

Section I: PHILOSOPHY

1:01 The school has a written philosophy, mission, and/or purpose that is rooted in Holy Scripture and in agreement with the Lutheran Confessions.

Yes

1:02 The school philosophy has been formally developed and approved by appropriate church and school boards and committees and is in agreement with the operating congregation's statement of purpose, mission and/or philosophy.

Yes

1:03 The statement of philosophy is reviewed periodically, revised when appropriate, and communicated effectively to staff, parents, students and operating congregation(s).

Yes

1:04 The statement of philosophy is student-centered, Bible-based, and developmentally appropriate. It manifests itself in specific school goals, learning objectives, and school activities.

Yes

Section I Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

The mission statement and philosophy were developed in 1994 and adopted by the School Board and by the Church Council. Both the mission statement and philosophy are consistent with the mission and goals of the congregation. They have undergone periodic review and minor changes have been made. These statements are posted in the classrooms and hallways. Staff members are kept aware of the philosophy through faculty meetings and workshops, devotions, and printed materials. The students, parents, and congregation see it in our public relations documents.

Throughout the curriculum, learner outcomes are the product of our mission and philosophy. We strive to incorporate our Christianity into all aspects of the day. We try new things, but never give up on the tested and proven. We believe that each person is a unique blessing to our St. Michael family and should be allowed to mature and grow in a nurturing Christian atmosphere.

Section II: SCHOOL & CONGREGATION

2:01 The school is owned and operated by one or more congregations of The Lutheran Church-Missouri Synod.

Yes

2:02 The pastor (or pastors) is (are) acknowledged as the spiritual leader of the congregation and its school. Mutual support is evident between the pastor(s) and all school staff members.

Yes

2:03 The professional staff is actively involved in worship, activities, and ministries of the operating congregation(s).

No

2:04 The congregation(s) provides spiritual support for the school and its students and has implemented a plan for effective evangelism for unchurched students and their families.

Yes

2:05 Students participate in congregational life through planned activities which support their spiritual growth.

Yes

2:06 The school and all staff members demonstrate cooperation with the District and national offices of the LCMS.

Yes

Section II Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

Saint Michael Lutheran Church is very supportive of the school ministry. The pastor is highly visible in the school and reaches out to all school families, member and non-member. The DCE continually invites all students to participate in Sunday School and Youth activities. All school families receive the church newsletter each month, keeping them aware of the services and programs available to them.

2:03 Our staffing includes Christians who are not members of our congregation. While agreeing that active church involvement is important, we feel that it can be in another congregation other than St. Michael. Not all faculty members currently are active; we will continue to encourage participation and leadership in whichever congregation each teacher attends.

Section III: SCHOOL AND COMMUNITY

3:01 An effective public relations program is in effect. The staff welcomes school families and visitors to the campus and communicates information about the school to its constituents and to all segments of the community in which it is located.

Yes

3:02 Teachers use educational resources from the congregation and the community (including volunteers) to facilitate student growth.

Yes

3:03 Parent education programs and resources are available through the school and its parent-teacher organization and/or other parent support groups.

Yes

3:04 The school maintains good relations with the community through a positive working relationship with local public schools. The professional staff participates in community activities and service organizations. School facilities are made available, when practical, for use by appropriate community groups.

Yes

3:05 A statement of non-discrimination is evident in school printed materials. Students are admitted without regard to race, color, or national origin.

Yes

Section III Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

The staff at Saint Michael Lutheran School has a good relationship with the community – specifically the church and school families, but also with the community at large. Word-of-mouth endorsements from our families continue to be the best PR for the school. Beyond that, we use radio, television, newspaper, and magazine advertising, hold Open houses annually, and host a variety of community events on our campus.

Section IV: SCHOOL CLIMATE

4:01 Students, teachers, and administrators respect each other as individual, fellow members of the body of Christ and provide a loving, Christian climate throughout the school during all school activities.

Yes

4:02 A developmentally appropriate teaching/learning environment is evident.

Yes

4:03 Where desirable and practical, faculty members, parents, legal care-givers, and students participate in making school decisions.

Yes

4:04 Student behavior is appropriate to encourage growth and to maintain the school's chosen teaching/learning environment as described in the school's philosophy.

No

4:05 Students' spiritual needs are given appropriate help by church and school.

Yes

4:06 The legal rights of parents, legal caregivers, teachers, and students are protected.

Yes

4:07 Students worship together daily either in each classroom or in an appropriate worship experience with other students.

Yes

4:08 Faculty members and administrators are supportive of one another.

Yes

4:09 Students and staff demonstrate a positive school spirit.

