



## **GISA STANDARDS**

### **STANDARD 1: The school supports its mission through a commitment to effective and sustained leadership.**

#### **1.1 MISSION STATEMENT**

The school has a written Mission statement that provides the foundation for its vision, beliefs, and goals and incorporates effective communication strategies and relationships in support of the mission.

#### **1.2 LEGAL COMPLIANCE**

The school complies with all applicable local, state, and federal laws.

#### **1.3 WRITTEN POLICIES**

The school publishes written Mission-appropriate policies and procedures for Trustees, students, parents, and employees.

#### **1.4 SCHOOL IMPROVEMENT PLAN**

The school formulates and monitors a school improvement plan that supports the school's Mission, vision, beliefs, and goals.

#### **1.5 Governance Responsibilities**

The school has clearly defined policies for the roles and responsibilities of both the Head of School and the Board of Trustees as they relate to governance and day-to-day operations, ensuring that governance does not interfere with the Head of School's oversight and implementation of the school's daily operations. The Head has complete authority for faculty, staff, and student selection, evaluation, and dismissal. Additionally, there is evidence ensuring Board orientation and training, as well as evaluation of both the Board and Head of School. Trustees should sign yearly a Statement of Confidentiality, as well as a Conflict-of-Interest Statement revealing any conflicts of interest. In the event of a stated conflict of interest, Trustees should either resign or recuse themselves when matters of conflict arise.

## **1.6 GOVERNING BOARD FISCAL RESPONSIBILITY**

The Governing Board ensures adequate funding for the total school program.

## **1.7 BUDGETARY RESPONSIBILITY**

The Head of School, in conjunction with the Board of Trustees, directs and oversees the school's budget.

## **1.8 Expenditure of Funds**

The expenditure of all funds raised by the school and school organizations will be the responsibility of the Head of School.

## **1.9 MAINTENANCE AND SECURITY OF RECORDS**

The school keeps adequate permanent records on students stored either electronically, in a fire-proof cabinet, or housed off site. Student records must include a birth certificate, Georgia Certificate of Immunization and a current valid transcript. The Head of School ensures student transcripts, attendance records, teacher grade books, and other applicable data and documents are professionally maintained and secured.

## **1.10 INSURANCE COVERAGE**

The Governing Board ensures the school has an adequate insurance program to cover property, buildings, equipment, and professional liability to protect the school's financial investment.

## **1.11 PHYSICAL PLANT POLICY**

The school has policies to ensure that the school site, plant, and facilities provide the physical environment to implement the desired educational programs. Physical facilities must meet the applicable federal, state, and local safety, fire, and health regulations. The grounds provide areas for physical education and recreation, and the building is maintained to provide a safe, sanitary, and attractive environment for learning. The school has adequate laboratory facilities to support the curriculum of the school. These regulations require that the lab include eye wash, safety shower, ventilation, gas and water cut-offs located inside the lab, required number of fire extinguishers, and safe storage for flammable substances.

## **1.12 SCHOOL ENVIRONMENT**

The Head of School implements Mission-appropriate policies directed toward providing a safe, secure, and wholesome environment for students, faculty, staff, and visitors.

### **1.13 CRISIS MANAGEMENT**

The school ensures crisis procedures are published in an Emergency Action Plan and performs periodic drills as required by Georgia laws. The school will perform annual safety audits. Annual in-service training and review of crisis management procedures, as well as training to ensure that all employees are alert for suspicious persons, unusual student behavior, student gossip, unusual dress/appearance, etc., are integral to the safety and security of the school environment.

### **1.14 STUDENT HEALTH**

The Head of School directs and supervises the implementation of procedures for handling illnesses and injuries during the school day.

### **1.15 ADMINISTRATIVE EXPECTATIONS**

The Head of School will preferably have a master's degree or higher. A minimum of a bachelor's degree is required. In the event the Head of School does not hold a master's degree or higher, at least one member of the school's senior leadership or administrative team will have a master's degree.

The Head of School or designated administrator from each member school must participate in GISA Heads' Meetings annually.

