- A. Mission, Vision, Planning
- B. Accountability, Independence, Stability
- C. Governance & Administration
- D. Culture of Student Virtue
- E. Academics
- F. Faculty & Instructional Resources

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Documentation

- 1. Handbooks and By-Laws
- 2. Curriculum Map and Guides
- 3. Teacher Certification and **Evaluation**
- 4. Financial Reporting
- 5. Other



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Handbooks and By-Laws

Policies

- 1. In loco parentis 6. Virtue Formation Practices
- 2. Open/covenantal 7. Conflict Resolution/ enrollment Grievance Policy
- 3. Class sizes
- 4. Curriculum Map and Graduation Requirements 9. Teacher Qualifications
- 5. Discipline Policies and Practices
- 10. Teacher Observation & **Evaluation Policies**

Other Elements

- 8. Hiring and Separation

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- By-Laws:
- Board's role vs HOS's role
- HOS job description and annual evaluation
- Board training policy/ programs
- Board committees and officers

Curriculum Essential Elements

- 1. Curriculum Map
- 2. Curriculum Guides

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- 2. Curriculum Guides

Include:

- course description
- course frequency/ length
- course objectives
- books/curricula used

Teacher Training/Evaluation

- 1. Schedules of ongoing teacher training
- Teacher observation and evaluation policies
- 3. Teacher Certification Plan (reaccreditation)

Essential Elements

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Recommendation:

Build your teacher
 development program
 around the ACCS
 Teacher Certification
 Standards

Financial Reporting & Procedures Essential Elements

1. Annual budget, P/L statements

- 2. Financial policies and procedures (how is money handled?)
- 3. Outside financial accountability review
- 4. Enrollment growth, teacher retention, admin retention

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Goals:

- broad donor base
- no gifts with obligations
- 80-100% tuitionbased budget

Pre-Planning

Orienting Documents

- 1. Mission Statement
- 2. Vision Statement
- 3. Statement of Faith
- 4. Portrait of a Graduate
- 5. Master Teacher Profile
- 6. School Profile

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-> 5-Year Strategic Plan



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Accreditation

