

Possible Items for Policy Manual

Board of Trustees

1. History
2. Trustee Responsibilities
3. Board Orientation
4. Trustees as Policy Makers/Policy Making Process
5. Recognized Organizations (Board of Advisors, Alumni Council, etc.)
6. Conflict of Interest
4. Approval of Use of Capital Gift Funds
5. Gifts to the School
6. Control of Accounts
7. Retirement Plans
8. Financial Aid
9. Fundraising
10. Grant Proposals
11. Property Acquisition
12. Planned Giving

School Mission and Core Beliefs

1. Mission Statement
2. Core Beliefs
3. Accreditation
4. Admission Policy

Head of School

1. Responsibilities
2. Board-Head Relationship
3. Evaluation
4. Employment of Head of School
5. Reappointment of Head of School
6. Resignation of Head of School

Personnel

1. Employment of Personnel
2. Dismissal of Employees
3. Resignations
4. Retirement
5. Sexual Harassment and Misconduct
6. Vacations
7. Compensation
8. Insurance Benefits
9. Tuition Remission
10. Professional Development

Business and Finance

1. Tuition
2. Records and Audit of Financial Affairs
3. Payment Procedures and Bonding