

# School-wide Evaluation Tool

## SEC Criteria for Funding

School \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Category	Evaluation Question	Source & Date Completed P = Product I = Interview O = Observation	Reviewer's Initial
<b>A. School Climate (The quality and character of school life)</b>	1. When a customer calls or walks into your school, are they greeted right away in a friendly manner and promptly provided a comfortable waiting area or directed to their destination?	Product: _____ Interview: _____ Observation: _____	
	2. Implement an on-going and consistent maintenance policy to address the curbside appeal – the first image visitors and local community members find when they arrive to your school.	Product: _____ Interview: _____ Observation: _____	
	3. Is the condition of the outside, entrance, lobby, office areas, and classrooms clean, organized, and appropriately decorated?	Product: _____ Interview: _____ Observation: _____	
	4. Does every member of the school learning community – teachers, staff, students, family members, and board members – work together toward a shared vision?	Product: _____ Interview: _____ Observation: _____	
<b>B. Spiritual Growth &amp; Development</b>	1. Increase in the baptism of students and families.	Product: _____ Interview: _____ Observation: _____	
	2. Increase Seventh-day Adventist student population to 75% or higher with at least a minimum of 15% increase per school year.	Product: _____ Interview: _____ Observation: _____	
	3. Fall & Spring Week of Prayer programs	Product: _____ Interview: _____ Observation: _____	
<b>C. Communication</b>	1. Create and implement a plan that allows every stakeholder to feel and be heard and document all issues and concerns.	Product: _____ Interview: _____ Observation: _____	
	2. Does 90% of staff asked agree with administration on what problems are office-managed and what problems are classroom-managed?	Product: _____ Interview: _____ Observation: _____	
	3. School website is up-to-date and its meets current marketing online standards.	Product: _____ Interview: _____ Observation: _____	
	4. Weekly/Monthly newsletter distributed to parents.	Product: _____ Interview: _____ Observation: _____	
	5. Effectively communicate school events and activities are a timely manner to all stakeholders in both written and electronic manners.	Product: _____ Interview: _____ Observation: _____	
	6. Effectively communicate brand values to all stakeholders, and implement a plan to enhance management buy in.	Product: _____ Interview: _____ Observation: _____	
	7. Effectively communicate expectations to staff, students, and parents, and show documentation that they have been informed of the school rules expectations in 3 or more ways?	Product: _____ Interview: _____ Observation: _____	

<b>D. Curriculum &amp; Instruction</b>	1. Classes are appropriately scheduled according to the recommended minutes in the Southern Union Code Book.	Product: _____ Interview: _____ Observation: _____	
	2. Teacher professional development is on-going, and all teachers are members of professional organizations.	Product: _____ Interview: _____ Observation: _____	
	3. Curriculum upgrade plan to ensure students have 1:1 access to computers or tablets for research and learning purposes and all students utilizing up-to-date textbooks according to the Southern Union.	Product: _____ Interview: _____ Observation: _____	
<b>E. School Financial Planning</b>	1. Scholarship funds are maximized for every student, and school tuition amount is determined based on the school budget.	Product: _____ Interview: _____ Observation: _____	
	2. Allocate funds for building maintenance, cleaning, professional development/training, and curriculum resources.	Product: _____ Interview: _____ Observation: _____	
	3. Develop and implement a plan to prevent and recapture funds from outstanding accounts.	Product: _____ Interview: _____ Observation: _____	
	4. Submit conference remittance on a monthly basis.	Product: _____ Interview: _____ Observation: _____	
<b>F. School Teachers &amp; Staff</b>	1. Adhere to Job description, Southern Union Employment Manual, and Southern Union Code Book	Product: _____ Interview: _____ Observation: _____	
	2. Teachers should submit weekly lesson plans in RenWeb.	Product: _____ Interview: _____ Observation: _____	
	3. Provide excellent customer service using appropriate body language, patience, and positive language. Reflect Christ at all times.	Product: _____ Interview: _____ Observation: _____	
	4. Teachers should input attendance on a daily basis.	Product: _____ Interview: _____ Observation: _____	
	5. Teachers must maintain accurate and complete records accurately and completely by inputting grades on a daily or weekly basis.	Product: _____ Interview: _____ Observation: _____	
	6. Develop schemes of work, lesson plans, tests, and instructional materials that are in accordance with established procedures and guidelines.	Product: _____ Interview: _____ Observation: _____	
	7. Staff's attire should model Christ-like professional dress for the students attending the school.	Product: _____ Interview: _____ Observation: _____	

<b>G. School Administration</b>	1. Adhere to the Job description for School Administration according to the Southern Union Code Book	Product: _____ Interview: _____ Observation: _____	
	2. School has a 3-year marketing plan that includes improving the brand image, targeting potential families, and engages stakeholders.	Product: _____ Interview: _____ Observation: _____	
	3. Develop and execute a plan to increase employee morale and performance using both informal and formal assessments.	Product: _____ Interview: _____ Observation: _____	
	4. School has a 3-year strategic plan that is aligned with the SEC mission and vision.	Product: _____ Interview: _____ Observation: _____	
	5. To supervise the maintenance of the school plant, grounds, equipment, supplies, and all school property for maximum efficiency, safety, and curb appeal.	Product: _____ Interview: _____ Observation: _____	
	6. Develop a school-wide safety & discipline policy for both teachers and students that will maintain a safe and orderly learning environment.	Product: _____ Interview: _____ Observation: _____	
	7. Ensure proper documentation of school incidents/accidents, and any correction action taken in regards to instructional and non-instructional staff.	Product: _____ Interview: _____ Observation: _____	
<b>H. Constituent- Church(es) Level Support</b>	1. The local constituent church must support the school financially.	Product: _____ Interview: _____ Observation: _____	
	2. Pastoral support and participation on the School Board and at school activities and events.	Product: _____ Interview: _____ Observation: _____	

Reviewer's Name \_\_\_\_\_ Title \_\_\_\_\_