



VALLEY
CHRISTIAN
SCHOOL

BOARD POLICY & PROCEDURE MANUAL

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1000 VALLEY CHRISTIAN SCHOOL MISSION STATEMENT

To educate the mind and touch the heart of each student by upholding God's Word as the standard for a lifetime of living and learning.

1005 VALLEY CHRISTIAN SCHOOL BOARD

As Board members of Valley Christian School, the Board shall have the responsibility for the management and disposition of the affairs of Valley Christian School, not inconsistent with the Articles of Incorporation and the Bylaws.

1010 AUTHORITY OF THE BOARD

The Board is a created body established according to the Articles of Incorporation and By-laws of Valley Christian School. The Board has complete authority over school affairs when it is in a duly constituted meeting and serving as a legal body. The statements or actions by individual Board members are binding only when acting in pursuance of a specific Board instruction.

1020 GOVERNANCE POLICY OF THE BOARD

In its governance of VCS, the Board operates under a series of guiding principles:

- The Board focuses on matters of policy (e.g., mission, vision, values, and guiding principles) and strategy, as well as the evaluation of school performance and its direct reports. Policies are either broadly formed at the Board level or recommended to the Board by its various committees.
- The Board delegates operational matters and program management to the Lead Administrator, while serving as a valued resource body. The Lead Administrator implements the Board's mission, vision, and policies (along with administrative policies and procedures) in a manner that achieves school objectives. "Micro management" by the Board, as well as duplication of efforts between the Board and Staff, is discouraged.
- Clear lines of decision-making authority are established between the Board, Board committees, and all direct reports to promote efficiency and accountability.
- The Board works in partnership with all direct reports in strategic planning.
- The Board performs a mentoring and encouraging role with respect to its direct reports.
- The Board provides the necessary resources to allow for the achievement of the school mission.
- The Board is committed to development of its body, including self-evaluation.

- The Board sets tuition and compensation levels for Administration and Faculty.
- The Board approves the annual budget, as developed by the Lead Administrator and in conjunction with the Finance Committee.

While the aforementioned guidelines apply to the Board in general, certain committees operate under the auspices of the Board in a modified governance fashion, where appropriate. These are detailed in the committee profiles found in Appendix A.

1030 DUTIES OF THE BOARD

In overseeing the operation of the School, the Board shall carry out duties including, but not restricted to, the following:

1. The School Board shall help set the spiritual tone for the school. Board members shall individually and corporately pray for the administration, faculty, staff, parents, and children of the school. They will be inclined to prayer, ever mindful of their own dependence upon God for His grace and wisdom manifest in their leadership.
2. The primary function of the School Board is to set policy; not to administer the school. The daily administration is the work of the Lead Administrator. When the executive session is for the purpose of evaluating the Lead Administrator, the Lead Administrator may be asked not to attend.
3. The School Board's authority is corporate. Individual Board Members have authority to act only when the Board is convened in regular or special session. There shall be only one line of authority which will flow from the School Board, through its President, to the Lead Administrator, who is charged with the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, students and parents as appropriate.
4. The School Board shall procure, protect, maintain and manage the property and equipment of the school.
5. The School Board shall oversee the general financial operation of the school by approving annual budgets, devising methods of raising necessary operating funds, and determining how these funds shall be disbursed. The Board shall arrange for a certified financial audit on an annual basis.
6. The School Board shall determine the fiscal year for the school.
7. The School Board shall exercise due care to determine that the school operates according to the accepted legal principles which should include, but not be limited to, the obtaining of competent legal counsel to advise the Board on matters of safety, general liability and personnel issues.

8. A significant duty of the School Board is the interviewing and ratification of the Administrative Officer candidate. The Lead Administrator will implement the Board's legislated policies and directives and manage the day-to-day operation of the school. The annual evaluation of the Lead Administrator is the responsibility of the entire Board.
9. Upon recommendation of the Lead Administrator to the School Board, the faculty and staff of the school shall be appointed by the Board after careful consideration of each individual's spiritual and academic qualifications. Such employees shall be chosen to meet the educational objectives and to execute the academic programs and policies of the school.
10. The School Board shall have the authority to dismiss and/or not renew the contract of any personnel associated with the school who do not fulfill the requirements set forth in the Bylaws, their employment agreement, or fail to be a Christian role model.
11. The School Board shall ensure that a Faculty and Staff Handbook is developed, revised as needed, and annually distributed to all employees.
12. The School Board shall approve the educational programs and standards of achievement for the school. This shall include the review and approval by the Board of all textbooks and courses of study recommended by the school's faculty under the leadership of the Lead Administrator.

1040 HALLMARKS OF EXCELLENCE

As part of its responsibility for evaluating School performance and mission achievement, the Board developed the following Hallmarks of Excellence to define excellence across the many facets of the VCS program.

Academics

1. Students are well prepared for academic accomplishment in high school and beyond as evidenced by successful transitions into high schools of choice.
2. Students display a command of all core subjects as evidenced by high GPAs and relevant achievement test scores.
3. Understanding that students possess differing skill levels and God-given abilities, VCS provides each student with the opportunities to achieve his or her full academic potential.
4. Beyond mastery of core subjects, students develop to their potential in the following areas:
 - A. Critical thinking and imaginative problem solving

- B. Communication
 - C. Leadership
 - D. Life skills
 - E. Applications technology
 - F. Global awareness
 - G. Financial and economic literacy
 - H. Collaboration with others
 - I. Effective study and work habits
 - J. Fine arts
 - K. Athletics
5. Students become passionate, life-long learners with wide-ranging interests.
 6. All subjects are communicated through a Biblical worldview.
 7. The VCS program reflects the following characteristics:
 - A. Highly qualified and credentialed faculty committed to excellence, continuous improvement, and professional development
 - B. Effective instructional methods with a commitment to innovation
 - C. Small class sizes that promote effective faculty and student interaction
 - D. Current and effective curriculum and textbooks
 - E. Consistency of student outcomes across faculty
 - F. Wide variety of course offerings, electives, and clubs to promote diverse skill development
 8. VCS will be a fully accredited school committed to excellence, innovation, and continuous improvement.

Spiritual Development

1. Biblical worldview is reflected throughout the entire VCS program.
2. Through their experience at VCS, students grow in their faith, learn to share their faith, are equipped to defend their faith, and joyfully apply their faith within their communities.
3. Students learn to live their lives with an eternal perspective.
4. Students develop an understanding of their worth to God and Christ.
5. Students develop a servant's heart by understanding how to apply their spiritual gifts and talents.
6. Students embrace joyful, healthy, spirit-filled relationships with God and others.
7. Students learn to trust and depend on God in all circumstances.
8. Derived from a solid Biblical foundation, students discern God's truth in all situations.
9. VCS staff and volunteers model Christian behavior to students and the community.
10. Students learn to understand the rapidly changing world through the true perspective of God's unchanging Word.

Social/Student Environment

1. Students demonstrate through thought, word, and actions God's call to love one another.
2. Students cultivate healthy relationships and enduring friendships.
3. Students experience an enjoyable, spirit-filled environment that instills a sense of family, community, inclusiveness, and respectfulness toward one another.
4. Students resolve conflicts in a Godly and respectful manner.
5. Students display healthy communication and respect for all people.
6. Students demonstrate cooperation and teamwork.
7. Students display an authentic and infectious love for their school community.
8. VCS staff foster a joyful and unified student environment.
9. VCS provides and encourages participation in a variety of clubs, student organizations, and activities.
10. Within the context of a God-centered worldview, students are provided with a voice to represent their ideas and opinions.

Parent and Community Relations

Parent Relations

1. VCS works effectively in partnership with parents in the development of their students.
2. VCS embraces and encourages open communication between the school and parents (frequent, proactive, and two-way).
3. VCS actively seeks constructive feedback and promptly and effectively responds to parent concerns and suggestions.
4. Parents cheerfully and willingly serve as ambassadors and supporters of VCS.

Community Relations

1. VCS makes a positive impact in our community to the glory of our Lord Jesus Christ.
2. VCS intentionally seeks out partnerships with community churches and organizations.
3. VCS recognizes and embraces its role as a resource to the community (e.g., educational topics, facility utilization, service outreach).

Fine Arts

Having been created in God's image, we are also creative.

1. The Bible specifically instructs us to, "sing a new song", "make a joyful noise," and "praise Him with instruments." Therefore, music will be encouraged to be a part of the training of every student.
2. Likewise, the still arts are encouraged and developed throughout scripture (the potter; Jesus, the carpenter; Solomon, the architect). Therefore, VCS endeavors to develop artistic skills in all students.
3. Students discover and achieve their artistic potential.
4. Students glorify God through developing their God given gifts and talents.
5. Students demonstrate an appreciation for the arts and recognize beauty.
6. VCS will provide quality artistic facilities, equipment, and materials.

7. Students participate in a variety of artistic mediums.
8. Teachers emphasize the training of creativity and students' imaginations.
9. VCS is committed to developing music leaders and passionate worshippers.
10. VCS provides community outreach opportunities with its fine arts program and is distinguished in the community for artistic performance.

Physical Education/Health

Recognizing that our bodies are God's living temple, students practice an honorable and balanced lifestyle in which all four aspects of human health listed below are practiced daily.

1. **Spiritual Health** – Students model lives of purity in thought, word, and deed while revealing Godly character when confronted with contemporary issues (such as drugs, alcohol, smoking, and sexuality).
2. **Mental Health** – Students understand that God calls us to a lifestyle of wonder, discovery, and creativity.
3. **Social Health** – Students apply Biblical principles of respect for all people including authority figures and peers. They also embrace and demonstrate the value of teamwork, discipline, and competition.
4. **Physical Health** – Students practice and value the benefits of regular exercise and are active participants in a wide range of physical activities. They are motivated to participate to their highest potential. Students also practice healthy nutritional and personal hygiene habits.

Athletics

1. Students demonstrate sportsmanship and character through athletic competition and team building.
2. Students value competition in individual and team settings.
3. VCS promotes teams in a wide variety of sports.
4. Students are well prepared for High School sports.
5. VCS staff value the importance of athletic development.
6. VCS exhibits leadership and effective program implementation as evidenced in the following:

- A. Planning for additional sports offerings.
- B. Recruitment and training of coaches.
- 7. Opportunities for non-league competition in the community.
- 8. VCS provides facilities and equipment for high-quality athletics.

1050 VCS VISION STATEMENT AND SUPPORTING POINTS

VISION STATEMENT:

Valley Christian School is recognized for its excellent, comprehensive, and dynamic program that inspires and trains Godly leaders. We strive to reflect Christ's excellence within a Spirit-filled and joyful community.

SUPPORTING POINTS:

Spirit:

- Inspired, joy-filled culture that promotes and demonstrates the love of Christ and love for one another.
- A place where staff and students are loved and nurtured.
- A school community that nurtures a humble and broken heart before Him, while teaching submission to the Lord's sovereignty over our lives.
- A place where strong partnerships exist with parents who actively support our school.

Impact:

- Thoroughly equip students to impact the world for Christ.
- VCS shall be known in the community for our love of Christ and others
- Active mission / service outreach effort.
- VCS shall be known as a place of excellence that reflects the character of Christ.
- Other points:
 - Broad community utilization of our facility
 - Community resource on key educational topics
 - Healthy relationships with area Christian schools to support Christian education

Program and Outcomes:

- Achieve high student outcomes (test scores) and ratings from current and alumni families.
- Maintain a steadfast commitment to excellence, continuous improvement, and mission achievement.
- Integrated Leadership and life skills throughout the program.

- 21st Century Learning skill development (e.g., technology proficiency, collaboration, global perspective, critical thinking, financial/economic literacy).
- Significant professional development opportunities for staff.
- Instructional diversity to meet needs of different learning styles.
- Available support services for students with varying needs.

Financial Strength:

To be a recognized leader in financial stewardship through a sustainable funding model enabling VCS to support the following aspirational goals:

- Planned giving/endowments/complex gifts accommodation.
- Responsible level of debt (preferably elimination).
- Healthy reserves.
- Ability to attract and retain talent, while offering competitive staff compensation package.
- High-capacity utilization (attract and retain clients/families).
- Economically accessible and diverse to broad incomes and multi-student families.
- Ability to draw from a broad community.
- To be recognized as an asset to the educational and spiritual community in the river Valley area.
- Broad facility usage for community as outreach opportunity and income source.
- Need to ensure clear measurements/outcomes expectations, milestones, and timelines.

1100 QUALIFICATIONS OF THE BOARD

All members of the School Board shall be born-again believers and shall agree without reservation with Articles II and III of the Bylaws. All members of the School Board shall be members in good standing of local, Evangelical churches whose doctrine is in agreement with Article II of the Bylaws.

1110 NUMBER AND TENURE OF BOARD MEMBERS

1. The number of School Board members shall be at least five and not more than nine. This number may be increased or decreased from time to time by the School Board pursuant to amendment of the Bylaws.
2. Each School Board member shall serve on the Board for a term of four years, unless such service is terminated by resignation, death, or dismissal. At the end of their term on the Board, the eligible voting members of the Board may elect to allow the member to serve an additional term. If the board declines additional terms, the Board member shall step down from service for at least one full year before being eligible for the Board.
3. The School Board may add ex-officio (non voting) members to the Board as needed.

1115 NEW BOARD MEMBERS

1. Vacancies on the School Board
 - A. A vacancy on the School Board shall be deemed to exist in the case of expiration of the term, resignation before expiration of the term, death, or removal from the Board.
2. Nominations for the School Board
 - A. Parents of students or other interested individuals may recommend candidates to the School Board by submitting the name to the President of the School Board, who will then present the candidate for consideration by the full Board. Candidates for the School Board shall be nominated by the Board.
 - B. Such candidates must be interviewed prior to nomination by the School Board to determine interest, suitability, and eligibility. All candidates shall meet the qualifications of the Board members set forth in the Bylaws.

1120 LEAD ADMINISTRATOR

The Lead Administrator shall be a non-voting member of the Board of Directors, whose term shall last for the duration of his/her employment in this position with the school.

1125 APPOINTMENTS OF BOARD MEMBERS

Any vacancy on the School Board may be filled by a majority of the remaining Board members. In the instance of an unexpired term, each Board member so appointed, shall hold office until the expiration of that term. Otherwise, the newly appointed Board member shall serve a full term.

1130 NEW BOARD MEMBER ORIENTATION

New Board members will receive training and orientation from the Board Governance committee and Board President. In addition, new Board members will have access to past Board meeting minutes, as well as Valley Christian School policies.

1140 RESIGNATION OR DISMISSAL FROM THE BOARD

1. Any School Board member may resign from office by tendering their resignation in a letter to the Board President.
2. Any School Board member may be removed from the Board for failure to be a Christian role model, for excessive absence from regular and special meetings of the Board, or whenever such removal in the judgment of the Board would be in the best interest of the school. All School Board business must remain confidential and not be discussed outside School Board meetings. Removal shall require a two-thirds (2/3) vote of the Board.
3. In view of the serious nature of a School Board member's involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board shall be a matter of "last resort". Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question.
4. In the event that an officer of the School Board resigns or is dismissed, another member shall be designated by majority resolution of the Board to assume the responsibilities of the office now vacant.

