

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