunities for collaborative growth and leadership within the school community. Take an active role in working with other staff to improve the quality of service to parents and students. Note for discussion and bring to the attention of other staff members areas of practice that are not effective. Look for opportunities to capitalize on others’ strengths.
* EVALUATION. Participate in and conduct self and supervisory evaluations of teachers as scheduled. Supervise teachers to adjust goals, modify methods, clarify purposes, and improve skills. The *Employee Handbook* will provide additional explanation, guidance, and information concerning faculty responsibilities and policies regarding evaluations.
* CURRICULUM SELECTION. Works closely with curriculum committee and Administrative team on curriculum selection for all academic classes.
* SCHEDULING. Works closely with the Administrative team on master schedule for all academic classes as well as room assignments for classes/teachers.
* ACADEMIC ADVISING. Works with students and families on academic planning and course selection.
* COURSE CATALOG. Responsible for course catalogue creation.
* NEWSLETTER. Responsible for submitting articles for each newsletter publication.
* TEACHER IN SERVICE. Responsible for scheduling and creating the agenda for the teacher in service.
* INTERVIEWS. Responsible for attending and/or conducting new hire teacher interviews.
* PLACEMENT TESTING. Will perform/review placement testing on incoming students to determine student grade/subject/class placement.
* EDUCATIONAL STANDARDS. Ensure SCHOOL meets and exceeds the local and state laws that govern educational standards.
* OTHER DUTIES. Perform other duties as assigned by the school Administrator.

**Assistant Academic Dean**

Basic Function

Assistant Academic Dean at SCHOOL shall provide administrative support to the Academic Dean at SCHOOL and shall support the Administrator’s goals and vision for the school. The Assistant Academic Dean shall assist in the communication and organization of the education focus of the school and shall assist the Administrative Staff in creating a learning community for teachers, students and families.

Relationships

Responsible to: Administrator

Reports to: Academic Dean

Works with: All Deans, Other Teachers, Support Staff

Qualifications

Assistant Academic Dean at SCHOOL must meet the following personal and professional qualifications:

* Clear, well-articulated biblical Christian testimony, evidence of consistent good moral character, and evidence of regular church attendance.
* Agreement with SCHOOL’s vision, mission, purposes, philosophy of education, policies, and Statement of Faith.
* Three years successful administrative experience or college degree in education administration.
* High degree of proficiency in office procedures/bookkeeping, keyboarding, office equipment operation, maintenance, business machines & computer software.
* Extensive knowledge of Microsoft Office (Power Point, Word, Outlook, Excel).
* Possess excellent public relations skills including courteousness, tact and good verbal communications.
* Exceptional written communication skills.
* Must have a proven track record of ability to multi-task and make modifications in routines and/or activities in order to meet deadlines. Ability to maintain self-control and complete tasks with frequent interruptions.
* Demonstrated to be highly organized and have an exceptional attention for details, accuracy and efficiency.
* Ability to handle detailed work assignments.
* Proven ability of maintaining respect at all times for confidential information.
* Proven ability to work independently and self-motivated; also work cooperatively with other office personnel.
* Physical ability to perform all duties normally required of school faculty.