1150 GENERAL RESPONSIBILITIES

Valley Christian School's School Board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the Board shall include, but are not limited to, making policy, acting on matters of personnel including hiring and firing, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school.

1160 BOARD REMUNERATION AND REIMBURSEMENT

Members of the School Board shall receive no compensation for their services. The Board may authorize the reimbursement of expenses incurred by any Board member in the performance of official business for the school or the Board.

1170 CONFLICTS OF INTEREST

The Valley Christian School Board of Directors shall establish procedures for identifying and managing all conflicts of interest and appearances of conflict of interest. These procedures shall be in accordance with legal requirements as well as the goals of accountability and transparency in Valley Christian School's operations.

Conflict of Interest Defined

In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

1. A key employee (or a family member) is a party to a contract, or involved in a transaction with Valley Christian School for goods or services.
2. A key employee (or a family member) has a material financial interest in a transaction between Valley Christian School and an entity in which the key employee (or a family member), is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
3. A key employee (or a family member) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Valley Christian School.

Appearance of a Conflict / Duality of Interests

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take, so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Valley Christian School.

Definitions:

1. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
2. An "Interested Person" is any person serving as a member of the Board of Directors of Valley Christian School or a key employee who has a personal interest that is in conflict with the interests of Valley Christian School.
3. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
4. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
5. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Valley Christian School is not a Contract or Transaction.

Procedures for managing conflicts of interest are detailed in Appendix B.

1200 OFFICERS OF THE BOARD

At the last Board meeting of each School year, the Board of Directors shall elect, to a one-year term, a Vice-President, Secretary, and Treasurer.

Every two years the Board of Directors shall elect a two-year term, a President, as more particularly set forth is SECTION 1210 below.

1210 PRESIDENT

The President shall preside at all School Board meetings and perform such other duties as approved by the Board. The President shall be the Lead Administrator's point of contact with the Board when the Board is not in session.

1220 VICE PRESIDENT

The Vice President shall perform the duties of the President in the latter's absence, disability, or refusal to act. When so acting, the Vice President shall have all powers of and be subject to all the restrictions upon the President.

1230 SECRETARY

The Secretary shall record the minutes of any and all meetings of the Board.

1240 TREASURER

The Treasurer shall maintain the financial records showing the financial condition of the school, shall be made the custodian of all monies in the school, and shall perform such other duties as are customarily performed by such an officer, with the assistance of a financial secretary.

1300 STANDING COMMITTEES

Standing committees are chaired by the Board representative serving on these committees. Standing committees are: Executive Committee, Board Governance, Finance, Facilities, Marketing, Development, Tuition Assistance, Human Resources, and Outcomes. Profiles of each committee are contained in Appendix A.

1310 EXECUTIVE COMMITTEE

The mission of the Executive Committee of Valley Christian School is to faithfully represent the Board between meetings and in matters involving Board strategy and administration relations.

The Executive Committee consists of the four officers and serves as a senior management committee of the Board. It may act in the best interests of the Valley Christian School Board between the meetings of the Board of Directors. Any such acts shall be reviewed and ratified by the entire Board.

The Executive Committee will meet on an as needed basis for the purposes of developing near-term Board strategy and key Board/Administrative initiatives and priorities. Meetings can be initiated by any member, as well as by the Lead Administrator. Meetings will consist of the four members and the Lead Administrator with the exception of instances where individual performance issues are, or can reasonably be expected to be, discussed. Additional responsibilities of the Executive Committee include:

1. Overseeing and delivering performance appraisals of the Board's direct reports.
2. Approving tuition grants exceeding 50% as recommended by the Financial Assistance Committee.
3. Overseeing complaints stemming from the Whistle Blower policy.
4. Serving in a leadership role in matters relating to Executive Committee composition.

1320 BOARD GOVERNANCE COMMITTEE

The Board Governance Committee promotes the mission of Valley Christian School by developing, orienting, equipping, supporting, and evaluating the Board of Directors.

The Board Governance Committee shall consist of at least two Board members, one of whom is the committee President. The duties of the committee are to:

1. To determine the Board's recruitment needs according to the school's strategic plan.
2. To profile, cultivate, and recruit prospective Board members.

3. To interview eligible candidates for Board membership according to qualifications established in the Policy Manual.
4. To oversee new Board member orientation.
5. To conduct an annual evaluation of the Board's structure, function, and effectiveness.
6. To partner with the Board President to ensure effective Board meeting design and leadership.
7. To review the Board section of the Policy Manual every four years.
8. To draft and review policies and policy proposals for action by the Board.
9. To designate an *ad hoc* Board committee to review the entire Policy Manual and the General and Operations sections of the Administrative Procedure Manual every four years.

1330 FINANCE COMMITTEE

The mission of the Finance Committee is to faithfully ensure strong financial management, effective financial reporting, and good stewardship of the school's financial resources.

The Finance Committee shall consist of the Treasurer of the Board, serving as Chairman, the Board President and the Lead Administrator. Additional members may be appointed with Board approval. The duties of the committee are to:

1. Review financial status, including budget proposals and revisions.
2. Prepare financial reports.
3. Annually review insurance concerns.
4. Review the Finance and Operations section of the Board Policy Manual and Financial sections of the Administrative Procedure Manual once every four years.
5. Draft and review financial policies and policy proposals for action by the Board.

1340 FACILITIES COMMITTEE

God calls us to be good stewards of the land and buildings entrusted to Valley Christian School. The Facilities Committee exists to provide ideas, advice, and direction to the Administration and Board regarding the use, maintenance, and improvements of the VCS campus.

The Facilities Committee shall consist of at least one Board member and the Lead Administrator. Additional members may be appointed by the Facilities Committee President.

The Board member will serve as the Chairman of the committee. The purpose of the Facilities Committee is to:

1. Consider utilization, upkeep, and improvement of the campus.
2. Make long range plans for the use of property and facilities.
3. Draft and review necessary policy proposals for action by the Board.

1350 MARKETING COMMITTEE

The mission of the Marketing Committee is to support the continued growth of Valley Christian School through decisions, actions, and recommendations to the VCS Board and / or Administration that further the school's mission.

The Marketing Committee shall consist of at least one Board member and the Lead Administrator. Additional members may serve on the Marketing Committee with Board approval.

1360 DEVELOPMENT COMMITTEE

The mission of the Development Committee is to support the continued financial development of Valley Christian School through decisions, actions, and recommendations to the VCS Board and / or Administration that further the school's mission.

The Development Committee shall consist of at least one Board member and the Lead Administrator. Additional members may serve on the Development Committee with Board approval.

1370 TUITION ASSISTANCE COMMITTEE

It is the mission of the Tuition Assistance Committee of Valley Christian School to prayerfully and faithfully oversee and implement the tuition grant process.

The Tuition Assistance Committee shall consist of at least one Board member and up to two Board-appointed individuals. A Board member will serve as the Chairman of the committee. The purpose of the Tuition Assistance Committee is to oversee the Tuition Assistance Account and approve Tuition Assistance Grants.

1380 OUTCOMES COMMITTEE

The Outcomes Committee's mission is to establish the criteria and the means for evaluating the school's performance relative to its mission to serve its key constituencies (God, students, parents, Administration, and Board).

1400 MEETINGS OF THE BOARD

A quorum shall consist of a simple majority of the voting members of the Board of Directors. A quorum must be present for the Board to conduct business at meeting of the Board.

Prior to the first meeting of the year, the schedule of meetings will be set for the school year at such places and times as specified by the Board. No other additional notice of regular meetings needs to be given.

Special meetings of the Board may be called at the sole discretion of the President or at the written request of any two Board members. Notice of such meetings shall be given at least 48 hours in advance of the meeting.

Board Meetings shall be closed to school parents and other interested individuals. However, individuals can petition the school board, in writing, at least 7 days in advance of a regularly scheduled board meeting, to approach the School Board about any particular subject. The purpose of the 7 days notice is to allow for planning of the agenda.

1410 REGULAR MEETINGS

1. Regular meetings of the School Board shall convene at least once a month during the school year. Notification of the time and place of the regular School Board meetings shall be made to Board members prior to the meetings.
2. Board Meetings shall be closed. However, individuals can petition the school board, in writing, at least 7 days in advance of a regularly scheduled board meeting, to approach the School Board about any particular subject. The purpose of the 7 days notice is to allow for planning of the agenda.
3. The School Board has the right to meet in executive session.
 - A. An executive session can be called for by any Board member during a portion of any meeting for the purpose of discussing personnel and other sensitive matters.
 - B. Executive sessions shall have in attendance all board members present at said meeting, the Administration of the school, and any other persons who are specifically asked to attend this session by the Board President. When the executive session is for the purpose of evaluation the Lead Administrator, the Lead Administrator may be asked not to attend.
 - C. No official business shall be transacted in the executive session. Rather, the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session, any decision shall be made and stated officially so that the Board Secretary can record such decision in the official minutes.

1420 SPECIAL MEETINGS

1. Special meeting of the School Board may be called by the President of the Board or by a majority of the Board members.
2. Notice of the time, place and purpose of all special meetings of the School Board shall be given to each Board member by phone or email.

1430 EMERGENCY ACTION

In an emergency, the President of the School Board may poll the full Board to secure authorization for a given course of action.

1440 PRESUMPTION OF ASSENT

Any member of the School Board who is present at a meeting of the Board at which action is taken shall be presumed to have assented to the action unless his dissent is entered into the minutes of the meeting or unless the Board member files his written dissent to the action to the Secretary prior to the next regularly scheduled meeting. The right to dissent shall not apply to a Board member who has voted in favor of the action.

1450 WAIVER AND CONSENT

The transactions of any meeting of the School Board, however called or noticed, shall be valid as though it had been a duly held meeting after regular call and notice, if a quorum is present, and if either before or after the meeting, each of the Board members not present sign a written waiver of notice or a consent to the holding of such meeting, or an approval of the minutes thereof.

1460 QUORUM

1. At all meetings of the School Board, whether regular or special, the presence in person of a majority of members shall constitute a quorum for the transaction of business. Only members vote at any meetings of the Board and proxies shall not be valid for voting.
2. In the absence of a quorum, a minority of School Board members may adjourn any meeting of the Board from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

1470 GOVERNMENTAL PROCEDURE

Meetings of the School Board shall be governed by Consensus. Governing by consensus allows the members of the Board to creatively seek solutions in an open forum. When unanimous agreement or unanimous consent cannot be reached regarding a proposal, a super majority threshold of two-thirds (2/3) is required for a proposal to be approved.

1500 FORMULATION OF POLICIES

The Board is responsible for the adoption of Policies governing the operation of Valley Christian School. These policies shall establish principles and organizational relationships to ensure that the purposes and best interests of the school are accomplished.

Policy proposals may be initiated by the Board, individual Board members of the Board, Board standing committees, or the direct reports. Others who wish to initiate policy proposals should work through one of the above-named individuals or groups.

1510 ADOPTION OF POLICIES

Proposed policies will be presented in writing to the Board at an official meeting of the Board for a first reading. After the first reading, the proposed policy will be reviewed again before re-submittal to the Board for a second reading and adoption. Under special circumstances, the Board may adopt policies after a single reading.

1520 EXCEPTION TO POLICIES

When necessary, the Board may make exceptions to Policy. If two or more exceptions to a Policy must be made in any one school year, the Policy shall be referred to the appropriate committee for review and/or revision.

1530 BOARD POLICY MANUAL

The Board President or designee will post the Board Policy Manual via Internet or Intranet. Board-approved changes to the Policy Manual will be posted within two weeks after approval.

As a continuing process, the Board Committees will review and revise the Board Policy Manual. Every four years, the Board Governance Committee shall designate an *ad hoc* Board committee to conduct a comprehensive review of the entire Board Policy Manual. This ad hoc committee shall consist of at least two Board members and the Lead Administrator.

1540 ABSENCE OF SPECIFIC BOARD POLICY

In exceptional cases where action is required but is not covered by any specific Board Policy, the Lead Administrator will consult with the Board President for advice and direction. The Board President may choose to consult with the Executive Committee prior to advising the Lead Administrator.

1550 REVIEW OF POSITION STATEMENTS

Under the direction of the Board and the Lead Administrator, the philosophy, mission, and statement of faith of Valley Christian School shall be reviewed once every four years. Input will be solicited from multiple constituents.

1560 HARASSMENT, ABUSE, AND BLOOD-BORNE PATHOGENS

The Lead Administrator shall establish and implement procedures in compliance with current state and federal laws regarding harassment, abuse, and protection from blood-borne pathogens.

These procedures shall be reviewed annually by the Lead Administrator. Changes in procedures shall be reported to the Board.

2000 SCHOOL NAME

The name of the school is Valley Christian School.

2010 SCHOOL ORGANIZATION

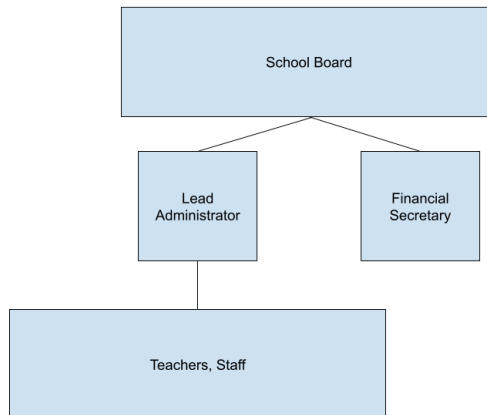
Valley Christian School is organized as an integrated program with a Preschool, Elementary School, Junior High School, and Senior High School. The school's educational and operational programs are under the leadership of the Lead Administrator, all in accordance with the policies and regulations of the Valley Christian School Board.

2020 CORPORATION SEAL

The Lead Administrator shall be responsible for the custody and constant safekeeping of the Valley Christian School seal and shall make it available for use as needed, only in accordance with purposes consistent with the express resolution of the Board of Directors.

No seal of the Valley Christian School shall be used for any purpose whatsoever not consistent with the express resolution of the Board members.

2030 ORGANIZATIONAL CHART



2040 CHANNELS OF COMMUNICATION

In matters of policy and/or practice of Valley Christian School, an individual should first consult the person at the appropriate level of authority. If further consultation is needed, the individual may approach the next higher person on the Organizational Chart, the last level being the Board or its Executive Committee.

2050 DUE PROCESS AND CONFIDENTIALITY

Due process is a set of commonly recognized procedures to ensure that fairness and equity are provided in dealings with staff and students. The Board of Valley Christian School, staff, and employees shall maintain the highest standards of confidentiality regarding personal information and records about students and employees. The Board, staff, and employees shall follow due process in actions regarding students, parents, and employees.

