

FLORIDA COUNCIL OF PRIVATE SCHOOLS

P.O. BOX 50327 FT. MYERS, FL. 33994

ACCREDITATION MANUAL

Revised 5/17/13

TABLE OF CONTENTS

SECTION I	Introductory Documents...pg. 3 - 8
	1. Letter from the President
	2. Introductory Information
	3. Doctrinal Statement
	4. The Accreditation Process
SECTION II	Accreditation Areas ...p. 9-16
	1. Legal Relationships
	2. Administration
	3. Academics
	4. Staff
	5. Physical Environment
	6. Checklist, File Items
SECTION III	Appendix Items (a-l) Appendix...p. 17 - 25
	1. Sample Forms
	2. Sample Statements

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Dr. Bobby L. Calvert
President

Dear Fellow Educator:

If a doctor wanted to do triple-bypass-surgery, you would probably like to ask him some questions...like: “Do you have any credentials?” and “What do other surgeons think about you?”

Those are the same questions parents have about schools. And they are good questions. “What do other educators think about you?” In other words, “Do they accredit you?”

Accreditation is an important MATTER. Attention needs to be given to it. But some accreditation procedures have tended to be cumbersome, tedious to meet and difficult to apply.

The Florida Council of Private Schools is designed to serve schools just like yours. There is the desire simply to provide third-party witness to the integrity and excellence of your achievements. It will help you with the credentials people have come to expect.

We want to stand with you in your important ministry. Let us put our shoulders together in the work of the Lord.

Sincerely yours,

Dr. Bobby L. Calvert
President

INTRODUCTORY INFORMATION

FCPS MISSION & PURPOSE

FCPS is an association of educators and schools designed to help schools establish third-party witness to the credibility of their performance.

STANDARDS

Standards are qualitative. That is to say, approval is determined more by the quality of achievement than the number of tools used in the process.

ACHIEVEMENT

Measurements of achievement are reviewed by educational and spiritual peers –professional educators who are also members of the family of faith; the kind of people whose approval a Christian schools wants to have. In as much as possible, Site visits will be made by peers most closely related both spiritually and geographically.

ACCREDITATION

FCPS accreditation is determined by an examination of the school's documented achievements and a comparison with its published promises; a search for truth-in-packaging so to speak. All accreditation requirements are related to the students well-being and safety; academically, physically and spiritually. An accrediting agency cannot bestow excellence and integrity; but it can recognize and acknowledge it.

MEMBERSHIP

After receiving the school's application, FCPS will provide an Accreditation Manual detailing the accreditation process. The school will develop an Accreditation File and then schedule a Site Visit. After the visit the school will be accepted as an Accredited Member or advised of the steps needed to attain that status.

Membership is renewed annually before November first by submitting the Annual Review Report and the appropriate fee.

Site Visits will be updated every five to ten years; or after any major change in the school staff, philosophy or policies.

DOCTRINAL STATEMENTS

1. God is the eternal Creator, Sustainer and Provider of all things. He created all things in the universe in the six literal days of creation week.
2. Jesus Christ is the only-begotten Son of God. He lived a sinless life, shed His blood for the sins of all mankind, rose from the grave, ascended into heaven and will return to the earth. He is the only Mediator and Savior.
3. The Holy Spirit convicts the unsaved of sin, righteousness and judgment; in believers he effects the new birth, indwells, empowers, instructs and guides.
4. Salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ.
5. All men will be resurrected in the body; the saved unto life and the unsaved unto damnation.
6. Believers have spiritual unity in the Lord Jesus Christ; not in the organized unity sought by ecumenism.
7. The Bible is the only inspired, infallible, authoritative preserved Word of God.

THE ACCREDITATION PROCESS

1. School mails application with \$75 fee to FCPS. They receive an Accreditation Manual detailing the process.
2. The school appoints a person to be Accreditation File Builder, who will begin gathering the file items. When the File is complete they should contact the FCPS office.
3. Accreditation File and copies of all published materials (including forms) of the school is sent to FCPS office.
4. After review of the File, with all items present, a site review will be arranged. The administrators of two or more schools will do the review. The administrators doing the visit will need to be reimbursed by the school applying for accreditation. This will be billed to the school from FCPS and must be paid to FCPS. FCPS will then reimburse the administrators for their expenses.
5. Following the site review FCPS will notify the school of approval for accreditation or notify them of additional steps necessary for approval.
6. The annual membership fee is renewed yearly by November 1st.

