

## Evaluation Guidelines for Schools Applying to E3 for Assistance

### Role of Christian Science

1. Prefer 100% of Board be CS but must be majority CS with a minimum of 5 members.
2. Head of School must be CS, have been in CS for at least 5 years, and be a member of the Mother Church. Prefer class instruction.
3. Prefer qualified CS faculty; non-CS faculty must embrace the principles of CS as applied to education.
4. CS basis of school must be clear to faculty/students/parents. Suggestions for implementation: Meetings with incoming families to explain Christian Science and the basis of a CS-based school. Assemblies/meetings with readings from the Bible and *Science and Health*. Talks and discussion when appropriate. Hymns from CS Hymnal. Sharing CS periodicals. Inviting students to Sunday School.

### Administration/Governance

1. Must be not-for-profit.
2. Must have a Purpose/Mission Statement that explains the CS/spiritual basis for the school.
3. Must have a written plan detailing how to start or continue the school and how to reach a sustainable position.
4. Must have governing documents and bylaws.
5. The board must have clear responsibilities, and the separation between the board's role in governance and the administration's role in running the school must be clear.
6. Board members should bring valuable experience, skills, and contacts.
7. Written job descriptions and annual evaluations.
8. Keep proper books in paper or electronic form, including an annual budget.
9. Post appropriate information (financial statements and board minutes) to online drop box if kept in electronic form and if there is online access.
10. Must have appropriate governmental permits and meet all appropriate laws.
11. Facilities must be safe and sanitary.
12. Must be good stewards of property and facilities, including both technological and non-technological assets.

### Educational Program

1. Must have a defined, recognized curriculum that is in line with local/national curriculum.
2. Pedagogy must be articulated.
3. Teacher training must be provided including on-going professional development and guidance in how to inculcate Christian character.
4. Character education must be in the curriculum and all activities of the school.

### Other

1. E3 must have access to board minutes and books.
2. Schools need community support and access to or interest in forming a CS Sunday School.