**General Responsibilities**

* CONDUCT. Conduct oneself professionally and ethically at all times in accordance with the guidelines noted in the *Employee Handbook*.
* COMMUNICATION. Answer phones when necessary. Answer school emails when necessary. Be able to clearly and effectively communicate with parents to the extent necessary, i.e., school announcements.
* SCHOOL POLICIES. Publicly uphold school policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the school well. Be prepared to suggest alternatives. Follow grievance policies and biblical principles when disagreement or suggesting alternative course of action.
* PUBLIC RELATIONS. By being publicly affirming of work at school, aid SCHOOL in its efforts to create new friendships, enlighten prayer support, attract new families and students, and encourage financial support of the school. Shall write thank you notes and other cards (sympathy, encouragement) on behalf of the school.
* FACULTY MEETINGS AND COMMITTEES. Attend all meetings necessary to perform your job accurately. Serve on committees as you volunteer or are assigned. Assist other committee members by performing any tasks assigned in a timely fashion. Attend all faculty meetings. Notify the Academic Dean if an absence is unavoidable, and learn missed information.
* PROGRAMS AND EVENTS. Assist the Administrative Team in planning and staffing school-sponsored gatherings and events such as Friends and Family Day, Grandparent’s Day, State of the School Address, and Spring Banquet and other designated school events. Make every effort to attend such events.
* SERVICE. Cultivate and maintain an attitude of service toward parents and fellow employees.
* CONFERENCES. Attend NAUMS convention or classical conferences as available.
* ACCS. Manage and maintain membership requirements of ACCS.
* TEACHER RESOURCE PACKETS. Compile teacher resource folders for classrooms.
* TRAINING EVENT PLANNING. Based on input and directives from the Administrative Team, handle scheduling logistics of staff and family training events including: creating agenda/schedule, reserving and designating facility use, scheduling topic speakers and sending reminders and instructions as necessary.
* STUDENT TESTING. Order ERB testing materials. Educate teachers on test administration. Provide on-site supervision of ERB testing.
* FILES. Organize files and paperwork.
* RECORDS. Maintain faculty records and forms.
* NEWSLETTER. Assist in the creation and distribution of SCHOOL’s Newsletter. Request proofing and approval of the Administrative team prior to distribution.
* WEBSITE & FACEBOOK. Continually update the school website and facebook page with current information and delete outdated information.
* SUBSTITUTE TEACHERS. & VOLUNTEERS. Maintain a database of qualified substitute teachers and classroom volunteers. Assist in substitute training and orientation.
* ATTENDANCE RECORDS. Maintain monthly attendance records for employees and students. Notify Academic Dean and Administrator of unpaid staff absences or excessive student absences. Maintain a monthly record of student tardiness and provide improvement plans to students during lunch and maintain a student record.
* ASSIGNMENT SHEETS. Weekly monitor for timely posting of Assignment Sheets by teaching faculty.
* SURVEYS. Based on the input and directives of the Admin Team, create surveys to obtain feedback from staff and families. Request proofing and approval of the Administrative Team prior to distribution.
* FORMS. Assist in the creation and maintaining of SCHOOL forms.
* OTHER ACTIVITIES. Other activities as assigned by the Administrator for the proper and regular functioning of the school.

**Dean of Character Development**

Basic Function

Dean of Character Development shall provide spiritual encouragement and provide opportunities for spiritual growth of SCHOOL staff and families. Additionally, they will work to ensure that all SCHOOL policies and practices are consistent with a Biblical Worldview.

Relationships

Responsible to: Administrator

Reports to: Administrator

Works with: All Deans, Other Teachers, Support Staff

Qualifications

Dean of Character Development at SCHOOL must meet the following personal and professional qualifications:

* Clear, well-articulated biblical Christian testimony, evidence of consistent good moral character, and evidence of regular church attendance.
* Vision for Biblically-centered education, and evidence of ability to assist teachers in integrating biblical thinking in the subjects taught at SCHOOL.
* Agreement with SCHOOL’s vision, mission, purposes, philosophy of education, polices, and Statement of Faith.
* Understands and embraces classical education goals and methodology.
* Understands and embraces education from a Biblical Worldview.
* Understands and embraces the God-given authority and primary role of parents to disciple their children.
* Meets professional and staff qualifications.
* Flexibility, creativity and ability to work well with others.
* Calm collaborative manner, and adept at conflict resolution with strong interpersonal skills.
* Possesses very strong organizational skills.
* Physical ability to perform all duties normally required of school faculty.