SECTION II; ACCREDITATION AREAS

1. Legal Relationships
2. Administration
3. Academics
4. Staff
5. Physical Environment

Note to the File Builder:

The Accreditation File is made up of File Items # 1 – 33. Build the file for your school then make a copy of it for the Site Visitors.

Action to take now:

Peruse the following pages of Accreditation Areas. You are probably already doing most of the things required. Now, just patiently build your File. Your prayerful careful work will be rewarded!

THE ACCREDITATION FILE ITEMS LIST

The 33 File Items consist of Florida state requirements and suggestions from experienced educators related to the safety of students and the protection of the school's ministry

FILE ITEMS

Area I. LEGAL RELATIONSHIPS

1. (A) If church-sponsored, a copy of the section of By-Laws that authorizes the school ministry; or
(B) If not church-sponsored, a copy of the school's charter and By-laws.
2. Mission/ Purpose statement.
3. Nondiscrimination statement.
4. CEO statement of compliance with laws and regulations.
5. A copy coverage page of Fire, Accident and Liability Insurance Policies.
6. Report on litigation or absence of litigation.

Area II: ADMINISTRATION

7. A copy of the latest DOE Annual Survey Report.
8. A copy of attendance form being used
9. A sample health examination form from files.
10. A sample immunization form from files.
11. A copy of school's graduation requirement.
12. A sketch of gathering area on arrival.
13. A sketch of pickup area and supervision at dismissal.
14. A copy of your record of fire drills.
15. A description of the program for spiritual life.
16. A description of the accounting system.
17. Two letters of business references.
18. A copy of latest news ad and all published materials.
19. Statement from CEO regarding major changes.
20. Copy of handbooks

Area III: ACADEMICS

21. Copy of this year's academic calendar.
22. A list of Scope & Sequence.
23. A description of the testing system.
24. A copy of the latest Class summary sheets of standardized tests.
25. A description of the cumulative files.
26. A copy of the student progress card in use.
27. A copy of the transcript form in use.

Area IV: STAFF

28. A copy of Staff application form.
29. A list of staff members and their credentials.
30. A description of staff development program.
31. A copy of the staff evaluation form.

Area V: PHYSICAL ENVIRONMENT

32. A Sketch of floor plan of the school.
33. A description of the cleaning schedule

ACCREDITATION AREAS

AREA I: LEGAL RELATIONSHIP

There is a need to state the basis of an institution's existence. A private school often exists to help parents obey the Biblical injunction to: "Provoke not your child to wrath; but bring them up in the nurture and admonition of the Lord." Church educators find in the parents' request the basis of their existence. Legal counselors strongly advise that the church have a statement in its By-laws specifically authorizing the school ministry.

Non-church-related schools should have a Charter and By-laws explaining their structure. In a free society the organized community (government) recognizes the rights of the parents to choose alternates to public schooling. However, the government also adds limitations and regulations. And it is necessary to deal with them.

1.1 Statement of Relationship

a. If the school is a ministry of a church, it is wise for the By-Laws to authorize the operation of the school just the same as its other ministries.

** File Item #1 (a) A copy of the section of the By-Laws authorizing the school ministry.

b. If the school is a legal entity of its own, there must be a governing structure commensurate to the scope of its operation.

** File Item #1 (b) A copy of the Charter and By-Laws.

The file should have either File Item 1(a) or 1(b)...not both.

1.2 Statement of Mission/Purpose

a. There should be a Mission/Purpose statement to provide direction for the developing of programs designed to accomplish that stated purpose.

** File Item #2: A copy of the Mission/Purpose statement.

See Appendix (a)

1.3 Legal Involvement

It is important to be aware of potentially liable circumstances. Our culture at one time would not consider lawsuits against church ministries, but that has changed.

a. Nondiscrimination

The school must have a written statement of nondiscrimination of race, sex and national origin.

See Appendix (b) p. ** File Item # 3: A copy of the school's nondiscrimination statement.

b. Documents and Records

All laws and regulations required in a community must be fulfilled. The Chief Executive Officer (CEO) of the school (Pastor, Principal or Administrator) must be aware of such laws and maintain compliance.

**File Item #4: Statement from the CEO that all laws/regulations are being followed.

c. Insurance

It is essential to maintain adequate insurance for **vehicles, buildings, properties and liability.**

**File Item #5: Copy of the coverage page of these policies showing the amount of coverage of each.

d. Litigation

If the school has been involved in litigation; or if any staff member has been in litigation related to school activities; a complete file of documentation must be maintained.

