

**SOUTHERN UNION CONFERENCE  
SMALL SCHOOL PROGRAM AWARD  
(ONE TEACHER SCHOOLS)**

**PURPOSE**

The Small School Program Award (SSPA) has been approved by the Southern Union Conference K-12 Board of Education. The award is designed to recognize outstanding one-teacher school programs. The recipients of this award will be recognized for their ability to effectively manage the one-teacher school with its multiplicity of tasks.

**AWARD AMOUNT**

The total amount of the award is \$2000. This award may be used for any educational project as agreed upon by the school board, in consultation with the teacher, and the Southern Union Conference Office of Education. These funds are not eligible for use in the school's general operational expenses.

**PROCEDURES**

- ▶ The teacher or school board chairman may initiate the application process by choosing to use either method A or B:
  - (a.) Form a committee, with representation from the school board, Home & School, and the teacher, to complete the application. This committee will report back to the full board before submission of the application to the local conference office of education.
  - (b.) The full board, in session, can fill out the application and then submit it to the local conference office of education.
- ▶ **The application should be received at the local conference office of education by March 1.**
- ▶ The local conference office of education will select a committee to evaluate the applications and determine which Small School Program will be submitted to the Southern Union for that year.
- ▶ **The Selection Committee will then notify Southern Union Conference Office of Education of its decision by May 1.**
- ▶ Southern Union Conference Office of Education will select a committee to evaluate the applications received from the local conference office of education
- ▶ The presenting of the award will be made by the Southern Union Conference Office of Education at campmeeting and/or teachers' convention.
- ▶ The Small School Program Award will be given to a school only once.
- ▶ One award per year will be awarded for the entire Southern Union.

## SMALL SCHOOL PROGRAM AWARD CRITERIA

The following combined criteria are to be considered when assessing the total program of the small school. Please circle the number under the Rating Scale that best describes the program at your school, with **5** being **outstanding**, **4 = good**, **3 = average**, **2 = fair**, **1 = poor**. Please feel free to add any comments that you think might help the selection committee's understanding of your program.

<b>Teacher:</b>	<u>RATING SCALE</u>
1. Holds current denominational certification and is conference employed.	___ Yes ___ No
2. Is a full time employee in a one-teacher school in the Southern Union.	___ Yes ___ No
3. Has taught consecutively, for at least three years, in a one-teacher school in the Southern Union, with at least two full school years in the current school.	___ Yes ___ No
4. Utilizes adopted Southern Union textbook list and/or conference approved materials.	1 2 3 4 5
5. Manages curriculum effectively.	1 2 3 4 5
6. Utilizes a variety of instructional aids, materials and equipment.	1 2 3 4 5
7. Uses educationally-sound strategies and techniques.	1 2 3 4 5
8. Facilitates the learning process.	1 2 3 4 5
9. Demonstrates administrative leadership.	1 2 3 4 5
10. Presents a professional appearance.	1 2 3 4 5
11. Maintains open and appropriate communication with parents, board, and students.	1 2 3 4 5
12. Provides opportunity for students to develop leadership skills through participation in school and church activities.	1 2 3 4 5