Responsibilities

* CONDUCT. Conduct oneself professionally and ethically at all times in accordance with the guidelines noted in the *Employee Handbook*.
* COMMUNICATION. Answer phones when necessary. Answer school emails when necessary. Be able to clearly and effectively communicate with parents to the extent necessary, i.e., school announcements.
* SCHOOL POLICIES. Publicly uphold school policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the school well. Be prepared to suggest alternatives. Follow grievance policies and biblical principles when disagreement or suggesting alternative course of action.
* PUBLIC RELATIONS. By being publicly affirming of work at school, aid SCHOOL in its efforts to create new friendships, enlighten prayer support, attract new families and students, and encourage financial support of the school. Shall write thank you notes and other cards (sympathy, encouragement) on behalf of the school.
* FACULTY MEETINGS AND COMMITTEES. Attend all meetings necessary to perform your job accurately. Serve on committees as you volunteer or are assigned. Assist other committee members by performing any tasks assigned in a timely fashion. Attend all faculty meetings. Notify the Academic Dean if an absence is unavoidable, and learn missed information.
* PROGRAMS AND EVENTS. Assist the Administrative Team in planning and staffing school-sponsored gatherings and events such as Friends and Family Day, Grandparent’s Day, State of the School Address, and Spring Banquet and other designated school events. Make every effort to attend such events.
* SERVICE. Cultivate and maintain an attitude of service toward parents and fellow employees.
* PLAN. Oversee Hymn of the Month and Scripture memory schedule and content.
* COORDINATE/LEAD. Schedule chapel content and speakers.

**Dean of Student Activities**

Basic Function

Dean of Student Activities shall coordinate all special event committees and oversee extracurricular student activities. They shall also continually assess student needs and grow and expand student activities accordingly.

Relationships

Responsible to: Administrator

Reports to: Administrator

Works with: All Deans, Other Teachers, Support Staff

Qualifications

Dean of Character Development at SCHOOL must meet the following personal and professional qualifications:

* Clear, well-articulated biblical Christian testimony, evidence of consistent good moral character, and evidence of regular church attendance.
* Vision for Biblically-centered education, and evidence of ability to assist teachers in integrating biblical thinking in the subjects taught at SCHOOL.
* Agreement with SCHOOL’s vision, mission, purposes, philosophy of education, policies, and Statement of Faith.
* Understands and embraces classical education goals and methodology.
* Understands and embraces education from a Biblical Worldview.
* Understands and embraces the God-given authority and primary role of parents to disciple their children.
* Meets professional and staff qualifications.
* Effective event planner and communicator.
* Demonstrate success with volunteer management.
* Flexibility, creativity and ability to work well with others.
* Calm collaborative manner, and adept at conflict resolution with strong interpersonal skills.
* Possesses very strong organizational skills.
* Physical ability to perform all duties normally required of school faculty.

Responsibilities

* CONDUCT. Conduct oneself professionally and ethically at all times in accordance with the guidelines noted in the *Employee Handbook*.
* COMMUNICATION. Answer phones when necessary. Answer school emails when necessary. Be able to clearly and effectively communicate with parents to the extent necessary, i.e., school announcements.
* SCHOOL POLICIES. Publicly uphold school policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the school well. Be prepared to suggest alternatives. Follow grievance policies and biblical principles when disagreement or suggesting alternative course of action.
* PUBLIC RELATIONS. By being publicly affirming of work at school, aid SCHOOL in its efforts to create new friendships, enlighten prayer support, attract new families and students, and encourage financial support of the school. Shall write thank you notes and other cards (sympathy, encouragement) on behalf of the school.
* FACULTY MEETINGS AND COMMITTEES. Attend all meetings necessary to perform your job accurately. Serve on committees as you volunteer or are assigned. Assist other committee members by performing any tasks assigned in a timely fashion. Attend all faculty meetings. Notify the Academic Dean if an absence is unavoidable, and learn missed information.
* PROGRAMS AND EVENTS. Assist the Administrative Team in planning and staffing school-sponsored gatherings and events such as Friends and Family Day, Grandparent’s Day, State of the School Address, and Spring Banquet and other designated school events. Make every effort to attend such events.
* SERVICE. Cultivate and maintain an attitude of service toward parents and fellow employees.
* PLAN. Organize and communicate details of events and field trips.
* COORDINATE. Organize event volunteers.