**File Item #6 A brief report on any litigation, past or present or a statement that none exists.

AREA II: ADMINISTRATION

The school must be directed by sound management, with resources and capabilities sufficient to ensure dependability and continuance of operation.

2.1 Compliance with Florida Statutes

a. Annual nonpublic school survey.

The school must file an annual school survey form. See FL Statutes 229.808, Annual nonpublic school survey. Appendix (c)

** File Item # 7 A copy of the last Survey Form filed.

b. Register of Enrollment and Attendance

The school must maintain a register of enrollment and attendance.

See FL Statutes 232.021 in Appendix (d) p.3. Also see note on Attendance Form in Appendix C

**File Item # 8 A copy of the form now being used.

c. Evidence of Date of Birth

FS232.03 requires the school to have on file documentation certifying the date of birth of each student. There are seven options, but the regular birth certificate is the most easily obtained. See Appendix (f)

d. School Entry Health Exams

This document is required by FS 232.0315. To maintain academic confidentiality, it may be helpful to keep these forms in a separate file. See Appendix (g)

**File Item #9 A copy of the health exam form from files.

e. Immunization

The school must comply with FS 232.032. See Appendix (h)

**File Item #10

f. High School Graduation

Graduates must meet or exceed the general requirements for graduation per FS 232.246. See Appendix (i)

**File Item #11 A copy of the school's graduation requirements.

NOTE: FL Statutes for private schools may be viewed online at www.floridaschoolchoice.org. Click on the Private School Information for Administrators.

2.2 Safety

It is important to oversee the safety of students from the time of arrival to the time of their return home.

a. Arrival Time

Students must gather at designated areas upon arrival. Supervision in these areas is by qualified personnel and student behavior requirements reflect the standards of the school while in session.

**File Item #12 A sketch of gathering areas and a description of supervision.

b. Dismissal Time

Students must gather at designated pickup locations and supervision must be maintained until they are gone. A written contingency procedure must be implemented if the student is not picked up at the appointed time.

**File Item #13: A sketch of the area; a description of the supervision and the contingency procedure.

c. Fire Drills

An evacuation plan for emergencies is necessary. Fire Drills are to be held regularly; minimum frequency monthly, reports are to be kept and available for inspection when requested by safety personnel.

**File Item #14: A copy of the fire drills records

d. Spiritual Safety

Spiritual Safety has a special priority. The student needs protection from spiritual error and must be given the opportunity for personal salvation and spiritual growth.

**File Item # 15: Describe the plan for encouraging spiritual life.

2.3 Finance

a. Accounting

The school needs an accounting system commensurate to the scope of its operations. It is important to prevent the jeopardizing of any individual's integrity and the school's reputation and stability.

**File Item # 16 A description of the accounting system should include:

- Budget
- Bank Accounts
- How receivables are collected and deposited
- How overdue collectibles are handled
- How expenditures are authorized
- How expenses are paid
- How vendors are paid
- How overdue accounts payable are handled
- What accounting system software is used
- What balance sheets are generated and how often

b. Business Testimony

A good reputation in the community business world is an essential asset.

**File Item #17: Two letters of reference from the business community.

2.4 Communication

a. Advertising

The school must show integrity in advertising and all public relations releases. There must be an effective effort to use language that does **not** misrepresent, nor make inaccurate implications

**File Item # 18: A Copy of the latest public relations release

b. Major change

The school will notify FCPS of any major change in location, curriculum, staff or philosophy

**File Item 19: A statement from the CEO certifying that he/she will give such notice.

2.5 Policies and Procedures

a. Basic policies and procedures of the school's operations must be formulated and put in writing.

**File Item #20: Copies of Handbooks (Student, Faculty, Parent's etc.)

AREA III ACADEMIC

3.1 Academic Calendar

a. Academic Calendar

An academic calendar must be prepared, showing the length of the day and number of days. There must be a minimum of 180 days yearly, or no fewer than the number required by the state where the school is located.

**File Item number 21: A copy of the current year's calendar

3.2 Academic Program

a. Scope & Sequence

The school is to follow a scope and sequence of curriculum and implement procedures designed to bring the student to a mastery of skills presented.

See Appendix (J)

**File Item #22: A list showing the curriculum or publisher used in each level.

b. Testing

Student accomplishments are to be measured by periodic tests...daily, weekly, monthly, quarterly, etc.

**File Item #23: A full description of the testing program being used.

c. Standardized Achievement Tests

Students must be evaluated by annual standardized achievement tests; or by an assessment test for the level of the curriculum in which the student is working.