Yes

Section IV Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

The overall climate at Saint Michael is warm and accepting. Being sinners as well as saints, we do not always live out our Christianity, but we are continually striving for perfection. Worshipping together is a highlight of school life. School spirit is evident.

Most decisions are made by the administration, with input from the faculty and parents, and in some instances, from the students.

4:04 We have identified a need for improved student behavior and are implementing changes for the 2008-2009 school year

Section V: ADMINISTRATION

5A: Board of Christian Education

5A:01 The operating congregation(s) designate(s) the governing board, made up of members in good standing of the congregation(s), and has/have established its responsibilities.

Yes

5A:02 The board meets regularly, and its meetings are open to faculty and parents, unless executive sessions are called.

Yes

5A:03 Minutes of each meeting are kept in the school office and sent to board members. The board makes regular reports to the congregation(s) and informs the school community of board decisions.

Yes

5A:04 The board makes policies which are collected into a policy handbook and administered by the school administrator.

Yes

5A:05 Comprehensive job descriptions for the administrator, pastor(s), and other staff persons, including statements of desired relationships among the board, the administrator, and the pastor(s), have been adopted by the appropriate board.

Yes

5A:06 The administrator is evaluated on the basis of his or her job description by the board annually, with assistance given, as appropriate, by staff members and parents.

No

5A:07 The board approves an annual budget for the school which is fiscally sound and sufficient to meet the school's goals, and enables learner outcomes to be met.

Yes

5A:08 Staff, parents (members and non members), congregation members, school alumni, and students are involved in a systematic procedure for assessing school and student needs and for developing long range plans, and for evaluating student growth.

Yes

5A:09 The administrator reports in writing at each board meeting.

Yes

5B: Administrator

5B:01 The school administrator is on the LCMS roster, holds current appropriate state certification, and has a master's degree in education, with no less than twelve semester hours in administration or supervision, or is actively working toward such a degree and synodical certification. (The administrator of an early childhood center has a bachelor's degree, with no less than eighteen semester hours in early childhood education, or is actively working toward accomplishing this requirement).

Yes

5B:02 The administrator participates in conferences and conventions which are required by the Synodical Handbook and in other appropriate conferences, and is a member of the Lutheran Education Association and at least one other professional organization.

Yes

5B:03 The administrator demonstrates a personal Christian faith, a commitment to Lutheran education, a dedication to the teaching ministry, provides spiritual leadership for the school community and in the congregation(s), and is active in the whole educational ministry of the congregation.

Yes

5B:04 The school administrator is released from teaching duties for administrative responsibilities for at least one-fourth (1/4) of each day for every fifty (50) students, and has adequate secretarial help available.

Yes

5B:05 The school secretary, all other support staff, and all professional and volunteer staff persons are directly responsible to the administrator.

No

5B:06 The administrator consults regularly with pastor(s) and teachers individually and collectively.

Yes

5B:07 To maintain quality of instruction the administrator provides an ongoing program of professional staff development, supervision and evaluation.

No

5B:08 Accurate, current files are kept for each staff member (professional and support) and student.

Yes

5B:09 The administrator is accountable to the board to provide leadership in curriculum development, congregational service, public relations, assessment of student growth, and all other school related activities. Appropriate responsibility is delegated.

Yes

5B:10 The school administrator administers the school budget and finances and provides leadership in securing funds and resources.

Yes

5B:11 The administrator relates appropriately with families and with students of all ages.

Yes

Section V Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

SML Voters elect the Chairperson; a process for application to the Board, interview, and training in-service is in place to fill the Board. There are 3 non members on the Board per the SML constitution.

SML requires the Board to have the Policy manual approved by the Church Council on behalf of the Voters.

Job descriptions exist but are in need of updating.

5A:06 The process of evaluating the administrator used to be done by the Board. Recent practice has included questions on the Zoomerang survey which has sought input from various groups. Those results are shared with Pastor Jon, who conducts reviews annually as the head of staff informally and formally. It was suggested that in the future the Board could also provide feedback to Pastor before the review is conducted.

The administrators are dedicated to Christian education at Saint Michael and at the district and synodical levels. The pastor is very supportive and trusting of the administrators and the faculty.

5B:05 Not all support staff reports directly to the administrators. In many cases there are intermediate levels of supervision.

5B:07 A strong staff development program has been implemented, scheduling five days of in-service within each school year, in addition to the pre and post-school sessions. Many in-service learning opportunities are provided. The next step will be to develop and implement a more formal system for supervision and evaluation.

Section VI: PROFESSIONAL PERSONNEL

6:01 School policy indicates it is desirable for all full time faculty members to be on or eligible to be on the roster of Synod and attend conferences and conventions as required by the *Synodical Handbook*.