**General Staff Policies & Guidelines**

Administrative Target Dates

|  |  |  |
| --- | --- | --- |
| Month | Calendar Events | Communication & Documentation |
| September | Fire Drill  School Board Meeting  New Teacher Evaluation |  |
| October | Lockdown Drill  Parent-Teacher Conferences  Teacher In-Service  End of First Quarter  Family Lake/Camping Trip |  |
| November | Friends and Family Day  Nursing Home Field Trip  Teacher Workday |  |
| December | Returning Teacher Observation  Teacher Workday |  |
| January | Lockdown Drill  School Board Meeting  End of Second Quarter  State of the School Address | Curriculum Selections  Packet Revisions  Calendar (for next year) |
| February | Grandparents’ Day  Teacher Training | Handbook Revisions |
| March | End of Third Quarter  Fire Drill | New Student Applications due by March 1  Re-enrollment packets emailed by March 1 |
| April | Student CTP-4 Testing  Tornado Drill  Field Trip  Poetry Chapel | Re-enrollment and Sibling packets due by April 1  Class Schedule (for next year)  Budget (for next year) |
| May | School Board Meeting  UPC Day  Spring Program  End of Fourth Quarter | Returning Staff Agreements & Materials |
| June |  | Return to School Packets |
| July | NAUMS Conference | New Staff Agreements & Materials |
| August | Teacher Training  Co-Teacher Training  First Day of School | Registration Packets  New Hire Packets  Annual Training Documentation |

**Campus Safety**

Crisis Management

*See Appendix: SCHOOL Crisis Management Plan in SCHOOL Family Handbook*

Bad Weather Days

*See Emergency Procedures, Weather-Related Announcements, SCHOOL Family Handbook*

**Character Development**

Chapel Schedule

As SCHOOL strives to make Christ central and to offer the first fruits of our time, attention, and energy to our Lord, each class day begins with chapel from 8:30-9:00 each class day**.** Staff, students of every grade level, and co-teachers worship together as a community and begin the day in the Word and in prayer. Teaching and discussion time is devoted to: understanding the meaning of scripture memory passage, reinforcing Character Sketch lessons previously taught by fathers in the home, hymn history, citizenship, and etiquette.

Hymns

Great hymnologist Louis Benson said, “The hymns that Christians use devotionally, and especially those he loves - do more to form his thinking than anything else except the Bible.” As part of the normal developmental process, children will sing anything they are given with love and enthusiasm. Additionally, what they hear as children, they will typically prefer (and remember) as adults. Therefore, the singing of great hymns of the faith, within the historical rotation being studied, is prioritized in chapel services. The texts of hymns:

* An aid in teaching the Bible: many are scripture set to music
* A tool for teaching theology: great doctrines of the faith have been incorporated into some of our greatest hymns
* A vehicle for worship: when we have difficulty finding the right words to express our worship, a hymn can serve as a means of worship as we benefit from the richness of literary and musical content
* A source of information on Christian living: hymns often address Christian responsibility to others and can motivate us to action.

Biographies

“Knowing the most famous and ancient hymns ties this new generation of worshipers with their ancestors, and is also a way of broadening the perspective of Christian community – both geographically and over time “the great cloud of witnesses who have gone before *(Hebrews 12)*.” Knowing the stories behind the hymns gives students a glimpse of people who not only influenced world history, but also made an eternal impact. In addition to hymn authors, Christian biographies are assigned to students on the graded reading list.

Songs Sign Language

Widespread educational research has shown that music has a positive influence on young children’s cognitive skills such as spatial reasoning and memory. Providing children with a rich and stimulating environment involving multiple senses: vision, auditory, kinesthetic is known to support healthy growth and development. SCHOOL students learn American Sign Language signs for many of the chapel songs and hymns. This practice helps students learn and remember songs easily while intuitively teaching them a language that is largely universal across people groups.

