

SAMPLE ADMINISTRATIVE HANDBOOK
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Organization

- Mission Statement
- Purposes and Objectives
- Governance
 - Bylaws, articles of incorporation
- Episcopal Identity
- Accreditation

Administrative Job Descriptions

Office Presence

- Support of school's mission and program
- Dress
- Conduct
- Interaction with constituents
- Interaction with church office (parish day school)
- Handling conflicts

Attendance

- Work hours
- Overtime
- Additional participation (school events, etc.)
- Absences
- Vacation

Personnel Files

- Access
- Contract
- Payroll
- Evaluation of work performance

Board Policies

- Reports to the Board and its Committees – administrative support
- General protocols for administrative staff

Confidentiality

Admissions Procedures

Student Discipline

Location and Access to Records

- Personnel
- Student Records
 - Custody
 - Medical

Admissions

Financial

Hiring Procedures

- Faculty and Staff
- After School Staff and Substitutes
- Sexual abuse/harassment policies
- Safeguarding God's Children*

Staff Attendance

Staff Misconduct, Probation, Non-renewal,

- Termination
- Technology – acceptable use policies, communications with parents, students, other tech communications
- Whistleblowing
- Role of the School Counselor
- Role of the Tutor
- Role of the Speech Therapist, other professionals
- Campus Security
- Crisis Management
 - Primary Notification System
 - Secondary Notification System
 - 911
 - Media
 - Medical emergencies
 - Bomb threats
 - Fire
 - Weapons
 - Threats
 - Hostile Family Situations
 - Weather emergencies
 - Stray animals
 - Lock-down
- Financial Management and Procedures
- School calendar
- Meeting schedules
- Public Relations
 - Advertising
 - Mail-outs
 - Alumni
 - Annual Report
 - Press Releases
 - Biannual publication
 - Area School Awareness Fairs
 - Community mail-outs
- Facility Maintenance and Repairs
- Shared Space/Shared Expenses with the Church
- School Inspections and Licensing
 - Food
 - Health
 - Safety – fire, gas, other
 - S.A.E.S.
 - Insurance
 - State licensing
- Understanding Parent and Staff Handbook