No

6:02 All professional staff hold at least a bachelors degree, have appropriate teaching certificate(s) from the state, meet requirements for their specific assignments, and are members of at least one professional organization in addition to the Lutheran Education Association.

No

6:03 The average student/teacher ratio is appropriate for the age and level of the students and ensures optimal student growth. The number of staff persons is adequate to provide effective instruction and supervision for students at all school activities.

Yes

6:04 Non-instructional and support staff (e.g. teaching assistants, student teachers, child care workers, nurse) meet state standards and receive adequate training for their specific assignments.

Yes

6:05 Appropriate policies related to all staff are established and practiced.

Yes

6:06 If specialists (e.g. counseling, guidance, special education, physical or occupational therapy, reading, speech) needed by students in the school, the school provides them or makes referrals to specialists for those students needing their services.

Yes

6:07 Academic transcripts, copies of state and LCMS teaching certificates, and other necessary information about all professional personnel are kept on file in the office.

Yes

6:08 Cooperatively developed forms and programs for teacher supervision/evaluation/growth have been adopted by the board and are implemented by the administrator.

No

6:09 Each teacher demonstrates a personal relationship with Jesus Christ, a commitment to Lutheran doctrine, and a dedication to the Lutheran teaching ministry, including agreement with and support of the school's stated philosophy and mission statements.

Yes

6:10 An adequate and current professional library of books and periodicals is provided for professional and spiritual growth.

Yes

6:11 A nondiscriminatory salary and benefit scale has been adopted by the board and implemented for all personnel.

Yes

6:12 Teachers who have congregational leadership responsibilities (e.g. music, youth, part time educational agencies, athletics) are given appropriate time and compensation for those responsibilities.

No

6:13 Staff members relate appropriately with each other, with students and with families.

Yes

6:14 Opportunity and support are provided so that all teachers are equipped to use current instructional technology.

Yes

Section VI Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

6:01 Saint Michael does not have a policy statement to this effect. All teachers not currently eligible for the roster are encouraged to take the CUENET courses.

6:02 Some instructors are in-process. All who have not completed the process have a timetable for completion included in their contracts.

6:08 The Board has delegated staff management to the administrators. As stated in the explanation for 5B:07, administrators will work with the faculty to cooperatively develop and implement a more formal system for supervision and evaluation.

6:12 No fulltime faculty members have these lead responsibilities in the congregation.

Section VII: CURRICULUM

7:01 The teaching of the Christian faith¹⁸ is recognized as the major purpose of the school. Adequate time is allotted in the daily schedule, and the Christian faith is integrated intentionally throughout the curriculum.

Yes

7:02 The philosophy of the school is reflected in daily learning experiences. The time allotted to each curricular area is age appropriate and the length and number of school days meets or exceeds any state standards. Learning experiences are built upon previous learning and prepare students to succeed at the next level of education and in life.

Yes

7:03 All state mandated programs are implemented unless they conflict with the school philosophy.

Yes

7:04 Learner outcomes (objectives) are written for each age or grade level for each curricular area. These outcomes are written with concern evident for measurability, expected levels of achievement, scope, sequence, correlation, state mandates, and cultural diversity.

Yes

7:05 The curriculum is evaluated regularly, appropriate changes are made to ensure student growth, and parents are informed about the curriculum.

Yes

7:06 Student Growth is measured by a variety of assessment methods which are used regularly to improve student achievement.

Yes

7:07 To assist in the achievement of the desired learner outcomes, curricular materials are selected by the faculty and administrator.

Yes

7:08 Individual student growth equals or exceeds expectations based on ability assessment.

Yes

Section VII Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

The Saint Michael Lutheran School curriculum reflects high academic standards and emphasizes spiritual development. From grade to grade it builds on past experiences and challenges students to grow into all that God intended them to be.

One or more areas of the curriculum are reviewed in depth each year. In order to do this thoroughly, additional staff in-service days are included in the school calendar. This time is used to research standards published by the state and national government and by professional organizations, to consult literature about current trends, to consult with other teachers, and then to refine our curriculum. Finally, textbooks and materials are selected which support the adopted curricular objectives.

Section VIII: INSTRUCTION

8:01 All of the curriculum is taught from the perspective of Lutheran theology. Personal witness and Holy Scripture are integrated throughout the day.

Yes

8:02 A variety of teaching methods, learning experiences, and evaluation of student development based upon the standards the school had developed for student growth are used to meet the needs of individual students.

Yes

8:03 Teachers prepare written weekly and daily lesson plans.

