



JAG Consulting

**SCHOOL
TEMPLATES
PACKAGE**

**A COMPILATION OF OVER
150+ SCHOOL FORMS,
DOCUMENTS, HANDBOOKS
AND MANUALS**



WELCOME!

I have put together this comprehensive list of templates to help you save time. As the creator of many schools, I know how important documentation is for a school and a business. Because I have created multiple schools from scratch and have gone through the process multiple times, I know how time consuming and overwhelming the process can be. I believe these templates will lay the appropriate groundwork for your school to ensure you have everything you need when starting your school, improving your school and even selling your school. This custom designed templates package is an essential asset for any school. If you ever need additional support, don't hesitate to reach out!

Regards,

Jeannie A. Gudith, M.Ed.
President & CEO



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TEMPLATE SAMPLE #1



SCHOOL'S NAME

SCHOOL'S ADDRESS

Phone: 000-000-0000 • Fax: 000-000-0000

www.website.org

Annual Parent/Guardian Field Trip Consent Form

This Field Trip Consent Form gives ABC School and its staff permission to take the below named student off campus for school approved field trips for the 20xx-20xx school year. This permission applies to all school field trips during the school year. This permission is valid for one school year. Parents will be notified at least one week in advance of school field trips. At this time, parents will have the option to withdraw permission for any individual field trip by completing the Field Trip Opt-Out Notice. If a parent or guardian signs the Opt Out Notice for a specific field trip, the Annual Field Trip Consent remains valid for all other school field trips. If you choose not to sign this annual permission form, you will be asked to give permission for your child to participate in each school field trip throughout the school year. If an individual consent form is forgotten, the student will not be allowed to participate in the field trip.

Section 1 - Student Information

Student/Participant's Name: _____

Date of Birth: _____

Parent/Guardian's Name: _____

Home Address: _____

Home Phone _____ Cell Phone: _____ Business/Work Phone: _____

Section 2 – Medical Information

Does your student have a medical condition which the teacher should be aware of before allowing the student to participate?

(Please check all that apply.)

Allergies (List specific allergy i.e. peanuts, etc.)

Describe Allergy Symptoms/Treatment (i.e. anaphylaxis, epiPen, etc.)

Medications (List medications student needs to have available on field trip.) _____

Medical Condition (List medical condition i.e. asthma, etc.) _____



TEMPLATE SAMPLE #2



SCHOOL'S NAME

SCHOOL'S ADDRESS

Phone: 000-000-0000 • Fax: 000-000-0000

www.website.org

Emergency Contact and Medical Information for a Child

Form fields for child's name, date of birth, sex, parent/guardian name, home/work phones, address, and city/ST/ZIP code.

Alternative Emergency Contacts

Form fields for primary and secondary emergency contact, including name, phone numbers, address, and city/ST/ZIP code.



TEMPLATE SAMPLE #3



SCHOOL'S NAME

SCHOOL'S ADDRESS

Phone: 000-000-0000 • Fax: 000-000-0000

www.website.org

Student Code of Conduct

I. STATEMENT OF PHILOSOPHY

ABC School (ABC) firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. This ABC Policy is intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

It is the responsibility of ABC administrators and teachers to safeguard the health and safety of each student. ABC administrators will support personnel who, in dealing with students on disciplinary matters, act in accordance with State Law. ABC recognizes its responsibility to meet the educational needs of students who do not respond well to normal school programs. Such efforts may include utilizing special services personnel and outside referral agencies and/or adjusting normal school procedures. If a student does not respond to these efforts and consistently exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the ABC and administrators to make reasonable rules and regulations for the governing of student behavior and conduct. Principals and appropriate staff will annually review this policy to assess its effectiveness. All rules and regulations regarding student behavior will be approved annually by ABC.

II. STUDENT CODE OF CONDUCT

A. ABC Student Code of Conduct

The ABC Student Code of Conduct is in effect from the time a student arrives at ABC and stops at the end of the day, and at all times when students are participating in school-sponsored activities.



TEMPLATE SAMPLE #4



SCHOOL'S NAME

SCHOOL'S ADDRESS

Phone: 000-000-0000 • Fax: 000-000-0000

www.website.org

ABC School Board Policies and Procedures

I. School Board Powers and Responsibilities

Powers and mandatory duties of the Board are defined in state statutes.

This Board considers that its most important functions fall into the following categories:

1. Legislative or policymaking: The Board is responsible for the development of policy and for the employment of a head of school who will carry out its policy through the development and implementation of regulations.
2. Educational planning and appraisal: The Board is responsible for acquiring reliable information from responsible sources which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.
3. Staffing and appraisal: The Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules and other terms and conditions of employment, as well as for personnel policies district-wide in application. The Board is responsible for appraising the effectiveness of its staff by providing for regular evaluation.
4. Financial resources: The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment which will enable the district to carry out the educational program. The Board is responsible for exercising control over the finances of the district to ensure proper use of, and accounting for, all district funds.
5. School facilities. The Board is responsible for determining school campus needs, for communicating these needs to the community, for purchasing and

NEED HELP?

JAG Consulting Services is here to make sure your school is successful.

We offer full services for private schools. Our seasoned team can assist you with any issues you may have with immediate results. Let us help you ensure that your school is a success!

CONTACT US

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INFO@JAGCONSULTINGSERVICES.COM



"I HIGHLY RECOMMEND JAG CONSULTING!
JAG Consulting Services was a great fit for our school and has managed many of our school projects over the past two years."

- Wayne Gan, Oak Crest Academy.

OUR COMMITMENT



Once you purchase the School Templates Package we are committed to your success. If you cannot find a template that you need in our School Templates Package, email us and we will find one for you!

[CONTACT US](#)



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