2060 CORRESPONDENCE AND REPRESENTATION

Staff members and students may not represent themselves or officially correspond as agents of Valley Christian School except as authorized by Board policy or by the Lead Administrator. Staff and students may not use official stationery or official titles for non-official purposes, unless expressly authorized by the Administration.

3000 PHILOSOPHY IN THE SELECTION AND EMPLOYMENT OF PERSONNEL

The Lead Administrator will, for positions in their respective areas of leadership, recruit spiritually, academically, and professionally qualified personnel who will carry out their work with competence, in harmony with the purpose of Valley Christian School.

In selecting professional personnel, individuals will be hired who will endeavor to integrate Biblical values into their work, and who consider their work at Valley Christian School a ministry. These individuals should be positive Christian role models as they seek to help students learn to know God, the world around them, and to develop life-long skills and a Biblical worldview for living as Christians in a complex world. They should be accepting of students from varying ethnic, linguistic, and religious backgrounds.

3010 CHRISTIAN BEHAVIOR AND PROFESSIONAL ETHICS

Valley Christian School is committed to the Word of God and its authority regarding all matters of Christian faith and living. Valley Christian School faculty, staff, administration, and Board members are expected to abide by the Biblical principles for conduct becoming a Christian. Valley Christian School will maintain these principles, with an attempt to respect the various Christian denominational traditions.

Professional Ethics

Based upon the Scriptural principles of working as to the Lord Jesus Christ, and with respect for all, the highest standards of ethics are to be maintained by the faculty, staff, Principal(s), and Board members in working with students, their families, and colleagues. These standards include integrity, honesty, fairness, confidentiality, abstinence from abusive behavior, abstinence from substance abuse, and respect for individuals. Personnel are expected to carry out their responsibilities with competence and professionalism, and to abide by the established policies and procedures of the school.

Sexual Behavior Standards

Based upon the teaching of the Bible that marriage between husband and wife is a sacred institution, and sexual conduct is to be within the context of marriage alone, Valley Christian School believes the Bible requires abstinence from other sexual activity. Personnel are expected to abstain from premarital, extra-marital, and homosexual forms of sexual conduct. Personnel are also expected to abstain from any form of harassment, including sexual harassment. Furthermore, the school holds to a standard that marriage is a covenant and that divorce should not be condoned. In the case of an employee who divorces or separates while employed by

Valley Christian School, continuing employment will be considered on the basis of the circumstances of the divorce or separation.

Investigation and Discipline

When a violation of these principles is suspected, the Lead Administrator, at their discretion, may place the employee on a leave of absence. If an investigation confirms that a violation has taken place, the Lead Administrator may discipline the employee by placing a letter of reprimand in the employee's file, or taking other action deemed appropriate. In cases of a confirmed violation of a serious nature, the Lead Administrator, in consultation with the Board, may require counseling, probation, or the termination of employment.

3020 UNITY OF FAITH

All staff members are expected to fully support the Statement of Faith. When identifying positions beyond the context of this statement, it should be done in such a manner that students are aware that there is diversity in some areas of biblical interpretation; students should also be made aware of what is a personal belief. Personal convictions of staff and students are to be respected. Emphasis is to be placed on our unity in the Faith.

3100 RECRUITMENT

The Lead Administrator and their staff will recruit all personnel of Valley Christian School.

3110 HIRING/REHIRING

Upon recommendation of the Lead Administrator to the School Board, the faculty and staff of the school shall be appointed by the Board after careful consideration of each individual's spiritual and academic qualifications. Such employees shall be chosen to meet the educational objectives and to execute the academic programs and policies of the school.

Hiring and rehiring of the Lead Administrator is exclusively the responsibility of the Board.

When a reduction in workforce becomes necessary, the Lead Administrator shall inform the Board.

3200 EMPLOYEE CONTRACTS

The Lead Administrator, on behalf of the Board, will issue contracts to new and returning employees. The contract shall include the name of the employee, position to be filled, length of contract, and other obligations to be fulfilled by the employee as well as by Valley Christian School. The contract shall be binding upon both parties according to its specified terms, unless mutually agreed upon otherwise.

3210 CONTRACT RENEWAL

Based on evaluations and staffing needs, the Lead Administrator will determine contract renewal.

3300 PHILOSOPHY OF COMPENSATION

Scripture states that a worker is worthy of his wage. The desire of the Board of Directors is to compensate fairly and as close as possible to wages earned in the public school system. Staff will also be compensated as close to market rate as feasible. The school board will also offer medical benefits, retirement benefits and tuition benefits as enrollment and budget constraints allow. The philosophy of compensation is to provide teachers and staff with a competitive total compensation program.

3310 SALARIES

Annual salary compensation will be paid to employees on the basis of a Board approved salary schedule.

3320 BENEFITS

Benefits will be determined annually by the Board on recommendations of the Human Resources and Finance Committees.

3500 JOB DESCRIPTIONS

The Lead Administrator shall ensure that a job description for each position is written and placed in the Administrative Procedure Manual. Upon recommendation of the Lead Administrator, the Board shall approve each job description for personnel directly reporting to the Lead Administrator, or the Board.

3510 PROFESSIONAL PUBLISHING

Publishing of materials prepared at school direction or during school compensated time by any staff member shall become the property of Valley Christian School, unless there is another written agreement concerning royalties.

3520 EVALUATION OF PERSONNEL

Evaluation of personnel shall be at least annually and shall be for the purposes of raising levels of competence within the organization, to encourage personal and professional growth of staff members, and to maintain high levels of job performance.

3530 GRIEVANCES - PERSONNEL

1. The School Board shall ensure that each contract for employment shall contain language for dispute resolution as follows:
 - A. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to this agreement or to any aspect of the employment relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.
 - B. If the resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.
 - C. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

- D. Each party, regardless of the outcome of the matter, agrees to bear the fees and cost of his own arbitrator and any other arbitration expenses.

3540 REPORTING SUSPECTED FRAUD—WHISTLE-BLOWER PROTECTION

The Valley Christian School Board of Directors shall establish procedures for employees acting in good faith to report suspected fraud in a manner that protects the complainant from reprisals, victimization, or retaliation. This whistle-blower policy reflects the commitment of Valley Christian School to conduct affairs with the highest possible ethical, moral, and legal standards.

The definition of fraud includes, but is not limited to:

1. Theft or other misappropriation of school assets.
2. Misstatements or other irregularities in the school's financial records.
3. Incorrect financial activities.
4. Misuse of school financial resources.
5. Illegal financial activities.

Procedures for reporting suspected fraud are detailed in Appendix C.

3600 LEAD ADMINISTRATOR - QUALIFICATIONS

1. The Lead Administrator shall be appointed by the School Board. He/She shall be the chief executive officer of the school and shall carry out the policies established by the Board. The Administration shall be ex-officio (non-voting) members of the Board.
2. The Lead Administrator shall be a born-again believer and subscribe without reservation to the school's Statement of Faith and Philosophy of Education. They shall be a Christian role model in the school and community.
3. The Lead Administrator shall be a member in good standing of a local Christian church.
4. The Lead Administrator's responsibilities are to be defined in a job description approved by the School Board.
5. The Lead Administrator shall be appointed each year by written contract after careful consideration of their spiritual and academic qualifications, and the Board conducted evaluation.

3610 LEAD ADMINISTRATOR - RECRUITMENT AND SELECTION

The Board may appoint a search committee to locate prospective appointees for Lead Administrator for eventual selection by the Board.

3620 LEAD ADMINISTRATOR – RESPONSIBILITIES, DUTIES, AND COMPENSATION

Goals:

1. Visionary leadership, together with implementation excellence, to achieve the school mission.
2. Demonstration of value of VCS education to constituencies and prospects.
3. Instill a culture of excellence and continuous innovation and improvement.
4. Inspire high levels of staff morale and loyalty.
5. Demonstrate spiritual leadership and inspirational personal example to constituents.
6. Focus school family on making an impact for Jesus Christ in our community.
7. Achieve high levels of parent satisfaction and retention and strong parent relations.

Responsibilities:

Spiritual leadership:

1. Demonstrate spiritual maturity, inspiration, and guidance to others.
2. Serve as a spiritual mentor to staff.
3. Set a strong spiritual tone for the school.
4. Oversee an effective spiritual development program for students, including discipleship and outreach.
5. Ensure that the Biblical Worldview permeates our curriculum and teaching.

Instructional leadership:

1. Guide curriculum development and innovation strategies and implementation.
2. Oversee faculty recruitment, supervision, and evaluation.
3. Inspire instructional excellence and professional development, including periodic in-service programs.
4. Evaluate program effectiveness.
5. Oversee the development and implementation of GLEs.

Operational leadership:

1. Assume accountability for the school-wide educational and curricular program.
2. Provide visionary leadership for long-range planning.
3. Conduct regular meetings with staff to share goals, evaluate progress, invite feedback and suggestions, develop continuous improvement plans, mentor and listen to concerns.
4. Oversee organizational appraisal system to provide evaluations and focus areas for improvement; conduct performance appraisals of direct reports on an annual basis.
5. Responsible for the recruitment process for faculty and staff, including the appointment of a search committee and final selection.
6. Guide and ensure effective implementation and maintenance of the Accreditation process.
7. Identify school-wide needs and where appropriate, create School Improvement Teams.

8. Manage school finances within policy and budgetary constraints; oversee development of the budget and resource allocation.
9. Provide salary recommendations of direct reports to the Board for approval.
10. Promote VCS to current and prospective families, as well as to local churches and community groups through effective Marketing strategy.
11. Develop a school calendar.
12. Oversee campus security including crisis management preparation and implementation.
13. Prepare and deliver the annual report of the school.
14. Serve as an effective partner with the Board by representing the needs of the school, communicating achievements, issues, and challenges, and serving on various committees where needed.
15. Establish and/or assess procedures/tasks making certain that they are aligned with Governing Regulations (both governmental and organizations), laws, other directives of the Board of Directors, and the Administrative Procedures.
16. Oversee an effective discipline plan and promote a healthy school culture.
17. Oversee and implement the school's harassment policy.
18. Communicate effectively with parents, students, teachers, the Board, prospects, and the community.

Work Requirements:

1. 40 hours per week minimum, based on a 5-day work week.
2. Teacher workdays as specified on the school calendar.
3. Summertime work excluding three weeks of vacation.

Salary Range: Determined annually by the school board

3630 LEAD ADMINISTRATOR - TERMS OF EMPLOYMENT

The Lead Administrator shall normally be employed under contract for a period of one year, to coincide with the beginning and end of the school fiscal year. Renewal of contracts may be offered for up to four years. In the final year of the term of service the Board shall determine whether an invitation for reemployment will be issued. Should an invitation be extended or

renewed, the Lead Administrator shall notify the Board of his or her acceptance or rejection within two weeks.

3640 LEAD ADMINISTRATOR - DISMISSAL

The Board shall have the authority to dismiss the Lead Administrator during a contracted period. Reasons for dismissal include:

Inability or unwillingness to carry out professional duties, as evidenced by documentation and multiple evaluations performed by the Board.

Immoral or unethical behavior when supported by documented evidence of a violation (see Policy 3020 Christian Behavior and Professional Ethics).

A decision by the Board to dismiss the Lead Administrator shall be preceded by a conference between the Lead Administrator and the Executive Committee. The action for dismissal shall be an action of the Executive Session at a regular or special meeting of the Board with all voting Board members participating and two-thirds voting affirmatively.

Compensation for the unfinished contract and all benefits and allowances will be calculated on a prorated basis of the portion of the contract fulfilled. Any benefits and allowances already paid will be deducted from remaining compensation due. If the compensation due is insufficient to cover overpayment, the Lead Administrator will be asked to reimburse Valley Christian School for the excess amount.

The Board President is to ensure that proper due process and documentation standards are followed.

3650 LEAD ADMINISTRATOR - EVALUATION

The Executive Committee, with input from the Board and staff, will conduct a year-end evaluation of the Lead Administrator. The evaluations will be based on the Lead Administrator's job description, as well as the school mission, vision, and goals set forth by the Board.

3660 FINANCIAL SECRETARY – QUALIFICATIONS, RESPONSIBILITIES AND DUTIES, AND COMPENSATION

Goal: To provide excellence in leadership and management of the school's business affairs. The Financial Secretary shall be directly responsible for the school's finances and human resources while serving in a supervisory role with respect to facilities, technology and the cafeteria program. The Financial Secretary shall also assist the educational leaders and managers to ensure that human resource policies and practices are exemplary, broadly known and consistently implemented. The Financial Secretary will be part of the school's collaborative administrative

leadership, and shall have some reporting responsibilities to the Board and various board committees.

Qualifications:

1. Born again Christian and Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Scriptures.
2. Active member or adherent of a local Christian church and who accepts and supports the school's statement of faith.
3. Four-year college degree, preferred; Bachelor's degree in accounting, business, or related field preferred.
4. Minimum of 3 years professional experience in accounting or business management.
5. Mastery knowledge of and successful experience in accounting, budgeting, finances and human resources.
6. Proficiency in using and training staff in QuickBooks and MS Office applications.
7. Proficient in problem solving and communication.
8. Ability to successfully manage peak demands especially during budgeting and recruiting seasons.
9. Collaborative management style and excellent listening skills.
10. Relational interpersonal style with respect to both internal and external constituents.

General Duties:

1. Integrate biblical principles and the Christian worldview throughout the workplace.
2. Supervise the school's business operations and personnel including the enforcement of governing laws and regulations, policies, Board directives, prescribed procedures and communication of difficult decisions in a timely and effective manner.
3. Work in close collaboration and harmony with the educational leadership as it relates to finance and human resources.
4. Work with the Lead Administrator in overseeing and promoting a healthy school culture.

Finance Duties:

1. Assist the board, educational leaders and other department managers in establishing and implementing school financial policies and procedures.
2. Prepare, in collaboration with school administration, the annual income and expense budgets for board approval.
3. Oversee banking transactions (specifically reconciling all accounts, transferring funds between accounts and direct communication with bank personnel.)
4. Implement an effective procedure for collecting accounts receivable and resolving past due accounts.
5. Advise the school administration and board of actual spending compared to budget including preparation of monthly financial reports.
6. Participate in monthly board meetings and other board-related activities including board committee work.
7. Maintains secure storage of accounting records.
8. Train and supervise finance staff.
9. Keep current on all IRS regulations and effectively implement them.
10. Prepare Quarterlies (Form 940) and assist accounting services with other annual IRS forms.
11. Prepare financial statements and all supporting schedules in preparation for the annual review or audit.
12. Assist the Lead Administrator in the accounting of all restricted contributions consistent with the donors' instructions.
13. Maintain records of fixed assets and depreciation or amortization.
14. Partner in the development and delivery of the annual report.

Compensation is determined annually by the Board.

4100 FINANCIAL PHILOSOPHY

Valley Christian School is operated as a service to its constituency and is chartered as a non-profit organization.

The financial philosophy is to manage the fiscal matters of the school with integrity, to ensure operational success, to practice good stewardship, and to remain a financially accessible school for the community.