Yes

8:04 Student ability level, development, and learning are assessed through a variety of evaluation techniques for the purposes of growth diagnosis, remediation, enrichment, and reporting.

Yes

8:05 The school meets the needs of students needing remediation and enrichment.

Yes

8:06 Frequent reports of each student's progress are made to parents and/or legal caregivers in conferences and in written form.

Yes

8:07 Students with special needs have education programs designed to meet their needs.

Yes

Section VIII Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why that standard has not been met and what has been done toward meeting that standard.

Teachers plan thoroughly in order to provide instruction in the most effective ways. Throughout the day they strive to integrate the faith as part of their lessons. They monitor student progress and adjust instruction as needed. Teachers are growing in addressing variety in learning styles and in providing remediation and enrichment where appropriate – we have focused on development in this area over the past few years.

Section IX: INSTRUCTIONAL MATERIALS AND RESOURCES

9:01 Teaching and learning materials are readily available and used to meet the needs of children. They are periodically reviewed in light of learner outcomes according to an adopted schedule to ensure effective learning, and selected with consideration for Christian standards and Lutheran theology.

Yes

9:02 To meet the educational needs of students the media center makes available a sufficient and well balanced collection of print and non-print teaching/learning materials, reliable equipment, and current reference materials (e.g. encyclopedias, dictionaries, current events materials, electronic research resources) which are classified and catalogued according to an accepted system of classification.

Yes

9:03 Reliable equipment for the reproduction of paper materials is available.

Yes

9:04 The media center is easily accessible by all children and staff throughout the school day.

Yes

9:05 The school has adopted and put in place a comprehensive technology plan. The plan includes, but is not limited to: staff development; budget; hardware and software inventories; designated technology for students, staff and school communities; integration into curriculum; acceptable and ethical use policy; and a time line for the process of informing and involving the school's communities in the decision making process. The technology plan is reviewed periodically, and when appropriate, revised.

Yes

Section IX Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why that standard has not been met and what has been done toward meeting that standard.

Textbooks are replaced on a regular cycle, coinciding with the annual review of one or more curricular areas. Supplementary materials, equipment for delivery of instruction, and reference materials are all in ample supply and readily available. Duplication equipment is up-to-date and easily accessible. Saint Michael has continually been adding and upgrading technology since our last accreditation visit, including smartboards in the classrooms and on-line gradebooks. Plans for the new media center include an expanded video production center and a distance learning lab.

Section X: STUDENT SERVICES

10:01 All student applicants are admitted according to established written admission criteria, including interviewing the parents/legal guardians of new applicants.

Yes

10:02 Permanent cumulative records for each student are maintained, stored, and shared as appropriate and according to state and federal laws.

Yes

10:03 The school has established written procedures for handling misbehavior which incorporates provisions for the due process rights of students.

Yes

10:04 The school has written procedures for handling students' emotional, social, and psychological needs and for promotion and graduation.

Yes

10:05 A comprehensive analysis of programs which enhance student growth is made on a regular basis.

Yes

10:06 Emergency disaster evacuation or protection procedures are established, communicated effectively, and practiced regularly (e.g. fire, flood, tornado, earthquake).

Yes

10:07 A crisis management plan/emergency procedure to serve the needs of the school community is in place and used as needed if emotional duress and/or injury occur.

Yes

10:08 A specific procedure has been established to report cases of possible child abuse.

Yes

10:09 Procedures have been established for handling incidents of suspected communicable diseases or transferable infections.

Yes

10:10 Appropriate health records, including the results of annual vision and hearing tests, are kept.

Yes

10:11 Policies and procedures for the dispensation of medication have been established.

Yes

10:12 The services of a nurse are available to help identify and to help treat or refer special health problems.

Yes

10:13 Inspections by the local fire, health and other mandated agencies are conducted as required, and deficiencies noted are remedied by the school. Emergency phone numbers are posted.

Yes

10:14 Traffic safety procedures, including crossing guards, crossing lanes, school speed zones, and supervision of loading and unloading students in cars and buses, are in effect.

Yes

10:15 First aid supplies are available and readily accessible to authorized personnel.

Yes

10:16 Toxic chemicals, laboratory materials, tools, and equipment are stored, handled and labeled properly.

Yes

10:17 All health, emergency, transportation, and safety policies and procedures comply with applicable local, state, and federal regulations.

Yes

10:18 State and local food services ordinances are met, including the proper storage of food brought from home, proper storage and delivery of milk, juices, snacks and meals; and if hot meals are provided, they are nutritious and properly prepared by appropriate personnel in sanitary, hygienic conditions.

