Policy Manuals Guidelines
The school’s policy manuals and handbooks should contain the establishing documents for the organization and include a comprehensive list of all policies that guide the governing body in its governance role and the administration in its leadership and management of the school. These manuals should be written and codified so that they are practical documents. The following details are provided as recommendations for what generally should be included in various policy manuals. **This document is provided as a suggested guide for schools and is not intended to be all inclusive or an exhaustive resource or checklist to be followed for accreditation.**

1. **Governing Body Policy Manual**
   Standing policies are the “one voice” of the governing body, and they should be kept in one organized policy manual within a meaningful framework. These policies 1) define the ends (results/outcomes) of the organization, 2) set parameters/limitations to guide staff/volunteer groups in fulfilling their activities toward meeting the desired ends, 3) describe governing body/administrator/staff relationships, and 4) define the governing body’s own structure and process.

   Below is a list of the types of policies that would be included in the governing body policy manual (the list is not meant to be exhaustive but only to serve as a guide):
   - Statement of faith (including Scripture references)
   - Statements of mission and purpose, Christian school philosophy statement
   - School’s relationship to its sponsoring organization
   - Hiring and evaluation of the head of school
   - Governing body member nomination, selection, and terms; qualifications of governing body members
   - Removal of governing body members
   - Church membership quorum and voting procedures (if applicable)
   - Governing body/administrator relationship, duties and responsibilities of the governing body
   - Governing body committees/organization
   - Executive sessions
   - Conflict of interest policies

2. **Administrative Regulations and Procedures Manual**
   Administrative regulations and procedures establish the operational guidelines and responsibilities for the school’s executive leadership. In practice, they become the means by which the policies of the governing body are implemented in the day-to-day operation of the school. Administrative regulations and procedures should be organized by category into one document within a meaningful framework.

   Below is a list of suggested categories and types of regulations and procedures to be included in the various manuals (the list is not meant to be exhaustive but only to serve as a guide):

   **Financial Regulations and Procedures**
   - Establishing documents (articles of incorporation/bylaws)
   - Fund-raising policy, solicitation, and acceptance of gifts
   - Budgetary process and timeline audits
   - Financial aid program registration/application fee
   - Tuition policy, tuition discounts (including staff discounts, if applicable)
   - Payroll salary schedule
   - Signatures on checks/accounts
   - Delinquent accounts
Human Resources Regulations and Procedures
- Statement of faith, spiritual qualifications for employment, lifestyle statement(s)
- Nondiscriminatory hiring policy, ADA policy
- Professional qualifications for employment, teacher contracts
- Guidelines for supervision of staff (part-time, full-time, hourly)
- Family and Medical Leave Act policy, medical/liability insurance
- At-will employer statement, corrective/termination procedures
- Grievance policy/procedures
- Hiring of relatives/spouses, teacher/support staff evaluations
- Staff dress code
- Jury duty policy, service recognitions, overtime/compensatory time
- Discrimination/sexual harassment policy
- Mandated reporting policy and expectations
- Ethical guidelines/policies (e.g., personal boundaries, conflicts of interest, copyright infringement, confidentiality, etc.)

3. Instructional Program Regulations and Procedures (Faculty/Staff Handbook)
- Statements of mission and purpose, Christian school philosophy, and schoolwide expected student outcomes
- Curriculum development
- Textbook review and selection procedures
- Instructional philosophy statement, instructional goals and objectives
- Grading standards, homework policy
- Use of technology
- Achievement testing
- Assessments used for all age levels
- Dishonesty in schoolwork
- Parent/teacher conferences
- School calendar, field trips

Note: Some schools choose to combine administrative regulations and procedures with instructional program regulations and procedures into one policy manual, such as an employee handbook. It is important to have employees sign agreement with certain policies each year.

4. Student Regulations and Procedures (Parent/Student Handbook)
- Statement of faith, statements of mission and purpose, Christian school philosophy, and schoolwide expected student outcomes
- Admissions, nondiscriminatory policy
- Immunization, medication, and infectious diseases policies
- Grading policies and graduation requirements
- Technology acceptable use policies
- Absences/tardiness, discipline procedures and consequences, suspension/expulsion, student moral standards, dress code
- Grievance policy/procedures
- Student accident insurance
- School-age extracurricular activities, interscholastic athletics policies
- Visitor and volunteer guidelines
- Student records/files
- Transportation policy for inclement weather