4110 FINANCIAL OBJECTIVES

Valley Christian School will provide those programs and services, which are necessary to accomplish its educational goals within the limitations of the school's financial resources.

Valley Christian School will take proactive steps to maintain the efficiency of its programs and employees.

Valley Christian School will give first priority to educational programs and direct student services.

Valley Christian School will maintain facilities on a basis of cost efficiency, with priority given to instructional facilities. Construction of additional facilities will be based on the needs of the primary constituency.

Valley Christian School will pursue alternative revenue sources taking care not to compromise the ethical and Christian principles of the school.

4252 FUNDRAISING FOR STUDENT ACTIVITIES

Funds may be raised and donations accepted for specific approved purposes of Valley Christian School. Purposes may include:

1. Co-curricular programs.
2. Charitable gifts to other groups or individuals with special needs.
3. Individual campus fundraising projects are approved and supervised by the Lead Administrator. All funds raised will become assets under the control of Valley Christian School to be used for the purpose intended.

4253 FUNDRAISING FOR VALLEY CHRISTIAN SCHOOL

Fund development efforts are directed by the Lead Administrator, with Board input and approval. Gift Acceptance Policies of Valley Christian School can be found in Appendix D.

Funds may be raised for a variety of Board approved purchases such as:

1. General operating purposes.
2. Capital equipment.
3. Facilities improvements.
4. Curricular enhancements.
5. Tuition assistance.
6. Community outreach.

Donations will be accepted only for purposes that are consistent with the mission and goals of Valley Christian School.

Guidelines

Donations will be accepted only from individuals, organizations or groups that would not compromise, or give the appearance of compromise, to the Christian standing of Valley Christian School or to its reputation.

Donations will carry no promises of special treatment or a preferential treatment with respect to admissions.

Fundraising should be done in a way that does not draw attention away from the main purposes of the school.

All fundraising costs will be funded through the operating budget. Donations will be allocated entirely to the designated fundraising project.

Fundraising materials will be absolutely truthful and accurate. There will be no material omissions or exaggerations of fact or use of misleading photographs.

Coercive or manipulative tactics will not be employed.

Donors may be recognized publicly, unless they indicate a desire to remain anonymous. Donation records will not be shared or sold to other organizations or individuals.

Premiums or incentives will not be used to attract donations, but small gifts of appreciation, such as plaques or books, may be given in response to a donation.

Upon Board approval, buildings or rooms may be named for donors who donate more than half of the construction cost.

Approval and Supervision

The Lead Administrator may approve fund raising projects and the acceptance of donations under \$5,000. The Lead Administrator or a designee will supervise the fundraising.

Fundraising in excess of \$5,000 shall be recommended by the Lead Administrator and approved by the Board Finance Committee and the Board. The Lead Administrator or a designee will supervise the fundraising.

4261 INTERNAL FINANCING

Valley Christian School prefers internal financing of projects. Short-term debt may be incurred, with Board approval, to provide services or facilities in a timely manner.

4262 LONG TERM BORROWING

If long-term borrowing is necessary for capital projects, Board approval is required.

4270 RISK MANAGEMENT

Valley Christian School purchases insurance to manage risk. Valley Christian School may use internal reserves for self-insurance. The Lead Administrator and the Finance Committee will review on an annual basis the insurance concerns of the school and make necessary recommendations to the Board.

4271 LIABILITY

Personal Property

Valley Christian School assumes no responsibility for lost, stolen, or damaged personal property, even when stored on campus.

Injury

Reasonable precautions will be taken to protect and prevent anyone on school premises or anyone engaged in school activities from being injured.

However, Valley Christian School assumes no responsibility for injuries an employee/student may receive, or for property damage or injury they cause outside of school activities whether on or off school property. Furthermore, Valley Christian School will assume no responsibility for injuries an employee/student may receive, or for property damage or injury they may cause on or off the school premises when engaged in school activities, if they do not demonstrate responsible behavior, or when they do not follow school procedures/policies.

4280 EMPLOYEE DISCOUNT

Employee Tuition Table

Grandfathered Employees	\$1,220.00	(Full Time Tuition \$420 + \$800 fees)
Grandfathered Employees	\$1,400.00	(Part Time Tuition \$600 + \$800 fees)
New Employees	\$2,000.00	(\$1,200 + \$800 fees)

4281 CHRISTIAN WORKER DISCOUNT

Valley Christian School may grant tuition discounts to those in full-time Christian ministry, such as pastors, youth ministers, and missionaries.

4282 FAMILY DISCOUNTS

The Board may authorize a family tuition discount in conjunction with the annual approval of tuition.

4283 TUITION ASSISTANCE

On the basis of demonstrated need, parents of students enrolled in Valley Christian School may apply for Tuition Assistance.

Application for scholarships are submitted to and handled by a third party.

The Board Tuition Assistance Committee authorizes the distribution of Tuition Assistance on a case-by-case basis.

4290 CONTRACTS WITH VENDORS

Valley Christian School seeks the best goods and/or services at the best prices. There is no expectation of special consideration beyond the best price for its purchases of goods and services.

Employees of Valley Christian School shall not accept gifts of goods or money for giving business to a particular firm. No personal gifts or gratuities may be accepted that might influence the proper judgment of a school employee in the performance of his or her duty. Unsolicited gifts with value greater than \$500 must be reported to the Lead Administrator and/or the Board of Directors.

Contracts with board members or employees shall not be established for the purpose of achieving personal gain.

4291 LONG-TERM LEASE CONTRACTS

The Lead Administrator will identify School-owned property which may be designated for lease, and shall make such recommendations to the Board for approval.

The following factors will be considered by the Board when considering entering into contractual lease agreements:

1. Integrity and stability of the lessee.
2. Maximization of lease income.
3. Alignment with the Board-approved long-term site plan.
4. Assurance that the use of the facilities will not be contrary to the best interests of the school.

4295 FINANCIAL PROCEDURE MANUAL

The Lead Administrator will be responsible to establish and maintain the accounting section of the Administrative Procedure Manual.

4296 CASH MANAGEMENT

The Board Treasurer shall monitor and report to the Board the status of all funds according to the following principles:

- Disbursement, collection, and deposit of all funds will be scheduled to ensure maximum cash availability and return of investment.
- Cash may be pooled for investment purposes.
- Arrangements with financial institutions shall be reviewed on a continuing basis.
- On a regular basis, the board will receive an income statement and a balance sheet.

4300 BUDGET DEVELOPMENT

The Board shall annually, with recommendation from the Lead Administrator and the Finance Committee, approve a balanced projected budget for the coming school year. The Board shall approve the final budget in October.

Should enrollment fall below five percent of the approved budgeted projection during a current year, or an unexpected deficit occur, the Board will require the administration to provide, by the following Board meeting, a recommended plan of action to maintain a balanced budget.

4305 BALANCED BUDGET

The projected annual expense of the school budget operating fund shall not exceed the projected annual revenue. In the event that a deficit is anticipated, the Board will collaborate with the Lead Administrator to continue operations in a responsible, sustainable manner.

4315 DELINQUENT BILLS

Insufficient funds on tuition, checks/drafts, lunch accounts, etc. will be considered a late payment and will incur a \$35 fee and must be paid by cash, cashier's check, or money order. In the event a family reaches thirty (30) days behind on tuition payments, a notice will be sent from FACTS/Tuition Management to the family. Once the family reaches sixty (60) days behind on tuition payments the family will be asked to remove their child(ren) from the school. No student records, transcripts, etc. will be released until all tuition, lunch accounts, or other outstanding balances are paid in full. Once these outstanding balances are current, the family will have the option of returning their child(ren) to the Valley Christian classroom or requesting their records for transfer.

Valley Christian School recognizes and understands that unforeseen financial hardships can and do arise, and we are willing to consider each on a case-by-case basis. For an alternative solution to be considered, other than removal of the family's child(ren) from the school, the family must petition the school board in writing before the sixty (60) day period has expired.

4320 TUITION AND FEES

Those receiving a provided service are expected to pay a fair share of the real cost of the service provided. The Board may authorize a subsidy of a specific program or service deemed important to fulfill the mission of the school.

All tuition and fees generated by any school or department are considered part of the Valley Christian School operating budget and should be reflected therein.

Tuition Fees

Tuition and fees, as well as the authorization to collect revenue, will be established by the Board in conjunction with the annual budget approval process. Revenue projections shall be based on realistic enrollment estimates

User Fees

Auxiliary services and instructional programs not covered by tuition are to be self-supporting.

User fees (fees other than tuition fees) shall be established by the Lead Administrator and reported to the Finance Committee.

User fees for facility rental shall be set in accordance with current conditions and shall reflect, as closely as practicable, the full cost of facility operations. Discounts or waivers may be established for Christian organizations. Any discount schedules shall be determined by the Lead Administrator and shall not exceed 30% of the full fee. Discounted facility user fees shall cover, whenever possible, the full cost of operations.

4340 AUTHORIZATION OF EXPENSES

Regular authorization of expenses is made annually in the budget through Board approval of line-item expenses.

Budgeted expense requests shall be authorized, in writing or electronically, by the Lead Administrator as follows:

1. For specified budgeted items, the Lead Administrator would be allowed to sign any amount. Specified items are limited to the following:
 - A. Mortgage payment.
 - B. Utilities.
 - C. Routine janitorial.
2. For non-specified items, the Lead Administrator would have spending authority up to \$500.
3. Beyond \$500 for non-specified items, the spend request would be elevated to the Finance Committee. The Finance Committee would have authority up to \$2,500. Beyond \$2,500, the spend request would be elevated to the full Board for approval.

4400 FUND ACCOUNTING

To ensure observance of limitations and restrictions placed on the use of resources available to the school, the accounts of the school shall be maintained in accordance with the principles of fund accounting. Separate accounts shall be maintained for each fund.

4401 AUTHORIZED FUNDS

The following funds shall be maintained:

General Fund

The General Fund contains the economic resources for the day-to-day financial transactions of the school. The expenditure of these funds shall be determined by the yearly budget.

Facilities and Development Fund

The Facilities and Development Fund contains (a) unexpended funds to be used for the acquisition, renewal, or replacement of land and buildings and (b) funds already expended for and thus, invested in equipment, land, and buildings. The sources of income for this fund are transfers from the General Fund and profits from non-operating sources. The Board must authorize all expenditures from this fund.

Endowment Fund

The Endowment fund contains economic resources invested to produce income that may be used to carry out specific objectives of the school. The primary sources of revenue of this fund are gifts and contributions from individuals, corporations, institutions, and Board transfer of excess revenue. The principal of this fund is to remain in perpetuity.

4403 YEAR-END TRANSFER

In the General Fund, a surplus or deficit in an account other than reserve accounts will be transferred to unrestricted reserves.

4410 ACCOUNTING STANDARDS

Valley Christian School will use accounting procedures and principles in accordance with the Generally Accepted Accounting Principles (GAAP), as they relate to non-profit organizations.

Valley Christian School will not postpone current obligations to the future, accrue future revenues to the current fiscal year, or extend the length of the fiscal year.

Full disclosure will be provided in the annual financial statements.

4420 FISCAL YEAR

The fiscal year runs from July 1 until June 30.

4430 AUDIT/REVIEW

A certified auditor shall conduct a comprehensive audit every three years, unless otherwise determined by the Board. An annual review by a certified auditor shall be required at the end of each fiscal year.

4440 RECORDS RETENTION AND DESTRUCTION POLICIES

Valley Christian School's policy with respect to records retention and destruction is contained in Appendix E.

4510 PROPERTY OF VALLEY CHRISTIAN SCHOOL

Valley Christian School may purchase, use or hold real property for school related use or investment purposes.

All real property sale, purchase, and lease transactions, except those falling specifically under the authority of the Lead Administrator, must have the express written consent of the Board of Valley Christian School.

Sale prices of land, in the event of a sale, shall be determined by the buyer and seller.

4513 PRIORITIES

School functions have priorities over community requests in approving applications for building use.

The school reserves the right to refuse approval for any activity which is contrary to the best interests of the school or for which adequate adult supervision is not available.

4514 CONDUCT

Possession, use, or promotion of controlled substances, illegal drugs, tobacco products, or alcoholic beverages is prohibited. Gambling, profane language, violence or other irresponsible conduct is not permitted.

4515 MEMORIALS

A building, room or center may be named after or dedicated in honor of an individual or organization in recognition of a major investment in that project. Naming a facility for an individual may also be in recognition of a major life investment in the school.

Recommendations for naming a facility are to be submitted to the Board for final approval.

5100 PHILOSOPHY OF INSTRUCTION

Students in a Christian school must be provided the best possible education so that they are equipped to fulfill the Great Commission (Matthew 28:19,20) and to enjoy a career/calling using the talents and abilities God has given. All instruction will be based upon a Biblical worldview and each subject matter integrated with God's truth. Each teacher must have high expectations for each student, anticipating from each their best. The curriculum chosen should reinforce Biblical principles; however, the teacher is always recognized as the "living curriculum," the one who makes the facts and skills come alive in each child's mind and heart. The teacher will be accountable to complete the yearly Grade-Level Expectations and to inform the Lead Administrator of any obstacles to achieving this goal.

5110 PROGRAM OBJECTIVES

Instructional objectives shall be maintained for each educational program and curricular area in the school. These objectives will serve as a basis for instruction and assessment.

5120 ACCREDITATION

Valley Christian School shall obtain and maintain accreditation by appropriate accrediting agencies.

5200 ADMISSIONS PHILOSOPHY

In order to provide a Christian education for as many students as possible, Valley Christian School admits individuals who value and promote a Christian environment. Each prospective student will be considered for admission based on, but not limited to, the extent to which the general lifestyle and public conduct of the student and his/her parents is compatible and/or cooperative with the values and policies embraced by Valley Christian. If the attitude or behavior of a family and/or prospective student is incompatible and/or uncooperative with the biblical principles held by Valley Christian, the school reserves the right to deny the student's application for admission. (Practices considered incompatible include, but are not limited to, sexual immorality, homosexual orientation, illegal substance use and/or alcohol abuse.) Valley Christian also reserves the right to discontinue enrollment of a student who, after being admitted to Valley Christian School, behaves in an incompatible and/or uncooperative manner.

5205 ENROLLMENT LIMITATIONS

The Board shall set enrollment limits according to the space available in the physical plant, as well as other considerations that will protect the integrity of the school's primary purpose by providing quality, Christ-centered education in agreement with the VCS mission statement.

5240 SPECIAL NEEDS STUDENTS

The Lead Administrator shall consider admission of children with special needs on a case-by-case basis. The Lead Administrator has sole and absolute authority over the admission and/or dismissal of any student except as otherwise provided in the Board Policy manual.

5250 CLASS/COURSE SIZE LIMITATIONS

Within the confines of financial prudence, maintaining small class sizes will be a priority at Valley Christian School.

Homeroom class sizes shall be limited to no more than 15.