### **1.16 PROFESSIONAL DEVELOPMENT**

The Head of School directs, supervises, and documents a Mission-appropriate, continuous professional development program for all personnel.

### **1.17 TEACHER EXPECTATIONS**

The school employs teachers in grades (P)K-5 – 12 whose academic training, experience or combination of same, fully indicate the professional ability, insight, and enthusiasm necessary to complete classroom assignments satisfactorily. A transcript designated by the issuing school as official must be available for each teacher. A student copy or a copy of a copied transcript is not acceptable unless a state certificate is also on file. In addition to a transcript, teacher's, administrator's and staff files must include proof of nationally recognized background checks, an I-9 Form for all employees hired after November 6, 1986, and verification of Blood-borne Pathogens Training. The school keeps adequate employee records stored electronically, in a fire-proof cabinet, or housed off site.

## **1.18 EMPLOYEE EVALUATIONS**

The Head of School must develop and administer an evaluation program for all personnel.

## **1.19 ACCREDITATION GUIDELINES**

The school meets and maintains GISA accrediting guidelines.

# **STANDARD 2: The school supports its mission through a commitment to learning through curriculum and instruction.**

## **2.1 CURRICULUM SCOPE AND SEQUENCE**

The Head of School directs and supervises an ongoing program to ensure Mission-appropriate scope and sequence for each curricular offering where curriculum and instruction emphasize the value of diverse cultures, backgrounds, and abilities.

## **2.2 COURSE OF STUDY**

The school offers a course of study for each subject at each grade level that contains Mission-appropriate course objectives, methods, materials, activities, and resources in an environment that respects students and promotes their responsibility for learning.

## **2.3 USE OF DATA AND ADDITIONAL FACTORS TO IMPACT LEARNING**

Leaders guide instruction and educational experiences through the use of data and input from a variety of sources to make decisions guiding learners' and staff member's instruction, growth, and well-being.

## **2.4 INSTRUCTIONAL TIME**

All schedules (Grades 1-12) must reflect academic instructional hours as outlined by Georgia Code 160- 5-1-.02.

Academic instructional time is defined as the actual time students are in a classroom and does not include any time beyond the instructional setting (e.g., time between classes, homeroom, breaks, lunches, etc.)

## **2.5 STUDENT ACTIVITIES**

The school plans and provides student activities that support the school's Mission, vision, beliefs, and goals.

## **2.6 STUDENT PLACEMENT AND TRANSFERS**

The school adheres to its published student placement and transfer criteria, and if applicable, GISA guidelines for interscholastic transfers.

## **2.7 SCHOOL CALENDARS**

School calendars provide for a minimum of 180 school days per year, or the equivalent as outlined by Georgia law (Georgia Code 160-5-1-.02).

# **STANDARD 3: The school supports its mission through a commitment to the utilization of appropriate and available services and resources.**

## **3.1 MANDATORY ACCREDITATION TRAINING**

The school is required to attend mandatory Accreditation training within 18 months of the scheduled GISA Accreditation visit.

## **3.2 TEACHER PROFESSIONAL DEVELOPMENT TRAINING**

In addition to any professional development completed by the teacher, the school requires that all teaching faculty must attend professional development activities as outlined and documented by the Head of School.

## **3.3 STANDARDIZED TESTING PROGRAM**

The Head of School directs and supervises the school's standardized testing program and documents the use of the results to improve the curriculum, teaching, and learning.

## **3.4 GUIDANCE COUNSELING SERVICES**

The school provides Mission-appropriate guidance counseling services to students to include referrals to outside agencies as appropriate.

## **3.5 TECHNOLOGY PLAN**

The school has a school technology plan that addresses short and long-range goals for the school's Mission-appropriate technology needs.

### **3.6 MEDIA AND TECHNOLOGY SERVICES**

The school provides media and technology services that supplement and enrich the school's Mission, vision, beliefs, and total school program.

### **3.7 CHALLENGED MATERIAL**

The school has a Mission-appropriate policy and procedure for responding to "challenged materials."