- 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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- 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

Other Elements

- 1. In loco parentis
- 2. Open/covenantal enrollment
- 3. Class sizes
- 4. Curriculum Map and Graduation Requirements 9. Teacher Qualifications
- 5. Discipline Policies and **Practices**

- 6. Virtue Formation Practices
- 7. Conflict Resolution/ Grievance Policy
- 8. Hiring and Separation **Policies**
- 10. Teacher Observation & **Evaluation Policies**

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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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Include:

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

Teacher Training/Evaluation

Essential Elements

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

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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