If necessary, the Lead Administrator will determine appropriate class sizes for split-level classes.

If necessary, homeroom class size limits may be exceeded by two students, but are brought back in line as soon as possible by normal attrition. At the discretion of the Lead Administrator, an aide may be provided for teachers who have exceeded their maximum size limit.

5320 DRESS CODE

Uniform and dress code policies shall be proposed by the Lead Administrator and approved by the Board.

5330 SUBSTANCE ABUSE

Use, abuse, being under the influence of, or being in possession of unauthorized drugs, narcotics, tobacco, alcohol, or other dangerous substances of any kind while on campus or at school-sponsored functions is a serious violation of school rules. Students who violate this regulation will be suspended from school. A conference between parents and Administration will be required as a condition for re-admission.

5340 POSSESSION OF DANGEROUS ITEMS

While on campus or at school-sponsored functions, the possession and/or use of potentially dangerous items are restricted. This includes, but is not limited to, fireworks, knives, guns, and martial arts weapons. Students who violate this regulation will be suspended from school. A conference between parents and Administration will be required as a condition for re-admission.

5360 HARASSMENT – STUDENT

The Lead Administrator shall establish and implement procedures in compliance with current state and federal laws regarding student harassment. These procedures shall be reviewed annually by the Lead Administrator. Changes in procedures shall be reported to the Board.

5370 GRIEVANCES - STUDENT/PARENT

Steps are as follows:

1. A parent/guardian who wishes to make a complaint should first contact the teacher.
2. If the complaint is unresolved, the parent is to contact the teacher to schedule a face-to-face meeting.
3. If the complaint is not resolved, the parent should contact the Lead Administrator to schedule a face-to-face meeting.
4. If after the above steps do not resolve the complaint, a written statement should be submitted to the school board. The school board will address the complaint at the next regularly scheduled meeting.

All communication from the parent to the school is expected to be responded to within one school day. These steps must be taken when filing a complaint. No step can be skipped.

5410 PHILOSOPHY OF DISCIPLINE

The Lead Administrator shall implement a program of discipline, consistent with Christian values, that encourages personal responsibility, fairness, good communication with parents, and prompt, appropriate responses to behavioral concerns.

5432 PROBATION

The Lead Administrator may establish policies to place a student on probation if the student fails to meet the stipulations for continuing enrollment.

5500 STANDARDS FOR STUDENT PRODUCTIONS AND PUBLICATIONS

The Lead Administrator shall develop guidelines for student productions and publications that reflect the VCS mission statement.

5600 STUDENT HEALTH, IMMUNIZATIONS, AND MEDICATIONS

The Lead Administrator shall develop and implement policies in compliance with state and federal law regarding immunizations, life-threatening health conditions, communicable diseases, emergency treatment, administration of medications, student health, and requirements for physical exams.

APPENDICES

APPENDIX A: COMMITTEE PROFILES (Refer to Sections

1300-1399) EXECUTIVE COMMITTEE

OVERVIEW:

Mission:

The mission of the Executive Committee of Valley Christian School is to faithfully represent the Board between meetings and in matters involving Board strategy and Administration relations.

Responsibilities:

Among the Executive Committee's key responsibilities are:

- Developing Board strategy.
- Evaluating the Lead Administrator.
- Serving as a senior advisory resource to the Lead Administrator.
- Providing leadership when determining Executive Committee composition for Board approval.
- Approving tuition grants in excess of 50% as recommended by the Tuition Assistance Committee.
- Overseeing complaint process related to the Whistle Blower Policy.
- Reporting Executive Committee activity to the Board.

Authority and Limitations:

The Executive Committee is authorized to act on behalf of the Board in between meetings and assuming the responsibilities described above. Any actions or decisions are promptly reported to the Board for review and ratification.

Procedures within Committee and with Board:

The Executive Committee has the prerogative to represent the Board, but is accountable for prompt reporting of its actions on or before the next scheduled Board meeting.

Committee Composition:

The Executive committee consists of the President, Vice President, Treasurer, and Secretary. Meetings can be initiated by any member.

Meetings will consist of the school board members and Lead Administrator, with the exception of instances where individual performance issues are, or can reasonably be expected to be, discussed.

Expected Meeting Frequency/Seasonality:

The Executive Committee meets on an as needed basis to fulfill its responsibilities, as proposed by any committee member or the Board's direct reports.

Relationships with other Committees, if any:

The Executive Committee works with the Tuition Assistance Committee on any grant requests exceeding 50% of tuition.

BOARD GOVERNANCE COMMITTEE OVERVIEW:

Mission:

The Board Governance Committee promotes the mission of Valley Christian School by developing, orienting, equipping, supporting, and evaluating the Board of Directors.

Responsibilities:

- To determine the Board's recruitment needs.
- To profile and recruit prospective Board member and to interview eligible candidates according to qualifications established in the Policy Manual.
- To oversee new Board member orientation.
- To annually evaluate the Board's functioning and effectiveness.
- To partner with the Board President to ensure effective Board meeting design and leadership.
- To review the Board section of the Policy Manual every four years.
- To draft and review policies and policy proposals for action by the Board.
- To designate an *ad hoc* Board committee to review the entire Policy Manual and the General and Operations sections of the Administrative Procedure Manual every four years.
- To review recommended changes to the Administrative Procedure Manual prior to implementation.

Authority and Limitations:

The Board Governance Committee has authority to carry out its responsibilities, working cooperatively with the Board President and communicating with the full Board on a regular basis. As necessary, the Board Governance Committee will consult the Board.

Procedures within the Committee and with Board:

The Committee begins assessing recruitment needs for the Board in late winter and provides pertinent information to potential candidates. The Committee then conducts candidate interviews and oversees the election process. The Committee and Board President oversee orientation of new Board Members in the summer. Ongoing board governance topics are addressed by the Committee throughout the year.

Committee Composition:

The Committee consists of at least two Board members, one of whom serves as Chairman.

Expected Meeting Frequency/Seasonality:

The Committee meets as needed, with peak times occurring in early and late spring.

Relationships with other Committees, if any:

The Committee works closely with the Board President in its policy oversight and governance roles.

FINANCE COMMITTEE OVERVIEW:

Mission:

The mission of the Finance Committee is to faithfully ensure strong financial management, effective financial reporting, and good stewardship of the school's financial resources.

Responsibilities:

The Finance Committee's key responsibilities include:

- Oversight of the financial management of the school.
- Review and approve monthly and annual financial statements.
- Development of financial policies and procedures.
- Development of the annual budget, in conjunction with Administration.
- Financial communication to the Board, ensuring appropriate clarity, transparency, and frequency of reporting.
- Education of the Board on financial matters relevant to management of the school and stewardship of the school's financial resources.
- Coordination of banking and insurance programs and relationships.
- Selection of, and coordination with, the school's external auditor.
- Recommend additional committee members, as needed, to the Board for approval.

Authority and Limitations:

Acting in the best interests of VCS and in line with the Committee's mission statement, the Finance Committee is authorized to:

- Select the school's external auditor.
- Determine banking relationships, accounts, and signature authorities.
- Determine appropriate insurance coverage, programs, and relationships.
- Approve extra budget spending up to \$2,500 (as detailed in the Spending Authority policy).

All key decisions and activities of the Committee will be promptly reported to the Board.

Procedures within Committee and with Board:

The Finance Committee meets regularly to fulfill its responsibilities, and routinely updates the Board on important financial matters and decisions.

Committee Composition:

The Committee consists of the Treasurer and additional, Board approved members, with complementary financial experience. **Expected Meeting Frequency/Seasonality:**

The Finance Committee meets monthly throughout the year, and otherwise as needed to complete the committee's responsibilities.

Relationships with other Committees:

- Tuition Assistance Committee – specifically relating to allocation of funds for tuition assistance.
- Facilities Committee – specifically relating to leasing of the school facilities, rental rates, and spending to maintain/upgrade school facilities and equipment.
- Marketing & Development Committee – specifically relating to fundraising needs and allocation of funds raised through various programs.

FACILITIES COMMITTEE OVERVIEW:

Mission:

God calls us to be good stewards of the land and buildings entrusted to Valley Christian School. The Facilities Committee exists to provide ideas, advice, and direction to the Administration and Board regarding the use, maintenance, and improvement of the VCS campus.

Responsibilities:

1. Act as an advisory committee/sounding board to the Board of Directors, administration, faculty and staff.
2. Draft and recommend policy changes to the Board as needed.
3. Approve building/lease rates and leases.
4. Review capital improvements and deferred maintenance projects.
5. Maintain a 5-year facilities plan.
6. Initiate facility improvement projects when needed.

Authority and Limitations:

1. Has the authority to set lease rates and approve leases.
2. Has the authority to approve spending within the approved facilities budget.

Procedures within Committee and with Board:

1. Reports meeting minutes to the Board.
2. Conducts and reports an annual November review of the 5-year facilities plan.

Committee Composition:

The Committee is chaired by a Board member, and will include the facilities manager, and other interested parties.

Expected Meeting Frequency/Seasonality:

The Committee meets once per month while school is in session and as needed during the summer.

Relationships with other Committees, if any:

Spending recommendations that fall outside of the approved budget will be referred to the Finance Committee for approval.

MARKETING COMMITTEE OVERVIEW:

Mission:

The mission of the Marketing Committee is to support the continued growth and development of Valley Christian School through decisions, actions, and recommendations to the VCS Board and/or Administration that further the school's mission.

Responsibilities:

The Marketing Committee seeks to strengthen annual marketing efforts in alignment with the strategic marketing objectives:

1. The committee is to serve as a resource and sounding board for assessing and developing marketing opportunities, strategies and tactics. The committee should develop an annual marketing plan (e.g.: objectives, messages, strategies, and tactics) that aligns with the 10-year strategic plan and the Annual Implementation Plan.

Authority and Limitations:

This Committee works closely with and provides guidance to School Administration and Board concerning issues pertinent to school marketing direction.

Procedures within Committee and with Board:

Committee minutes are written and submitted to the Board for all meetings.

Committee Composition:

The committee is chaired by a Board member and/or other committee members approved by the Board.

Expected Meeting Frequency/Seasonality:

The Committee meets monthly and experiences little seasonality in workload.

Relationships with other Committees, if any:

This Committee maintains a strong line of communication with the Outcomes Committee and the Finance Committee regarding development needs.

DEVELOPMENT COMMITTEE OVERVIEW:

Mission:

The mission of the Development Committee is to support the continued growth and financial development of Valley Christian School through decisions, actions, and recommendations to the VCS Board and/or Administration that further the school's mission.

Responsibilities:

The committee is to serve as a resource and sounding board in assessing and pursuing financial development opportunities, strategies and tactics for the school. The committee should develop an annual development plan that aligns with the 10-year strategic plan and the Annual Implementation Plan.

Authority and Limitations:

This Committee works closely with and provides guidance to School Administration and Board concerning issues pertinent to school fundraising.

Procedures within Committee and with Board:

Committee minutes are written and submitted to the Board for all meetings.

Committee Composition:

The committee is chaired by a Board member and/or other committee members approved by the Board.

Expected Meeting Frequency/Seasonality:

The Committee meets monthly and experiences little seasonality in workload.

Relationships with other Committees, if any:

This Committee maintains a strong line of communication with the Outcomes Committee and the Finance Committee regarding development needs.

TUITION ASSISTANCE COMMITTEE OVERVIEW:

Mission:

It is the mission of the Tuition Assistance Committee of Valley Christian School to prayerfully and faithfully oversee and implement the tuition grant process.

Responsibilities:

- Collect necessary information to process applications and oversee the independent financial assessment organization for quality and accurate processing.
- Conduct interviews with applicants when necessary or requested.
- Make individual grant decisions, by consensus.
- Preserve confidentiality of all applicant information.
- Recommend action to ensure program visibility to the parent body.
- Recommend policy changes to the Board.

Authority and Limitations:

The Tuition Assistance Committee has the authority to make grant decisions independently in amounts not to exceed a 50% discount. The Committee may submit grant requests to the Executive Committee for approval in cases that exceed these guidelines.

Procedures within Committee and with Board:

Communicate to the Board the number of applications, amount of funding granted, funding needs, and any other pertinent information. Prior to annual re-enrollment, review and update the Supplemental Form, application process, and likely funds needed and available.

Committee Composition:

The Tuition Assistance Committee shall consist of at least one Board member and up to two Board-approved individuals. A Board member will serve as the Chairman of the committee. The Committee's membership is to remain confidential.

Expected Meeting Frequency/Seasonality:

The Tuition Assistance Committee meets on an as needed basis while experiencing seasonal peak demands (late spring, and end of summer,) for application processing.

Relationships with other Committees, if any:

The Tuition Assistance Committee works with the Executive Committee as previously mentioned in particular cases. The Committee provides recipient names to the Lead Administrator to monitor disciplinary and or delinquent issues that could affect grant eligibility.

OUTCOMES COMMITTEE OVERVIEW:

Mission:

The Outcomes Committee's mission is to establish the criteria and the means for evaluating the school's performance relative to its mission to serve its key constituencies (God, students, parents, Administration, and Board.) **Responsibilities:**

- Measure performance relating to the school's Mission statement based on observable results.
- Define Hallmarks of Excellence.
- Generate and evaluate the annual school survey and other measurement processes.

Authority and Limitations:

The Committee reports to the Board while working with the Lead Administrator on surveys and conclusions.

Procedures within Committee and with Board:

The Committee meets monthly and provides survey conclusions to the Board upon completion.

Committee Composition:

The committee is chaired by a Board member and/or other committee members approved by the Board.

Expected Meeting Frequency/Seasonality:

The Committee meets monthly but experiences a higher workload in spring during surveying.

Relationships with other Committees, if any:

The Committee communicates relevant information with the Marketing and Development Committee.

APPENDIX B: PROCEDURE FOR MANAGING CONFLICTS OF INTEREST (Refer to Section 1170):

1. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
2. A committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
4. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
5. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Valley Christian School has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
6. Interested Persons who are not members of the Board of Directors of Valley Christian School, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person.
7. Interested Persons shall refrain from any action that may affect Valley Christian School's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the President or the President's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

Confidentiality:

Each key employee shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be averse to the interests of Valley Christian School. Furthermore, key employees shall not disclose or use information relating to the business of Valley Christian School for their personal profit or advantage or the personal profit or advantage of their Family Member(s.)

Review of policy:

Each and key employee shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

Annually each key employee shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a consultant to another nonprofit organization, or ownership of a business that might provide goods or services to Valley Christian School. Any such information regarding the business interests of a key employee, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.

APPENDIX C: PROCEDURE FOR REPORTING SUSPECTED FRAUD—WHISTLEBLOWER PROTECTION (Refer to Section 3540):

Every employee has the responsibility of reporting concerns of suspected fraud. Such concerns shall be made in writing and delivered in a sealed envelope to the Lead Administrator, who will deliver the sealed envelope to the Board President for dissemination to the Executive Committee. In the event that the report implicates the Lead Administrator, the sealed envelope will be delivered to the Board President. The envelope should be labeled as follows: "To be opened by the Executive Committee only; Being submitted pursuant to the policy, 'Reporting Suspected Fraud-- Whistle-blower Protection', adopted by the Board of Directors".