Memory Recitation

SCHOOL students are given weekly memory work assignments and routinely recite memory work individually and collectively with the goal of implanting important Biblical truths and principles in hearts and minds.

* Pledges – honor and respect of authorities
* Scripture – meditate on truth. *See Appendix: Scripture Memory Rotation Schedule*
* Chapel Sayings – character development
* History Timeline –integration of learning and understanding of the context of all subject content taught
* American Values – important national documents, foundational values and civic responsibility and leadership
* Poetry – memory work is assigned annually by grade level. *See Appendix: Grade Level Poetry Memorization*
* Student Presentations – public speaking is essential in leadership and in communicating faith. Students, beginning in Pre-K, receive much instruction and opportunities to practice public communication.

**Continuous School Improvement & Decision-Making**

Board

The Board is responsible for seeking ways to continually improve SCHOOL through policy changes and by establishing the strategic plan and vision for SCHOOL. The Board utilizes the John Carver Governance method. Therefore, the board hires and supervises the administrator and adopts policies.

Administration

The administrative team annually reviews policy and documents to support continuous school improvement and growth. The team also conducts staff evaluations annually to promote professional growth and development. The academic dean and assistant deans coordinate and conduct in-services and educational opportunities for staff. The administrator makes all day-to-day decisions, or delegates those decisions to deans or the administration team as a whole.

Staff

SCHOOL staff participates in professional growth and learning opportunities throughout the year include, but are not limited to national conferences, in-services, instructional videos and podcasts, and book clubs. Staff also notifies the administration team if they observe any problems or if they feel any policies could be improved.

Families

SCHOOL families participate in regular surveys to provide feedback to administration regarding various topics including academic classes and workload evaluations.

**Counseling / Guidance**

Qualified staff will be hired to oversee Guidance Counseling and provide input in the development of 9th grade academic program scheduled to be implemented Fall of 2015.

**Financial / Accounting**

Budget

Per SCHOOL By-Laws,the proposed budget, for the following school year, is submitted annually for school board approval by April. Generally, the total payroll expense shall not exceed 80% and fixed expenses shall not exceed 20% of projected tuition income. All other proposed expenses should be prioritized and funded by donor contributions.

CPA

SCHOOL has independent Certified Public Accountants to handle all of our tuition invoices and direct deposits, payroll, payroll taxes, and donations. The CPA creates our monthly financial report, codes our debits, credits, and reconciles our bank statements.

Financial Reports & Bank Statements

The SCHOOL Board treasurer reviews then reports on the financial report at each board meeting. The treasurer, Administrator, and Academic Dean receive a copy of the financial report monthly.

Donations

SCHOOL receives donations via paypal on the school’s website or in the form of check or cash. Records of cash and check donations are on file in the administration office and at the CPA’s office. Receipts and acknowledgements are sent to the donor by the office or CPA as determined by the Administrator.

Deposits

All deposits collected at SCHOOL are viewed by 2 administrative team members, a copy of the deposit is filed, and a notice is sent to the CPA detailing the type and amount of the deposit.

Bills/ Expenditures

In August teachers are given a petty cash bag. Teachers keep their receipts and a ledger of their expenditures. These are reconciled in May.

School bills are either paid through an automatic draft or school check. Currently, the Administrator and/or Academic Dean sign the checks and pay the bills. Bills are marked paid, the check number and the budget code are included. An email is sent to the CPA when a payment is made.

Audits/Reviews

The use of an independent CPA maintains a high level of fiscal responsibility and integrity. In addition to this accountability, audits/reviews will be conducted at the direction of the school board.