**File Item #24: Copies of the latest Class Summary sheets of achievement tests.

3.3 Records

a. Cumulative files

A Cum File for each student must be maintained in a safe, dry, storage cabinet.

**File Item# 25: A sample of your cumulative file with everything in it,

b. Progress Reports

Periodic written progress reports must be made to parents of each student.

**File Item # 26: A copy of the progress report in use.

c. Transcripts

A standard transcript form that is easily recognized by other schools, colleges and universities is to be used.

**File Item # 27: A copy of a transcript used by the school (delete student's name)

d. Florida Course Numbers

it is helpful to some schools when receiving transcripts to have subjects identified by Florida Course Numbers.

AREA IV: STAFF

4.1 QUALIFICATIONS

a. Personnel

The school is to have a written policy stating the personnel qualifications expected in staff members.

**File Item # 28: A copy of staff application form

b. Academic

The school must have a policy of academic requirements and/or specialized training for each staff position. These credentials are to be kept in the staff member's file.

(1) Minimum requirements for teachers/supervisors should be a high school diploma, plus and specialized training needed for competency in that position.

(2) Minimum requirements for principal/administrators should be an Associate of Arts degree (2 Years) and should be in the process of obtaining a four-year degree.

**File Item #29: A list of staff members and copies of their credentials.

4.2 Staff Development

a. Development Programs

There is a need to reinforce skills in the areas of responsibility of each staff member and to raise the level of competence. The program of development must include staff meetings, special training sessions and educational conferences.

**File Item #30: A description of the program now in use.

4.3 Staff Retention/Dismissal

a. Continuing Staff

Continued employment or dismissal is to be based upon: the need for personnel, effectiveness of performance, relations with students, parents and other staff members and periodic written evaluations.

**File Item# 31: A copy of the Evaluation Form being used.

4.4 Staff File

A. Individual Personnel File

A file for each staff member is to be maintained with academic credentials, resumes, character references, training certificates and updates, application for employment and performance evaluations.

AREA V: PHYSICAL ENVIRONMENT

5.1 School Facilities

a. Comfort of Students

Students are to be housed comfortably, with the degree of amenities and cosmetic maintenance appropriate to the community in which the school is located.

**File Item# 32: A sketch of the school, showing location of the office classrooms; and a photo of the outside of the buildings and inside each classroom and office.

5.2 Health Standards

a. Communicable Diseases

Students must be guarded from communicable diseases. See Appendix (L)

b. Sanitation

Health and cleanliness are to be pursued in entrances, grounds, offices, classrooms, lunchrooms, restrooms, play areas and parking lots.

**File Item # 33: A description of the cleaning program and the personnel responsible for it.

END OF ACCREDITATION AREAS

ACTION TO TAKE NOW!!

1. Use the Accreditation File Items List of 33 items to check off each File Item as you place it in the Accreditation File.
2. Appoint a person to be the File Builder.
3. Set a goal of 40 days to complete the File.
4. When your File is complete, contact the FCPS office.

Best wishes!!

SECTION III

APPENDIX LIST

NOTE: samples are for illustration only. The use of these exact forms is not required.

- a. Sample Mission/Purpose statement
- b. Sample Nondiscrimination statement.
- c. FS 229.808; Database report.
- d. FS 232.021; Attendance records.
- e. Attendance record form.
- f. FS 232.03; Date of Birth evidence.
- g. FS 232.0315; School entry health exam.
- h. FS 232.032; Immunization statute.
- i. FS 232.246; High School graduation Requirements
- j. Sample list of Scope and Sequence
- k. Sample Staff evaluation form.
- l. Sample statement on communicable disease.

Appendix a.

STATEMENT OF PURPOSE

Sample #1

ABC Academy exists to provide an alternate to public school education. The Word of God is our foundation and our purpose is to help parents fulfill their responsibility of raising up godly children according to God's Word. Therefore, we provide a Christ-centered educational service to parents who want a Christian education for their children that is academically sound, Christian in content and individualized to meet the personal needs of each student. Our Christian character-building curriculum provides a theistic course of study that not only teaches that the Bible is the accurate Word of God, but also teaches every subject from the Biblical point of view.

Sample #2

The mission of the school is to provide an environment in which all learners have the opportunity to acquire the skills, knowledge and attitudes necessary for success, both in this world and the world to come.

Appendix b.

NONDISCRIMINATION STATEMENT

This school admits students of any race, color or national origin and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, or color or national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletics, or other school-administered programs.