The Executive Committee will then investigate each matter so reported and take appropriate corrective and disciplinary actions in a timely manner. The Executive Committee may enlist committee members, employees of the school, and/or independent legal, accounting, or other advisors, as appropriate, to conduct necessary investigations of complaints of fraud. The Executive Committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of the information provided. Further information may be sought from the complainant.

The complainant will be given the opportunity to receive the following information regarding the reported concern within two (2) weeks:

1. An acknowledgment that the concern was received.
2. An indication of how the matter will be addressed.
3. An estimation of the time required for a final response.
4. An indication of whether initial inquiries have been made.
5. An indication of whether further investigations will follow, and, if not, why.

Subject to legal constraints, the complainant will receive information about the outcome of any investigations.

The Executive committee shall retain as part of the records of the investigation any such complaints or concerns for a period of at least seven years.

No Retaliation: No officer, or employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates

against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the organization prior to seeking resolution outside the organization.

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

Anonymous Allegations: Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

1. The seriousness of the issue raised.
2. The credibility of the concern.
3. The likelihood of confirming the allegation from verifiable sources.

Acting in Good Faith: Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct or fraud. Any allegations that prove not to be substantiated and which proved to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

DEFINITION OF TERMS

For purposes of this policy, the definition of “fraud” includes but is not limited to:

1. Theft or other misappropriation of school assets.
2. Misstatements or other irregularities in the school's financial records.
3. Incorrect financial activities.
4. Misuse of school financial resources.
5. Illegal financial activities.
6. Any other form of fraud.

APPENDIX D: GIFT ACCEPTANCE POLICIES (Refer to Section 4253)

In the acceptance of gifts, it is the goal of the Board to protect Valley Christian School's good name and tax-exempt status while guaranteeing that all donors are treated fairly and equitably through accurate information, recording, accounting, acknowledgment, and recognition of each gift in a timely manner. These policies are subject to periodic review, revision or additions by the Board.

The following Policies are in support of this goal:

POLICY I: Legal Standards

Valley Christian School shall accept only those gifts for which the transference and implementation shall be deemed consistent with the public laws and/or regulations and/or public policy of the respective incorporating State and the Federal Government.

POLICY II: Qualification

Valley Christian School shall accept only those gifts that are consistent with its mission, goals, purposes, and services.

POLICY III: Gift Solicitation

No individual or department of Valley Christian School shall solicit funds in the name of or on behalf of the school until and unless authorized to do so by the Lead Administrator, or their designated representative(s).

POLICY IV: Authority for Gift Acceptance

Unrestricted gifts, grants, gift instruments of cash, checks or marketable securities may be received by the Lead Administrator. All other unrestricted or any restricted gifts that are not readily marketable, such as real property, must first be reviewed and approved by the Board Finance Committee. The Finance Committee will determine whether approval by the full board is necessary. Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal, where appropriate, secured by the donor and assessment of other costs associated with receiving and maintaining the gift. Valley Christian School reserves the right to secure its own appraisal.

POLICY V: Verification of Value

No individual employee of Valley Christian School shall verify the value of a gift in written form other than cash or checks.

POLICY VI: Endowments-Permanently Restricted

Income generated by the Endowment fund(s) shall be used as directed by the donor and if not specified, then as recommended by the Finance Committee with final approval of the full Board. All permanently restricted bequests and testamentary gifts to Valley Christian School shall be deposited into the Endowment Fund(s), unless otherwise directed by the donor. The Endowment funds shall be managed under the guidance of the Board Finance Committee.

POLICY VII: Named Giving Opportunities

The Board has sole approval for designation of named giving opportunities and acceptance of same including but not limited to endowment funds, capital projects, tuition grants, and gifts in memoriam.

The following minimum standards apply to naming physical facilities, programs, services, departments, and endowment objectives:

- A named fund may be established within the Endowment fund with a minimum initial donation of \$20,000. If a minimum initial pledge of \$20,000 or more is made, the pledge must be fulfilled within five years from the original pledge date.
- Donors who contribute one-half or more of the total budgeted cost of any new facility may submit a name for that building, subject to Board approval. The total cost of any new facility is understood to be the cost of constructing the facility (architectural, planning, and construction costs; fees; site clearance and landscaping; furnishings; and equipment), plus an amount, determined by the school, to endow its maintenance.
- To name an existing facility not previously designated by a past donor would require a gift of one-half of the cost of the replacement value of the facility in today's dollars. This valuation, based on an appraisal conducted by a qualified professional, will be set by the school, and will include an amount determined by the school, to endow its maintenance.
- For administrative positions, staff, programs, and functions, endowments must be projected at figures producing income for estimated total budgeted costs five years from the date of gift, or an endowment amount predetermined by the Finance Committee of the Board. The Endowment gift must be with a minimum initial donation of \$100,000. If a minimum initial pledge of \$100,000 or more is made, the pledge must be fulfilled within five years from the original pledge date.
- Commitments provided by bequest, estate plan, or other planned gift program or deferred gift vehicles should be counted as donations according to generally accepted accounting principles and should be recognized in gift reports by name, or by the word "anonymous" at the time of recording.

POLICY VIII: Memorial Gifts

Unrestricted gifts to Valley Christian School *in memoriam* shall be credited as a contribution to the General Operating Fund for the fiscal year in which they are given. Where requested these gifts will state “in memory of...” in acknowledgments, the Annual Report and any public recognition deemed appropriate. The family of the deceased will be given timely listings of the gifts and their donors. All restricted gifts to Valley Christian School *in memoriam* shall meet all the requisites of the Policies herein described and are subject to acceptance by the Board of Trustees including but not limited to named-giving opportunities, endowment and scholarship funds including tuition grants.

POLICY IX: Personal Property

Major Gifts of tangible personal property, such as art, furniture, books, stamps, coins, libraries, and other collections, often are of significant value and can be of benefit to Valley Christian School. The mission of the school and the value of the donation will need careful assessment prior to any acceptance of such gifts since insuring and maintaining gifts of these types can incur significant ongoing costs for the school. Valley Christian School prefers that the donor allow immediate sale of such tangible personal property if the school accepts such a gift.

If any tangible, personal property is accepted by the school, the donor must have values assessed by accredited appraisers, retained by the potential donor for appropriate gift tax credit according to U.S. Internal Revenue Service (IRS) regulations. Valley Christian School shall acknowledge receipt of such (see POLICY V.)

POLICY X: Real Property

Gifts of real property can be outright, made to a charitable remainder trust or take the form of a “retained life estate” contribution. Valley Christian School gives consideration to accepting all forms of real property, including residential, commercial and industrial properties, undeveloped land, and ownership interests in these kinds of properties, e.g. limited partnerships.

In the case of an outright gift, especially involving non-income producing properties, Valley Christian School generally would sell the property so that we can use the proceeds to support the program or fund of the donor’s choice or, if gifted for Board designation, where the proceeds are needed most. If a gift of non-income producing real property is made to a charitable remainder trust, the property will be sold and the proceeds will be reinvested in a portfolio of securities to produce an income stream for the donor’s lifetime or for a specified period of time.

When a donor intends to contribute appreciated real property to Valley Christian School, the donor needs to secure a qualified appraisal to substantiate the value of the property. It is the donor’s obligation to obtain such an appraisal at his/her own expense.

Valley Christian School requests a copy of the appraisal to assist in its gift review and acceptance process. From a timing standpoint, this means that a donor and the school will typically have already agreed upon the terms of the gift, and the donor can then order the appraisal and complete the gift within sixty (60) days of receiving the final written appraisal report.

With all gifts of real estate, Valley Christian School will perform a due diligence evaluation of the property prior to making a determination as to its acceptability to: a) ensure that a meaningful gift will result; and b) to ensure that the school and the donor share an understanding about the prospects for the disposition of the property.

Initially, the School will obtain a preliminary title report and assess the marketability of the property in question. This assessment will include an evaluation of the property's status with respect to outstanding mortgages, liens, and presence of hazardous substances. If hazardous substances or dangerous conditions are discovered during this inquiry, the school and the donor will discuss what remedial action the donor can take to bring the property to a condition that is acceptable for transfer to the school.

There may be occasions when Valley Christian School does not sell donated property. In those cases, The School may opt to retain title to the property. The school's decision to retain ownership of a property is influenced by the perceived value of the property to the school, the donor's gift purpose, the anticipated carrying costs associated with retaining a property, and applicable land use and zoning regulations.

Valley Christian School will treat all potential real property gifts on an individual basis and will strive to hold full and open discussions with donors to ensure an optimal philanthropic outcome for both the donor and the school.

POLICY XI: Unrestricted Giving

Gifts to the Annual Fund and other gifts without any donor instructions are unrestricted and support the mission of Valley Christian School. The specific use of unrestricted and/or undesignated funds shall be consistent with the school's spending authority policy.

APPENDIX E: RECORDS RETENTION AND DESTRUCTION POLICY (Refer to Section 3040)

An organization's record policies should ensure that necessary records and documents are adequately protected and maintained and ensure that records that are no longer needed or are of no value are discarded at the proper time. In addition, it can aid employees in understanding their obligations in retaining electronic documents –including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

RECORD RETENTION AND DESTRUCTION POLICY ¹⁾ Policy

This Policy represents the Valley Christian School's ("VCS") policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Administration

The Record Retention Schedule is approved as the initial maintenance, retention and disposal schedule for physical records of VCS and the retention and disposal of electronic documents. The Lead Administrator is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Lead Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for VCS; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Suspension of Record Disposal in Event of Litigation or Claims

In the event VCS is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning VCS or the commencement of any litigation against or concerning VCS, such employee shall inform the Lead Administrator and any further disposal of documents shall be suspended until such time as the Lead Administrator, with the advice of counsel, determines otherwise. The Lead Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This Policy applies to all physical records generated in the course of the operation of VCS, including both original documents and reproductions. It also applies to the electronic documents described above.

APPENDIX F: Bylaws



BYLAWS

Preamble

We, the School Board, in response to the Biblical commandment for the Christian education of our children and believing that this Christian education can best be accomplished in a Christian school, hereby make and adopt the following bylaws for the organization and operation of Valley Christian School.

Article I – Name

The name of the school is Valley Christian School.

Article II – Statement of Faith

Each member of the School Board and each employee of the Corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith:

1. We believe in one perfect, eternal God, creator of all things self-existent in three persons: father, Son, and Holy Spirit
2. We believe in God, the Father, creator and judge of all things, who is true holiness, eternal power, infinite love and absolute truth.
3. We believe in Jesus Christ, who was conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as the sacrifice for our sins. He arose from the dead and ascended into heaven, where at the right hand of God, the Father, He is now our advocate. He will return in glory to judge the living and the dead.
4. We believe in the Holy Spirit whose ministry is to glorify the Lord Jesus Christ and to convict, regenerate, seal, indwell, guide, impart gifts, instruct and empower believers for life and service.
5. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, the complete written revelation of His will for man, and the Divine and final authority for faith and practice.
6. We believe mankind was created in the image of God, chose to sin and without God is spiritually dead. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
7. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between and man and a woman

who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman.

8. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)
9. We believe the blood of Jesus Christ and His resurrection provide the only grounds for salvation of mankind. All who receive Jesus Christ as Savior are born of the Holy Spirit and become children of God.
10. We believe water baptism and the Lord's Supper are commanded by our Lord Jesus and are to be observed by the church. They are not to be regarded as a means of salvation.
11. We believe God's church is composed of everyone who has been reborn through faith in Jesus Christ. God has called His church to worship Him, to disciple believers and to proclaim the Gospel to the world. The purposes of the church are to worship God, to learn from God's Word and to allow the Scriptures to change us, to fellowship as believers, and be equipped to glorify God in our daily lives.
12. We believe in the existence and personality of Satan. We believe that our Lord Jesus Christ triumphed over Satan by His death and resurrection.
13. We believe our Lord Jesus Christ will return to earth to judge all mankind. Those who have accepted Christ as their Savior will have everlasting joy with the Lord while unbelievers will face eternal separation from God.

Article III – Mission Statement

Valley Christian School is committed to educating the mind and touching the heart of students by upholding God's word as the standard for a lifetime of living and learning.

Proverbs 1:7 "The fear of the Lord is the beginning of knowledge."

Article IV – Philosophy Statement

Valley Christian School understands all truth as God's truth and seeks to educate students from that Christian worldview, enabling students to be successful in their own lives and to be relevant in our culture. The School Board, faculty and staff of Valley Christian School desire to be living models of Christianity for the school and for the community.

Proverbs 22:6 "Train a child in the way he should go, and when he is old he will not turn from it."

Article V – Board of Directors (School Board)

Section 1 – Agreement of the School Board

A. All members of the School Board shall be born again believers and shall agree without reservation with Articles II and III of the Bylaws. All members of the School Board shall be members in good standing of local, Evangelical churches whose doctrine is in agreement with Article II of the Bylaws.

Section 2 – General Responsibilities

A. Valley Christian School's School board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the Board shall include, but are not limited to, making policy, acting on matters of personnel including hiring and firing, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school.

Section 3 – Number and Tenure of Board Members

A. The number of School Board members shall be at least five and not more than nine. This number may be increased or decreased from time to time by the School Board pursuant to amendment of this Bylaw.

A. Each School Board member shall serve on the Board for a term of four years, unless such service is terminated by resignation, death, or dismissal. At the end of their term on the Board, the eligible voting members of the Board may elect to allow the member to serve an additional term. If the board declines additional terms, the Board member shall step down from service for at least one full year before being eligible again for the Board.

B. The School Board may add ex-officio (non-voting) members to the Board as needed.

Section 4 – Board Member Qualifications

A. Members of the School Board shall be born-again believers and subscribe without reservation to the school's Statement of Faith and Philosophy of Education.

A. Members of the Board shall be Christian role models in the school and community.

Section 5 – Board Member Compensation

A. Members of the School board shall receive no compensation for their services. The Board may authorize the reimbursement of expenses incurred by any Board member in the performance of official business for the school or the Board.

Article VI – New Board Members

Section 1 – Vacancies on the School Board

A. A vacancy on the School Board shall be deemed to exist in the case of expiration of the term, resignation before expiration of the term, death, or removal from the Board.

Section 2 – Nominations for the School Board

- A. Parents of students or other interested individuals may recommend candidates to the School Board by submitting the name to the President of the School Board, who will then present the candidate for consideration by the full Board. Candidates for the School Board shall be nominated by the Board.
- A. Such candidates must be interviewed prior to nomination by the School Board to determine interest, suitability, and eligibility. All candidates shall meet the qualifications of Board members set forth in these Bylaws.
- B. Only parents or legal guardians with students at Valley Christian School may be considered for nomination to the School Board.
- C. Nominees to the School Board must not violate the Nepotism Policy as defined in Appendix I of the Board Policy & Procedure Manual.