SCORE = \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**School Board:**

RATING SCALE

- |     |  |   |   |   |   |   |
|-----|--|---|---|---|---|---|
| 1.  | Operates the school on a sound financial basis within an adequately prepared budget.   | 1 | 2 | 3 | 4 | 5 |
| 2.  | Conducts regularly scheduled meetings (minimum of six times per year).   | 1 | 2 | 3 | 4 | 5 |
| 3.  | Submits minutes from each meeting promptly to the local conference office.   | 1 | 2 | 3 | 4 | 5 |
| 4.  | Adheres to an up-dated constitution.   | 1 | 2 | 3 | 4 | 5 |
| 5.  | Displays current Southern Union certificate of evaluation.   | 1 | 2 | 3 | 4 | 5 |
| 6.  | Develops and provides a printed handbook with current information about the school, including its philosophy and objectives. | 1 | 2 | 3 | 4 | 5 |
| 7.  | Demonstrates positive support of the teacher.  | 1 | 2 | 3 | 4 | 5 |
| 8.  | Has a planned process for resolving conflicts with all concerned.  | 1 | 2 | 3 | 4 | 5 |
| 9.  | Communicates realistic expectations to the teacher.  | 1 | 2 | 3 | 4 | 5 |
| 10. | Initially directs parents' concerns to the teacher.  | 1 | 2 | 3 | 4 | 5 |
| 11. | Develops long-range recruitment plans.   | 1 | 2 | 3 | 4 | 5 |
| 12. | Adheres to the union and conference policies in school operations.   | 1 | 2 | 3 | 4 | 5 |
| 13. | Maintains strict confidentiality regarding sensitive issues.   | 1 | 2 | 3 | 4 | 5 |

SCORE = \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parents:**

RATING SCALE

- |  |           |
|--|-----------|
| 1. Actively participate in and support the total school program. | 1 2 3 4 5 |
| 2. Are involved with a functioning Home and School Association.  | 1 2 3 4 5 |

**Students:**

- |   |           |
|---|-----------|
| 1. Demonstrate satisfactory development in all areas; academic, spiritual, emotional, social, and physical. | 1 2 3 4 5 |
| 2. Show respect for self, teachers, peers, and school.  | 1 2 3 4 5 |

**School Plant:**

- |  |           |
|--|-----------|
| 1. Consistently depicts the requirements for adequate space and facilities.            | 1 2 3 4 5 |
| 2. Is clean and aesthetically attractive.  | 1 2 3 4 5 |
| 3. Provides a safe environment for the children in the building and on the playground. | 1 2 3 4 5 |
| 4. Reflects a planned and regular maintenance schedule.                                | 1 2 3 4 5 |
| 5. Has a designated area for an adequate library.                                      | 1 2 3 4 5 |

TOTAL SCORE = \_\_\_\_\_  
(Maximum Possible 145)

Describe the activities of your Home & School.

---

---

---

---

**COMMENTS:**

---

---

---

---

Briefly describe any special aspects of your small school program for the selection committee. Include a brief statement as to why your school should be the recipient of the Small School Program Award.

Describe how your school would use the \$2000 Small School Program Award if it were to receive it.

**SOUTHERN UNION CONFERENCE  
SMALL SCHOOL AWARD  
APPLICATION FORM**

School Name \_\_\_\_\_ Conference \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Number of years  
at this school \_\_\_\_\_ in one-teacher schools \_\_\_\_\_ total teaching experience \_\_\_\_\_

Number in each grade 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ 6\_\_\_ 7\_\_\_ 8\_\_\_ Total enrollment \_\_\_\_\_

Total number of years school has been in operation \_\_\_\_\_

Number of persons on Board \_\_\_\_\_ Number of Board Meetings per year \_\_\_\_\_

Board Chairman's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Home & School Leader's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Teacher Aide (if applicable) \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
School Board Chairman

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Local Conference Office of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Southern Union Conference Office of Education

## ADDITIONAL SUGGESTIONS AND IDEAS

### SMALL SCHOOL PROGRAM AWARD (SSPA)

Should a site visit be included as part of the selection process?

### INNOVATIVE TEACHING AWARD (ITA)

1. Should the program itself be submitted in writing so that the committee could review its full scope?
2. Could a principal, teacher, or parent who has seen the program in action and is aware of its effects, critique it using the rating scale or some other assessment tool?
3. Could a video be made showing the teacher and students interacting with the innovation? The selection committee could use this along with the other documents in making the final selection.
4. Would it be possible that permission could be requested for reproduction of the program so that others can share in its benefit?

**NOTE:** How could both of the above programs/awards be used for marketing the small school, and for highlighting quality education in Adventist Christian education?

Examples: Constituency meetings, school, local & union;  
"School Spotlight" similar to Mission Spotlight