Appendix c.

DATABASE

Excerpts from FL STATUTES 229.808

229.808

(1) The Department of Education shall organize, maintain and annually update a database of educational institutions within the state coming within the provisions of this section, etc.

(2) For the purpose of organizing, maintaining, and updating this database, each nonpublic school shall annually execute and file a database survey form on a date designated by the Department of Education, which shall include a notarized statement ascertaining that the owner of the nonpublic school has complied with the provisions. ...etc.

“Owner” means any individual who is the chief administrative officer of a nonpublic school.

(3) (a) Notwithstanding, the provisions of subsection (8). Each person who is an owner of a nonpublic school on July 1, 1990, and each person who establishes, purchases, or otherwise becomes an owner of a nonpublic school after such date shall, within 5 days of July 1, 1990, or 5 days of assuming ownership of a school, file with the Department of Law Enforcement a complete set of finger prints for state processing checking for criminal background. The finger prints shall be taken by an authorized law enforcement officer or an employee of the school who is trained to take finger prints. The costs of fingerprinting, criminal records checking and processing shall be borne by the applicant or nonpublic school., etc.

NOTE: This is only a part of 229.808. Consult FL Statutes for the complete regulation.

Appendix d. REGISTER OF ENROLLMENT AND ATTENDANCE
FL STATUTES 232.021

All officials, teachers and other employees in public, parochial, denominational, and private schools, including private tutors, shall keep all records and shall prepare and submit promptly all that may be required by law and by regulations of the state and district boards. Such records shall include a register of enrollment and attendance, and all such persons named above shall make such reports therefrom as may be required by the state board...., etc.

Violation of the provisions of this section shall be a misdemeanor of the second degree punishable as provided by law.

Appendix e. STUDENT ATTENDANCE FORMS

Each curriculum publisher has appropriate attendance forms in which to record daily attendance as required by FL Statutes. Daily attendance may be transferred to computerized records, and recorded in the student's Permanent Record. Care should be taken to insure that the student is in attendance the number of days per quarter, semester, and years required by the school's printed policies.

Appendix f. EVIDENCE OF DATE OF BIRTH
FL STATUTES 232.03

Before admitting a child to prekindergarten or kindergarten, the principal shall require evidence that the child has attained the age at which he should be admitted in accordance with the provision of s.232.01 or s.232.045. The superintendent may require evidence of the age of any child whom he believes to be within the limits of compulsory attendance as provided by law, if the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted...., etc. NOTE: See the full Statute for the (7) evidences.

Appendix g. SCHOOL ENTRY EXAM
FL STATUTE 232.0315

(1) The school board of each district and the governing authority of each nonpublic school shall require that each child who is entitled to admittance to prekindergarten or kindergarten, or is entitled to any other initial entrance into a public or nonpublic school in this state, present a certification of a school entry health examination performed within 1 year prior to enrollment in school, etc. However, any child shall be exempt from the requirement of a health examination upon written request of the parent or guardian of such child stating the objection to such an examination on religious grounds.

Appendix h. IMMUNIZATION
FL STATUTES 232.032

(1) The Department of Health and Rehabilitative Services, after consultation with the Department of Education, shall promulgate rules governing the immunization of children against, the testing for, and the control of preventable communicable diseases. Immunization shall be required for poliomyelitis, diphtheria, rubella, rubella, pertussis, mumps, tetanus, and other communicable diseases as determined by rules of the Department of Health...., etc.

(2)

(2) The School Board of each district and the governing authority of each nonpublic school shall establish and enforce as policy that, prior to admittance to or attendance in a public or nonpublic school, grades kindergarten through 12, or a public or nonpublic preschool, each child present or have on file with the school a certification of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health..., etc.

(3) The provision of this shall not apply if: (a) The parent or guardian of the child objects in writing that the administration of immunizing agents conflicts with his religious tenets or practices; (b) A physician licensed under the provision of chapter 458; chapter 459, chapter 460 certifies in writing on a form approved and provided by the Department of Health that the child should be exempt from the required immunization for medical reasons..., etc. NOTE: See the remaining details in the full FL Statutes.

Appendix i. REQUIREMENTS FOR HIGHSCHOOL GRADUATION
Excerpts from FL Statute 232.246

1. Successful completion of a minimum of 24 academic credits in grades 9 through 12 shall be required for graduation. The 24 credits shall be distributed as follows:

(a) Four credits in English with concentration in composition and literature.

(b) Three credits in Mathematics.