**Insurance**

SCHOOL annually renews insurance coverage in accordance with UPC Facility Use Agreement and the requirements of association and accreditation agencies. *See Insurance Provider Notebook and Insurance File for details of insurance coverage.*

**Personnel Evaluation**

Staff will be evaluated annually based on criteria of job descriptions. *See Appendix: Staff Evaluation Form*

**Student Activities**

*SEE SCHOOL FAMILY HANDBOOK, Student Life*

**Appendix**

Administrative Team at SCHOOL

Scripture Memory Rotation

**Character Development: Memory Recitation**

1. Psalm 1 & Matthew 5: 1-26,33-48 47 verses
2. Philippians 2:1-18 & Matthew 6 52 verses
3. Proverbs 3 & Matthew 7 (29 verses) 63 verses
4. Isaiah 40:28-31, Isaiah 43: 1-5, & Review
5. Psalm 119:1-16 & Hebrews 11 56 verses
6. James 1-2 53 verses
7. James 3-5 55 verses
8. Psalm 103: 1-19 & Review
9. Romans 8 & 12 60 verses
10. Romans 1:16-23, 2:1-16, 3:10-26 63 verses
11. Psalm 103: 1-19 & Review
12. Romans 8 & 12 60 verses
13. Romans 1:16-23, 2:1-16, 3:10-26 63 verses
14. John 15 & Isaiah 55 40 verses
15. Deuteronomy 6:4-9, Mark 12:28-31, & Review

**Character Development: Poetry**

|  |  |
| --- | --- |
| Pre-K:   * Your Place * The Whole Duty of Children * The Little Turtle * Persevere * Various Traditional and Mother Goose Rhymes   Kindergarten   * Ooey Gooey * Celery * The Eagle * My Gift * Singing Time * Godfrey Gordon Gustavus Gore * Hearts Are Like Doors * Caterpillar   G1-2 Rotations A & B  Rotation A:   * Work * Who Has Seen the Wind * Trees * Persevere * My Shadow * The Lamb * Stopping by the Woods on a Snowy Evening   Rotation B:   * How Doth the Crocodile * The Little Bird * Courage * Moses * The Road Not Taken * All Things Bright and Beautiful * The Captain’s Daughter | G3-4 Rotations A & B  Rotation A:   * Ozymandias * Afternoon on a Hill * Learning to Read * Beowulf * This World is Too Much With Us * The Spider and the Fly   Rotation B:   * Father We Thank Thee * The Duel * Daffodils * A Psalm of Life * The Touch of the Master’s Hand   L5-6 Rotations A & B  Rotations A:   * The Land of Counterpane * For Whom the Bell Tolls * A Cavalier Song * The Village Blacksmith * Sonnet 19   Rotation B:   * God Save the Flag * Captain! My Captain! * The Quality of Mercy * The Choir Invisible * Casey at the Bat   Logic 7:   * A Book of Dreams: Part I * Omnibus Selections * Latin Selections |

**Teacher Evaluation**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teaching**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Variety of appropriate classical methods (Narration; Literature; Peer Collaboration; Flashcards; Chants) |
|  |  |  |  | Appeal to various learning styles: visual, auditory, kinesthetic, experiential |
|  |  |  |  | Biblical Integration Rod & Staff |
|  |  |  |  | Follow course plans, curriculum guide, class syllabus, and core content required |
|  |  |  |  | Use of textbooks, technology, and other classroom aids |
|  |  |  |  | View every child’s learning as a critical element |

**Classroom** **Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Create a pleasant environment for effective learning and discipleship |
|  |  |  |  | Clearly communicate standards and expectations to students |
|  |  |  |  | In charge of the learning process at all times |

**Conduct**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Conduct oneself professionally and ethically at all times |

**Class** **Planning**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Measurable objectives for each class or subject segment |
|  |  |  |  | Determine means for evaluating whether objectives are met |
|  |  |  |  | Design class plans and schedules that will facilitate student learning and mastery of the objectives |
|  |  |  |  | Have copies of plans readily available in the event a substitute is needed |
|  |  |  |  | Submit lesson plans to Academic Dean in accordance with current policies and procedures |

**Student** **Workload**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Assign work appropriate to the grade and class level |
|  |  |  |  | Continually evaluate home day workload |
|  |  |  |  | Modify assignments as needed |

**Grading** **and** **Records**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Follow guidelines for grading |
|  |  |  |  | Record grades in a grade book |