Section 3 – Appointments of Board Members

- A. Any vacancy on the School Board may be filled by a majority of the remaining Board members. In the instance of an unexpired term, each Board member so appointed, shall hold office until the expiration of that term. Otherwise, the newly appointed Board member shall serve a full term.

Section 4 – Resignation or Dismissal from the Board

- A. Any School Board member may resign from office by tendering the resignation in a letter to the Board President.
- A. Any School board member may be removed from the Board for failure to be a Christian role model, for excessive absence from regular and special meetings of the Board, or whenever such removal in the judgment of the board would be in the best interest of the school. All School Board business must remain confidential and not be discussed outside School Board meetings. Removal shall require a two-thirds (2/3) vote of the Board.
- B. In view of the serious nature of a School Board member's involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board shall be a matter of "last resort". Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question.
- C. In the event that an officer of the school board resigns or is dismissed, another member shall be designated by majority resolution of the Board to assume the responsibilities office now vacant.

Article VII – Duties of The Board

Section 1 – Duties of the Board

A. The School Board shall help set the spiritual tone for the school. Board members shall individually and corporately pray for the administration, faculty, staff, parents, and children of the school. They will be inclined to prayer, ever mindful of their own dependence upon God for His grace and wisdom manifest in their leadership.

A. The primary function of the School Board is to set school policy; not to administer the school. The daily administration is the work of the Lead Administrator. When the executive session is for the purpose of evaluating the Lead Administrator, the Lead Administrator may be asked not to attend.

B. The School Board's authority is corporate. Individual Board Members have authority to act only when the Board is convened in regular or special session. There shall be only one line of authority which will flow from the School Board, through its President, to the Lead Administrator, who is charged with the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, students and parents as appropriate.

C. The School Board shall procure, protect, maintain and manage the property and equipment of the school.

D. The School Board shall oversee the general financial operation of the school by approving annual budgets, devising methods of raising necessary operating funds, and determining how these funds shall be disbursed. The board shall arrange for a certified financial audit on an annual basis.

E. The School Board shall determine the fiscal year for the school.

F. The School Board shall exercise due care to determine that the school operates according to the accepted legal principles which should include, but not be limited to, the obtaining of competent legal counsel to advise the Board on matters of safety, general liability and personnel issues.

G. A significant duty of the School Board is the interviewing and ratification of the Administrative Officer candidate. The Lead Administrator will implement the Board's legislated policies and directives and manage the day-to-day operation of the school. The annual evaluation of the Lead Administrator is the responsibility of the entire Board.

H. Upon recommendation of the Lead Administrator to the School Board, the faculty and staff of the school shall be appointed by the Board after careful consideration of each individual's spiritual and academic qualifications. Such employees shall be chosen to meet the educational objectives and to execute the academic programs and policies of the school.

I. The School Board shall have the authority to dismiss and/or not renew the contract of any personnel associated with the school who do not fulfill the requirements set forth in these Bylaws, their employment agreement, or fail to be a Christian role model.

J. The School Board shall ensure that a Faculty and Staff Handbook is developed, revised as needed, and annually distributed to all employees.

K. The School Board shall approve the educational programs and standards of achievement for the school. This shall include the review and approval by the Board of all textbooks and courses of study recommended by the school's faculty under the leadership of the Lead Administrator.

Section 2 – Committees

A. The School Board shall operate using a standing and ad hoc committee system. Each committee shall have the responsibility to review and make recommendations in its assigned area for consideration and action by the full Board.

A. The School Board may appoint committees:

B. Each standing committee shall have at least one (1) School Board member appointed by the Board President. The School Board may appoint interested parents or individuals to serve on the committee.

C. The School Board may from time to time establish ad hoc committees made up of Board members or other interested individuals to deal with specific issues in the school. Upon completion of its assigned task, such ad hoc committees shall dissolve.

Article VIII – Officers of The Board

A. The School Board shall annually elect Officers of the Board from among its members. The duties of the Officers shall be limited to the following:

- 1 President – The President shall preside at all School Board meetings and perform such other duties as approved by the Board. The President shall be the Lead Administrator's point of contact with the Board when the Board is not in session. **Current Board President is - TJ Curtis**
- 2 Vice President – The Vice President shall perform the duties of the President in the latter's absence, disability, or refusal to act. When so acting, the Vice President shall have all powers of and be subject to all the restrictions upon the President. **Current Board VP is - Corrine Smith**
- 3 Secretary – The Secretary shall record the minutes of any and all meetings of the Board. **Current Board Secretary is - EJ Brewer**
- 4 Treasurer – The Treasurer shall maintain the financial records showing the financial condition of the school, shall be the custodian of all monies in the

school, and shall perform such other duties as are customarily performed by such an officer, with the assistance of a financial secretary. **Current Treasurer is - Jared Wood**

Current remaining Board Members:

Corey Beason

David Nelson

Greg McNeese

Article IX – Meetings

Section 1 – Regular Meetings

- A. Regular meetings of the School Board shall convene at least once a month during the school year. Notification of the time and place of the regular School Board meetings shall be made to Board members prior to the meetings.
- B. Board Meetings shall be closed. However, individuals can petition the school board, in writing, at least 7 days in advance of a regularly scheduled board meeting, to approach the School Board about any particular subject. The purpose of the 7 days notice is to allow for planning of the agenda.
- C. The School Board has the right to meet in executive session.
 - 1 An executive session can be called for by any Board member during a portion of any meeting for the purpose of discussing personnel and other sensitive matters.
 - 2 Executive sessions shall have in attendance all board members present at said meeting, the Administration of the school, and any other persons who are specifically asked to attend this session by the Board President. When the executive session is for the purpose of evaluating the Lead Administrator, the Lead Administrator may be asked not to attend.
 - 3 No official business shall be transacted in the executive session. Rather, the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session any decision shall be made and stated officially so that the Board Secretary can record such decision in the official minutes.

Section 2 – Special Meetings

- A. Special meetings of the School Board may be called by the President of the Board or by a majority of the Board members.
- A. Notice of the time, place and purpose of all special meetings of the School Board shall be given to each Board member by phone or email.

Section 3 – Emergency Action

A. In an emergency, the President of the School Board may poll the full Board to secure authorization for a given course of action.

Section 4 – Presumption of Assent

A. Any member of the School Board who is present at a meeting of the Board at which action is taken shall be presumed to have assented to the action unless his dissent is entered into the minutes of the meeting or unless the Board member files his written dissent to the action to the Secretary prior to the next regularly scheduled meeting. The right to dissent shall not apply to a Board member who has voted in favor of the action.

Section 5 – Waiver and Consent

A. The transactions of any meeting of the School Board, however called or noticed, shall be valid as though it had been a duly held meeting after regular call and notice, if a quorum is present, and if either before or after the meeting, each of the Board members not present sign a written waiver of notice or a consent to the holding of such meeting, or an approval of the minutes thereof.

Section 6 – Quorum

A. At all meetings of the School Board, whether regular or special, the presence in person of a majority of members shall constitute a quorum for the transaction of business. Only members vote at any meetings of the Board and proxies shall not be valid for voting.

A. In the absence of a quorum, a minority of School Board members may adjourn any meeting of the Board from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

Section 7 – Governmental Procedure

A. Meetings of the School Board shall be governed by Consensus. Governing by consensus allows the members of the board to creatively seek solutions in an open forum. When unanimous agreement or unanimous consent cannot be reached regarding a proposal, a super majority threshold of two-thirds (2/3) is required for a proposal to be approved.

Article X – School Administration

1. The Lead Administrator/Superintendent shall be appointed by the School Board. He shall be the chief executive officer of the school and shall carry out the policies established by the Board. The Administration shall be ex-officio (non-voting) members of the Board

2. The Administration shall be born-again believers and subscribe without reservation to the school's Statement of Faith and Philosophy of education. They shall be Christian role models in the school and community.
3. The Administration shall be members in good standing of a local church.
4. The administration's responsibilities are to be defined in a job description approved by the School Board.
5. The Administration shall be appointed each year by written contract after careful consideration of their spiritual and academic qualifications, and the Board conducted evaluation.

Article XI – Indemnification

1. The school shall indemnify each School Board member and officer who was or is a party, or it threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, arbitrative, or investigative (other than an action by or in the right of the corporation) of his being or having been a Board member or officer of the school, against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with the action, suit or proceeding if he acted in good faith and in the manner he reasonably believed to be in or not opposed to the best interest of the school, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful.
2. The school shall indemnify each School board member and officer who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the school to procure judgment in its favor by reason of his being or having been a Board Member or officer of the school, against expenses (including attorney's fees) actually and reasonably incurred by him in connection with the defense or settlement of such action or suit if he acted in good faith and in a manner he reasonably believed to be in or not opposed to best interests of the school, except that no indemnification shall be made in respect to any claim, issue, or matter as to which the Board member or officer shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the school unless and only to the extent determined by a court as provided by law.
3. In the event of the disposition of any action suit, or proceeding in which no determination regarding good faith, reasonable belief, negligence, or misconduct, as applicable, has been made, such indemnity shall be conditioned upon prior determination that the Board member or officer acted in good faith and with reasonable belief and without negligence or misconduct, as applicable, and that such payments or obligations are reasonable. Such determination shall be made (1) by the Board by a majority vote of a quorum consisting of Board members who were not parties to such proceeding, (2) by independent legal counsel in a written opinion if such a quorum is not obtainable or, even if members eligible to make any such determination or to refer any such

determination to independent legal counsel must act with reasonable promptness when indemnification is sought by any Board member or officer.

4. Every reference herein to Board member or officer shall include every Board member or officer or former Board member or officer of the school as a Board member or officer or in a similar capacity of another corporation, partnership, joint venture, trust or other enterprise and, in all cases, the heirs, executors, and administrators of such Board member or officer.
5. The school may further indemnify each board member and officer in any other manner permitted by law.

Article XII – Dispute Resolution

A. The School Board shall ensure that each contract for employment shall contain language for dispute resolution as follows:

- 1 The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to this agreement or to any aspect of the employment relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.
- 2 If the resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.
- 3 The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

B. Each party, regardless of the outcome of the matter, agrees to bear the fees and cost of his own arbitrator and any other arbitration expenses.

The above section shall be in bold type in each contract and the school must provide employees information annually regarding the Rules of Procedure for Christian Conciliation or an employee could challenge or void this agreement.

Article XIII – Students

Section 1 – Non-discrimination Statement

A. Valley Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national or ethnic origin the administration of educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.

Section 2 – Parent Teacher Organization

A. The school may establish an organization for the close association and cooperation of the parents of the students and the teachers involved in the school.

Article XIV – Amendment of the Bylaws

The School Board shall have the power to alter, amend or repeal the Bylaws and adopt new Bylaws by a two-thirds (2/3) majority vote of the School Board. Changes to Article III require a three-quarter (3/4) majority vote of the School Board.



EMPLOYEE HANDBOOK

2023-2024

Revised July, 2023

Mission Statement

Valley Christian School is committed to educating the mind and touching the heart of each student by upholding God's Word as the standard for a lifetime of living and learning.

Philosophy Statement

Valley Christian School understands that all truth is God's truth and seeks to educate students from that worldview, enabling students to be successful in their own lives and to be relevant in our culture. The school board, faculty and staff of Valley Christian desire to be living models of Christianity for the school and for the community.

Valley Christian School is non-denominational; no single church funds our activities, approves our curricula, controls our board or sets our policies.

- The spectrum of students, faculty, staff and board members reflects most Christian denominations in our area.
- We teach Christian principles, not denominational doctrine.
- Our teachers are dedicated to our mission of providing a Christ-centered education that connects home, church and school.

STATEMENTS OF FAITH

God

We believe in one perfect, eternal God, creator of all things, self-existent in three persons: Father, Son and Holy Spirit. (John 14:16-18, John 17:11)

The Father

We believe in God the Father, creator and judge of all things, who is true holiness, eternal power, infinite love and absolute truth. (Genesis 1:1, Psalm 9:7-8, Exodus 15:11, I John 4:16)

The Son

We believe in the deity of Jesus Christ, who was conceived by the Holy Spirit and born of a virgin. He died on the cross as the sacrifice for our sins. He arose from the dead and ascended into heaven. He is now our advocate at the right hand of God the Father. He will return in glory to judge the living and the dead. (John 1:1-4, John 14:9, Colossians 1:15-17, Luke 1:35, Matthew 1:18-25, I Peter 2:24, John 20:10-31, Acts 1:11, Matthew 24:27, I Thessalonians 4:13-17)

The Holy Spirit

We believe in the Holy Spirit whose ministry is to glorify the Lord Jesus Christ and to convict, regenerate, seal, indwell, guide, impart gifts, instruct and empower believers for life and service. (John 16:7-11, I Corinthians 6:19, John 14:26, John 16:13)

Scripture

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, the complete written revelation of His will for humanity and the divine and final authority for faith and practice. (II Timothy 3:16-17, II Peter 1:20-21)

Humanity

We believe humanity was created in the image of God, chose to sin, and without God is spiritually dead. (Genesis 1:27, Jeremiah 17:9, Romans 3:23) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

Marriage

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman

Christian Conduct

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Corinthians 6:9-10)

Salvation

We believe that salvation is by grace alone, through faith in Jesus Christ alone.

All who receive Jesus Christ as Lord and Savior are born of the Holy Spirit and become children of God. (Ephesians 2:8-9, Titus 3:5-7, I Peter 1:18-21, John 3:5, John 3:16, Romans 3:21-30, Galatians 4:4-7, John 1:12-13)

Ordinances

We believe water baptism and the Lord's Supper are commanded by our Lord Jesus and are to be observed by the church. They are not to be regarded as a means of salvation. (Acts 2:38, Romans 6:4, 1 Corinthians 11:23-26)

The Church

We believe in the spiritual unity of everyone who has been reborn through faith in Jesus Christ. God has called His church to worship Him, to disciple believers and to proclaim the gospel to the world. (Galatians 3:28, John 17:11, Matthew 28:18-20)

Christ's Return and Judgment

We believe our Lord Jesus Christ will return to earth to judge all humanity. Those who have accepted Christ as their Lord and Savior will have everlasting joy with the Lord while unbelievers will face eternal separation from God. (John 3:16-19, I Thessalonians 4:13-17, Revelation 20:13, Revelation 22:12)

Non-Discrimination Statement

Valley Christian School employs teachers of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national or ethnic origin the administration of educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.

CODE OF CONDUCT

- As an employee of Valley Christian, you are expected to be a Christian role model to our students. Cause for termination and dismissal may include, but is not limited to any one or more of the following: homosexuality, heterosexual activity outside of marriage, intemperance, abuse of a student, neglect of duty, or any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian role model students of Valley Christian School.
- **Any form of verbal or physical abuse of a student will result in your immediate termination.** A situation with a student should not be allowed to escalate to this point. Problem students should be taken to the administrator's office.