(c) Three credits in Science, two of which must have a laboratory component. The state Board of Education may grant an annual waiver of the laboratory requirement to a school district that certifies that its laboratory facilities are inadequate, provided the district submits a capital overlay plan to provide adequate facilities and makes the funding of this plan priority of the school board.

(d) One credit in American History.

(e) One credit in World History, including a comparative study of the history, doctrines, and objectives of all major political systems.

(f) One-half credit in Economics, including a comparative study of the history, doctrines, and objectives of all major economic systems..., etc.

(g) One-half credit in American Government.

(h) One credit in Practical Arts Vocational Education or Exploratory Vocational Education..., etc.

2. One credit in Performing Fine Arts to be selected from music, dance, drama, painting, or sculpture..., etc.

3. One-half credit each in Practical Arts Vocational Education or Exploratory Vocational Education and Performing Fine Arts

(1) One-half credit in Life Management Skills to include Consumer Education, positive emotional development, nutrition, prevention of human immunodeficiency virus infection and acquired immune deficiency syndrome and other sexually transmissible diseases, benefits of sexual abstinence and consequences of teenage pregnancy, information and instruction in breast cancer detection and breast self-examination, cardiopulmonary resuscitation, drug education and the hazards of smoking... to be taken by all students in either 9th or 10th grade.

(2) One-half credit in Physical Education to include assessment, improvement, and maintenance of personal fitness.

(3) Nine elective credits.

NOTE: See remaining details in the full FL. Statutes

Appendix j.
Grade Level
Kg 4-5
1st grade
2nd grade
3rd grade
4th grade
5th grade
6th grade
Jr. High
High School

SCOPE AND SEQUENCE

Publisher of Curriculum

OR; You may simply state: “We use name of Publisher _____ in all levels”;

OR; We use _____ in the lower levels;

and _____ in the Upper grades...” Give whatever detail is needed.

Appendix K.

EMPLOYEE REVIEW

Employee

Name _____ Date _____

Job _____

Title _____ Dept. _____

Date Employed _____

Note: This evaluation is a sincere evaluation; not an attempt to pass judgment on this person. The intent is to encourage and help and recognize strengths and weaknesses.

Part I

1. Is the employee learning the job as quickly as expected? If not, why not.
2. In what does the employee excel?
3. How does he/she react to suggestions and criticisms?
4. How does he/she get along with other employees? With students? With parents?

Part 2

Please answer yes or no

1. Completes assignment on time.
2. Produces amount of work expected.
3. Spends too much time on personal phone calls, etc.
4. Follows through on job assignments.
5. Does work accurately.
6. Arrives on time; has good attendance record.
7. Works well under pressure.

Part 3

1. Accuracy: Are duties performed correctly?
2. Alertness: Catches on quickly; understands quickly.
3. Ability to motivate: GOOD FAIR POOR
4. Housekeeping: Neat and orderly: OK NO
5. Judgment: Able to reason; doesn't jump to conclusions OK NEEDS IMPROVEMENT
6. Job Knowledge: GOOD NEEDS UPDATING
7. Personal Appearance: OK GOOD NEEDS IMPROVEMENT
8. Physical Fitness: OK TIRES EASILY SICK OFTEN
9. Personality: WELL LIKED A LONER GREGARIOUS
 DISLIKED BY SOME
10. Quality of Work: OK GOOD EXCELLENT NEEDS IMPROVEMENT

Part 4

1. Loyalty to the Administration: OK NEEDS IMPROVEMENT

OVERALL SUMMARY (Please write specific comments)

Rated by:

Evaluator's signature _____

Employees signature _____

Date this review was discussed with the employee _____

Appendix L.

COMMUNICABLE DISEASES

ABC Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable disease. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to another person.

Any instructor or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator. The reportable diseases include the following: Anthrax, Animal bite of humans by a potential rabid animal, Acquired Immune Deficiency Syndrome, Aids Related Complex, Amebiasis, Botulism, Brucellosis, Chancroid, Dengue, Diphtheria, Encephalitis, Granuloma, Hansen’s Disease, Hepatitis, Human Immunodeficiency Virus, Venereum, Malaria, Measles, Meningitis, Mumps, Plague, Poliomyelitis, Rabies, Rocky Mountain Spotted Fever, Salmonellosis, Smallpox, Syphilis, Tetanus, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Yellow Fever, Chicken Pox, Impetigo, Scabies.

Any student or employee with a communicable disease, as listed above or similar to the above, shall be temporarily excluded from school while ill and during recognized periods of communicability.