**Communication** **with** **Parents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Maintain communication with parents regarding expectations |
|  |  |  |  | Keep parents apprised of the strengths and challenges of their child |
|  |  |  |  | Attend and schedule parent/teacher conferences |

**School** **Policies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Publicly uphold school policies and act to enforce them when required |
|  |  |  |  | Note and report for discussion policies or procedures that seem not to serve the students or the mission of the school well |
|  |  |  |  | Be prepared to suggest alternatives |
|  |  |  |  | Follow grievance policies and biblical principles when disagreement or suggesting alternative course of action |

**Public** **Relations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill  By being publicly affirming of work at school, aid SCHOOL in its efforts to: |
|  |  |  |  | Create new friendships |
|  |  |  |  | Enlighten prayer support |
|  |  |  |  | Attract new families, students, and staff |
|  |  |  |  | Encourage financial support of the school |

**Faculty** **Meetings** **and** **Committees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Serve on committees or teams as you volunteer or are assigned |
|  |  |  |  | Perform any tasks assigned in timely fashion |
|  |  |  |  | Attend all required faculty meetings |
|  |  |  |  | Notify the Administrator or Academic Dean if an absence is unavoidable and learn missed information |

**Student** **Mentoring**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Be mindful of student developmental issues related to the grade level and subject material |
|  |  |  |  | Be available to students outside of class for academic help and personal guidance when sought |
|  |  |  |  | Provide an appropriate means of contact to students |

**Chapel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Help build student enthusiasm for chapel (through modeling, assisting, and discussion) |
|  |  |  |  | Plan class participation when assigned |

**Programs** **and** **Events**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Attend and assist with school-sponsored gatherings and events |

**Service**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Cultivate and maintain an attitude of service toward parents and fellow employees |
|  |  |  |  | Model servant leadership in your community |

**Peer** **Consulting** **and** **Collaboration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Participate in peer consultations, share knowledge and techniques with peers |
|  |  |  |  | Participate in study, discussion, and other opportunities for collaborative growth and leadership within the school community |
|  |  |  |  | Take an active role in working with others staff to improve the quality of service to parents and students |
|  |  |  |  | Note for discussion and bring to the attention of supervisor areas of practice that are not effective |
|  |  |  |  | Look for opportunities to capitalize on others’ strengths |

**Other** **Duties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Professional** **Growth** \*Please update “Professional Growth Record”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Attend professional meetings or seminars |
|  |  |  |  | Do research, write articles, give presentation |
|  |  |  |  | Stay current in specific teaching subjects, child/youth cultural issues, teaching research and practice, and cultural/biblical issues |
|  |  |  |  | Create a new course of new presentation materials |

**Professional** **Development** **Goals**

|  |  |  |  |
| --- | --- | --- | --- |
| Short-Term Goals | Time Frame: | Long-Term Goals: | Time Frame: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self Fall: | Admin Fall: | Self Spring | Admin Spring: | Skill |
|  |  |  |  | Participate in self and supervisory evaluations and scheduled |
|  |  |  |  | Use evaluations to adjust goals, modify methods, clarify purposes, and improve skills |

**Additional** **Comments**

|  |  |
| --- | --- |
| Fall: Teacher | Fall: Administrator |
|  |  |
| Spring: Teacher | Spring: Administrator |
|  |  |

**Acknowledgements and Employment Plan**

|  |  |
| --- | --- |
| Fall Assessment | Employment Plan: |
| (Please type your name as electronic record of your signature)  Teacher Signature/Date:  Supervisor Signature/Date: | (To be completed by Supervisor)   * Conference Scheduled: \_\_\_\_\_\_\_\_\_\_\_\_ * Continue current workload and duties * Modifications to workload and duties: |
| Spring Assessment | Employment Plan: |
| Teacher Signature/Date:  Supervisor Signature/Date: | (To be completed by Supervisor)   * Conference Scheduled: \_\_\_\_\_\_\_\_\_\_\_\_ * Continue current workload and duties * Modifications to workload and duties: |