

1. Family Handbook
2. [www.lsusfw.org](http://www.lsusfw.org)
- 3.
4. Master Policy (Soon to be renamed and revised into Faculty/Staff Policy & Operations Policy)
5. Extended Care Program Handbook
6. Volunteer Handbook
7. New Employee Process (and appropriate paperwork...Lorraine re-working out of necessity)
8. Endowment Fund Policy (Greg Clark)
9. BOD Policy Manual (Richard Lammert and Tim Strasen)
10. Grade Level and/or Team Handbooks for Classrooms
  - a. Sample A: K-2 (example of "team", which also works with Middle School)
  - b. Sample B: G5 (each grade level has their own)
11. Administrative Team Meeting Running Agenda and Notes
12. Special Education
  - a. Response to Intervention (Rtl) Process Document
  - b. Rtl Present Levels of Performance (PLoP) Document
  - c. Rtl Schedule and Structure
13. Who Does What? (Faculty/Staff "extra duties" listing)
14. Office calendar for whole-school calendaring (adds to web site calendar and used to set group meetings of various types, accessed by admin team and as needed)
15. Assurances for Indiana
  - a. Reading Plan (updated annually for reporting, but sometimes more often in preparation for updates)
  - b. Safety Plan (steps sheets in use, full document being updated)
  - c. Breakfast Lunch Plans
  - d. Attendance and Other Student Tracking Reports (12 different reports)
16. Process List for School Choice Scholarship
17. Process List for Enrollment, Financial Assistance, and Notification
18. Documentation of Health Services
  - a. Just "found out" that we must have vision screenings before November 1. (I reviewed the laws over the summer.)
  - b. New school nurse is making adjustments.
19. Finances
  - a. Delinquent Account Process
  - b. Collections Process
20. Athletic Handbook
21. Student Awards and Recognition Listing
22. NLSA/AdvancED Accreditation Process: Not doing for 2016-2017
23. ELEOT Observation Tool: Not being used this year because subscription too expensive...regular observations
24. Giving Policy for Advancement

25. We have a leadership succession list.

26. Curriculum maps: Include consensus maps by TLSP