Yes

10:19 Any child care services offered by the school reflect the philosophy and purpose of the school, meet all state and local requirements, and are accepted as a part of the total school program.

Yes

10:20 The school provides a variety of age-appropriate extra-curricular activities which are based on outcomes that are appropriate, reflect the philosophy of the school and meet the needs and interests of the students while providing opportunities to share their Christian faith.

Yes

10:21 Each activity is carefully supervised by appropriately trained personnel who know and accept the philosophy of the school.

Yes

Section X Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

Saint Michael provides for student safety and well being through the various means described in this section; we also have a Guidance Counselor on staff to help address student and family needs.

10:13 No emergency phone numbers are posted - 911 is to be called in any emergency.

Section XI: PHYSICAL FACILITIES

11:01 All physical facilities are well maintained, safe and free of hazards, attractive and appropriate for the age and number of students, with proper fencing or other restraints, and conform fully to applicable laws.

Yes

11:02 The size and design of the buildings and teaching/learning areas are appropriate for the achievement of learner outcomes and provide for special needs.

Yes

11:03 Every day the physical facilities are cleaned and the washrooms sanitized. The maintenance staff is supervised appropriately and annual written plans are established to remedy and improve the facilities as needed.

Yes

11:04 All teaching/learning areas are properly ventilated, lighted, equipped with appropriate furniture, adequate to meet the demands of the program, and sufficient in quantity and space for the number and size of the students.

Yes

11:05 Physical facilities give specific (crosses, signs, etc.) and non-specific (attractive, adequate, etc.) Christian witness to the community.

Yes

11:06 Adequate and appropriate space is provided for offices, health rooms, computer labs, recreation, a library/media center, and small group instruction.

No

Section XI Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

Facilities management is overseen by our Director of Support Ministries who also acts as St. Michael's Chief Financial Officer. An in-house, full-time Head of Maintenance reports to the Director and works with and supervises a staff of one full-time and a cadre of part time helpers employed as needed. The manager also coordinates work by outside contractors such as our cleaning and lawn maintenance crews.

In late 2005, as part of our multi-phase expansion project, property was purchased and improvements made that allowed for our Pre-School classes to move into their own modern facilities. That same, ongoing project has also provided for upgrades to existing classrooms, more parking and, within the next six months, a dedicated maintenance building wherein supplies and equipment can be properly stored, repaired, etc.

11.06 Although delayed somewhat by funding issues, we are moving forward with the capital improvement projects; the final phase includes plans for a large modern library/media center.

Section XII: FINANCE

12:01 The financial plans of the congregation and its school are coordinated, with income and expenses being taken into consideration.

Yes

12:02 The school administrator is responsible for developing, recommending, and managing the budget using responsible and appropriate bookkeeping procedures and safeguards.

Yes

12:03 The board approves the annual budget for the school as well as a three year plan which insure adequate financial support for the school, allowing it to provide a quality educational program, appropriate faculty and staff salaries, adequate facilities and quality equipment and instructional resources, to achieve the goals of the school and promote student growth.

No

12:04 Salaries are reviewed annually and reflect the current District recommended salary scale with appropriate benefits (health, disability-survivor, retirement, and FICA where appropriate).

Yes

12:05 The school offers accident insurance to children and adequate comprehensive insurance coverage is provided which includes liability coverage of the school, faculty and staff, volunteers, and students.

Yes

12:06 The school makes financial assistance available to families with limited resources.

Yes

12:07 Funds provided by auxiliary organizations are allocated according to board policy and in consultation with the school administrator and promote student growth.

Yes

Section XII Narrative

Each standard given a "Yes" should be supported by readily available on-site documentation or by observation. Each "No" must have a concise written explanation of why the standard has not been met and what has been done toward meeting that standard.

Saint Michael Lutheran operates under a unified budget. Our Director of Support Ministries is the Chief Financial Officer who coordinates an annual budget that provides for a quality program, including faculty salaries that are in line with the guidelines of the Florida-Georgia District. This budget provides for the various types of insurance and also includes funds for financial assistance. The Parent Teacher League supports the school with additional monies, providing extras not included in the budget. Regular, consistent reporting by the Director to School Administration and the Board—as well as Oversight committees of the Church—help insure adherence to financial plans and policies.

12.03 The Director of Support Ministries and the school administrators do the preliminary budget planning – both long and short term, based on guiding principles from the board. The initial annual budget is approved by the board at least six months prior to each fiscal year, then a reforecast budget is approved three months into the fiscal year. A long range plan is currently being formulated by administration to be presented for board approval by year-end in coordination with the adoption of the 2009-2010 fiscal year budget.