DRESS CODE

- All Valley Christian employees must be neat, clean and properly groomed while at school and school-related functions.
- All teachers and office personnel are required to wear teacher appropriate clothing. This means no casual jeans, sweatshirts, tshirts, casual flip-flops, tennis shoes, etc.
- Unless otherwise requested by the administrator, teachers and office personnel may dress casually every Friday (or the last school day of the week).
- All employees may wear jeans and a Valley Christian shirt on all home game days for any sport.
- All employees must dress modestly. No sleeveless (capped sleeves are permitted), low V-neck, or see-through tops or dresses are allowed. Dresses and skirts must be no shorter than five inches from the top of the kneecap.

TEACHER EVALUATIONS

- Administration or a designated supervisor will conduct formal and informal evaluations throughout the school year. If you would like to have a particular lesson observed, please notify the office. Informal evaluations will be unannounced.
- Your teaching performance is of utmost importance. The quality of your teaching will be determined, in part, by classroom observations, student grades and standardized test scores.
- Teachers will be evaluated based on the following criteria:
 - Instructional Skills

- o Professionalism
- o Performance
- o Classroom Discipline
- o Curriculum Usage
- o Integration of Biblical principles

ATTENDANCE

- ALL Homeroom/7-12 Bible Teachers must submit a list of absent students to the office at the beginning of each day. (The office will provide forms for you)
- ALL K-6 and 7-12 Bible Teachers Homeroom Teachers must record daily attendance in FACTS SIS ● JH/HS attendance must be taken at the beginning of every class period. This will be for your own personal use in the classroom, this is greatly helpful when discussing grades with parents

Documentation

- Keep a file for each student, every year. Keep a good selection of work and tests, keep all semester tests. Files may be discarded after the first day of the following school year.
- Keep all parent, student communication. Emails, notes, etc.
- Document student behavior and academic progress so you can support your observations at conferences. All discipline, medical and accident reports will be placed in students' permanent files located in the office.

LESSON PLANS

- Lesson plans must be completed by the Sunday before the start of the week by 5 p.m.
- Two Biblical integrations should be written each week, for each subject, excluding Bible.

SUBSTITUTE FOLDER

Elementary substitute folder should be clearly marked and should

include the following:

- o Class schedule

- o Location of specific books, lesson plans, attendance and lunch forms

- o Class rules and consequences

- o Recess and lunch duty schedule

- o Current seating chart

- o Emergency procedures

7-12 Grade Substitute folder is provided by the office, however each teacher should provide additional information about specific classroom rules and procedures

- JH/HS Teachers must have student work and any needed materials organized and

accessible for substitute needs

CLASSROOM SCHEDULES/Test Keys

- Elementary and Middle School classes must post a schedule for the day including subject times, break, pull out and duty
- Please make sure Administrators can easily locate your test and answer keys

STUDENT LAPTOP USE RULES

Best practice for student laptop use in the classroom is for screens to be facing the teacher at all times. We understand that this is not always feasible, so we ask that the teacher please try to walk the room and monitor laptop use consistently. If students are utilizing laptops in study hall, the screen **MUST FACE THE TEACHER** at all times, and may be only used to do school work. Laptops are to be used **ONLY** for school work purposes. Students are prohibited from using laptops for surfing the Internet or watching YouTube videos. Students are not allowed to use laptops outside the classroom.

Technology Acceptable Use Policy for Teachers at a Valley Christian

Introduction:

As educators at Valley Christian, we recognize the importance of integrating technology into our teaching practices to enhance learning experiences for our students. However, it is crucial that we uphold ethical standards, moral values, and align our technology usage with the Christian principles and mission of our school. This Technology Acceptable Use Policy outlines the guidelines and expectations for teachers regarding the appropriate and responsible use of technology in the context of our Christian educational environment.

1. Purpose:

The purpose of this policy is to provide teachers with clear guidelines for the appropriate use of technology in the school setting. It promotes responsible and ethical behavior, protects the school's technology resources, and ensures that technology is used in a manner consistent with Christian values and our educational mission.

2. Scope:

This policy applies to all teachers employed by our Christian school who utilize the school's technology resources, including but not limited to computers, laptops, tablets, internet access, email, software, and any other technology provided by the school.

3. Guidelines:

a. Personal Use:

Teachers are expected to use school technology resources primarily for educational purposes and for fulfilling their job responsibilities. Incidental and occasional personal use of technology is permitted, but

it should be limited and not interfere with teaching duties or compromise the school's resources.

b. Respect for Christian Values:

Teachers should use technology in a manner that aligns with the Christian values upheld by our school. They must refrain from accessing, creating, or distributing any material that is inconsistent with biblical teachings, including but not limited to explicit or offensive content, inappropriate images or videos, or any content that promotes discrimination or undermines Christian principles.

c. Privacy and Confidentiality:

Teachers must respect the privacy and confidentiality of students, colleagues, and the school community when using technology. Confidential information, such as student records or personal details, should not be shared or disclosed without proper authorization. Teachers should also be cautious about sharing personal information about themselves or others online.

d. Responsible Internet Usage:

Teachers should utilize the internet responsibly, ensuring that online activities are in line with the Christian values of our school. They must avoid accessing or disseminating any content that is illegal, unethical, offensive, or inappropriate. Teachers should also be mindful of the credibility and reliability of online sources when incorporating them into instructional materials.

e. Intellectual Property and Copyright:

Teachers should respect intellectual property rights and adhere to copyright laws when using digital resources, including software, multimedia, and online content. They should use and share copyrighted materials in accordance with fair use guidelines or obtain appropriate permissions when necessary.

f. Data Security:

Teachers must take necessary precautions to protect the school's data and information systems. This includes using strong passwords, not sharing login credentials, and reporting any suspicious activities or potential security breaches to the appropriate school authorities.

g. Professional Communication:

Teachers should use professional and respectful language when communicating online, whether through email, social media, or other digital platforms. They should represent the school positively and avoid engaging in online discussions or activities that could reflect negatively on the school's reputation.

4. Consequences of Violation:

Failure to comply with this Technology Acceptable Use Policy may result in disciplinary action, which could include verbal or written warnings, suspension or revocation of technology privileges, or, in severe cases, termination of employment. The school reserves the right to report any illegal activities to the appropriate authorities.

5. Review and Updates:

This Technology Acceptable Use Policy will be reviewed periodically to ensure its continued relevance and effectiveness. Any updates or modifications to this policy will be communicated to all teachers and will require their acknowledgment and compliance.

VALLEY CHRISTIAN EMAIL GUIDELINES

- All company email is Valley Christian's property. That is, any email that is sent, received, created, or stored on a Valley Christian computer system (Valley Christian's Google, FACTS SIS or Canvas) may be viewed and even admissible in a legal case. As your employer, we have the right to monitor employees' use of email.
- The types of communication listed below are prohibited by Valley Christian School:
 - Valley Christian Email may not be used to harass or make threats, nor be offensive or disruptive in nature.
 - Valley Christian Email may not be used for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
 - Use of email in any way that violates Valley Christian's policies, rules, or administrative orders, included in the policy manual.
 - Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Valley Christian Employees are encouraged to report the receipt of any inappropriate email with prohibited content to Administration immediately.
- Keep all email communication that you have with parents regarding discipline and academic matters. (CC) Administrators in any email communications regarding an issue with an angry parent or student. Keep any email when a parent or student may be questioning your character or integrity or ability to do your job.
- All Valley Christian Employees must reply to emails both internally (other staff), and externally (parents/students) within 24 hours of receiving the email. This excludes weekends.
 - To aid in fulfilling this requirement, all Valley Employees must check email regularly. Always **at least** check email before school begins and before leaving for home in the afternoon.
 - Rule of thumb: Don't open emails that you can't answer immediately. (this rule will help to keep you from forgetting to reply to an email)
- Valley Christian Employees are not expected to read or answer emails after 4 PM each school day, on the weekend, or during school breaks. Please take care to protect your time away from school.

HEADPHONES, AIRPODS, EARPODS, LISTENING DEVICES

- 7-12 Grade students are prohibited from using any type of listening devices

WORK DAY

The Valley Christian workday begins at 7:45 A.M. and ends at 3:45 P.M. On the week of your morning duty (if applicable), you must be downstairs to welcome/supervise students by 7:45 A.M. It is possible for you to leave school before 3:45 if you have completed your work for the day and all your students have been picked up.

Staff Meetings - All Full Time staff are required to attend weekly staff meetings as planned.

Professional Development Days - All teachers are required to attend all professional development offered by Valley Christian, office staff may be required to attend some.

Staff Work Days - All Full Time staff are required to attend staff work days as noted on the school calendar, Part Time staff must be here during their regularly scheduled class times.

PERSONAL/SICK DAYS

Valley Christian Staff are allotted five (5) personal/sick days per contract year, the first year. You may carry over 2 days if unused for a max of 7 days. If you exceed your days accrued, substitute pay (\$85 per day) will be deducted from your salary. If excessive absences occur, the administrator will discuss disciplinary action with the Valley Christian School Board.

MATERNITY LEAVE

Full time teachers will be granted up to twelve (12) weeks leave during the academic year while maintaining eligibility to return to their previous or comparable position. Full salary will be continued for the first six (6) weeks of maternity leave. The remainder of the twelve (12) weeks will be without pay.

STUDENT TELEPHONE USE

- Students may not use Valley Christian phones without permission from a teacher or staff member.

SOCIAL NETWORKING

- ALL social networking posts (even during summer vacation, etc.) should reflect the Christ-like example that teachers and staff members are expected to portray.
- Think carefully before posting something that could be misunderstood or misinterpreted or that may reflect poorly on our school.
- **Do not** post negative comments about students, parents, other teachers, our school, other schools, etc.
 - **Do not** post, forward, tweet, share or “like” any written content, picture or video that contains foul language, racial slurs, sexual topics or references to controversial behavior (such as drinking alcohol or gambling).
- Pay attention to the titles/captions of pictures, videos, and other items before you “like” or share them. Sometimes the content is fine, but the title/caption contains inappropriate language.
- A teacher or staff member who chooses to have a Valley Christian student as an online “friend” does so at the teacher’s or staff member’s own risk.
- **ANY MISUSE OF ONLINE CONTENT (WHETHER INTENTIONAL OR UNINTENTIONAL, ORIGINAL OR SHARED), AS NOTED ABOVE, MAY RESULT IN TERMINATION OF EMPLOYMENT.**
- **Teachers cannot message students using social media. Student messaging must be done via email or text WITH at least one parent included**

SUPERVISION DUTY (ARRIVAL, LUNCH, RECESS)

- Teachers will take turns weekly in supervising students during arrival, lunch, recess and dismissal.
- Elementary and Middle school morning duty begins at 7:45 with pledges beginning at 8:00, students should be leaving the auditorium by 8:05
- JH/HS morning duty begins at 7:45, students are dismissed for class at 7:55
- As students arrive, Elementary and Middle School students will sit in designated areas of the auditorium and may talk quietly. These students will be dismissed to classrooms after pledges.
- JH/HS students will meet in the gym where they will be supervised by a designated teacher and will be dismissed to first period at 7:55 a.m.
- Teachers will be responsible for lunch/recess duty as assigned. Teachers on lunch duty will remain in the cafeteria with the students for the duration of the lunch period. Teachers must maintain constant supervision while keeping all students in sight. *No student may sit, stand or play where he/she cannot be seen by a teacher.*
- Do not place any child in a vehicle (even with friends or relatives) without prior notification by parents. The person picking up the child must be listed on the child's list of approved pickups. **You must verify the person’s ID before releasing the child.**
- JH/HS afternoon duty teacher must be in the cafeteria at 3:05, students may NOT LEAVE the

school until the duty teacher arrives

- JH/HS car rider students must stay in the cafeteria until they are picked up and they
- IF you need to be away from your duty at any point during the school day, YOU MUST SCHEDULE A REPLACEMENT AND SEE THAT THEY ARE PRESENT, you must notify the front desk that you have a replacement for your duty and who that replacement is.

EMPLOYEE INFRACTION PROCEDURES

1st Infraction - Verbal/Meeting with Administration

2nd Infraction - Meeting with Administration, a written warning signed by the employee will be filed and the School Board will be notified

3rd Infraction - Meeting with the School Board

LATE PICK-UPS

- Teachers end their supervisory responsibility ten (10) minutes after school dismissal. If a parent has not picked up a child within the allotted time, please take the student to the front desk.
- In the case of excessive late pick-ups, the administration will conference with the child's parents.

PARENT-TEACHER CONFERENCES

- Conferences will be held at the end of the first and third grading period. Additional conferences may be scheduled at your discretion. A parent may request a conference at any time.
- TEACHERS MUST alert Administration at the first sign of a student's *drastic* drop in academic performance and/or of an emotionally charged situation between you and a student or parent.

NON-CUSTODIAL PARENTS

It is required that the custodial parent provides the school with an official, updated copy of the court-ordered documents outlining child custody and visitation agreement.

Non-custodial parents are not to use the school as a meeting place to visit with their child(ren). The school will follow the rights for the non-custodial parent(s) that are outlined in the court order. If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of that parent. If the principal determines that such a parent is volunteering in order to increase contact with the child(ren), the principal should notify the custodial parent and have them settle the issue.”

FIRST AID/MEDICATION

- All first aid products are located at the front desk.
- Before administering oral medication, obtain consent from the student's parent/s.
- If a student needs daily medication, a parent must complete and sign a Medical Release Form, which will be kept in the student's file. All medication will be kept at the front desk and administered by staff.
- A Student Accident Form must be filled out when any student is injured during the school day. The form must be filed in the office and a copy sent home the day of the accident. When filling out the form, please refrain from using the names of other students that were potentially involved in the incident.

FIELD TRIPS/Class Trips/Special Lunches/Students on class outings You may schedule class field trips according to the following procedure:

- ***K-6 Email your request for field trips, with location, date, purpose to the Head of School.***
- ***7-12 Email your request for field trips, with location, date, purpose, to the Head of School.***
- The school office will prepare permission slips for students. Parents will sign and return slips prior to the field trip date.
- The school office will arrange for transportation when needed.
- ***Encourage students to wear their Valley Christian T-shirts on all field trips.***
- There will be a small fee to students ***for every trip*** to help cover travel costs

STUDENT DISCIPLINE

- At Valley Christian School, we view discipline as a positive, constructive way to influence behavior. Desirable behavior is more likely to occur when teachers provide students with well-organized, positive experiences in the classroom.
- You are expected to handle normal classroom discipline. This includes students talking during instruction times, distracting others, failing to bring texts or materials to class and most other disruptions.
- If possible, remove students from the presence of other students for disciplinary actions.
- You must notify the administration of any serious discipline problems with students.
- At the discretion of the teacher and administration, a student's parents may be asked to come to the school to conference with the teacher, administration and student.
- Students are expected to obey all classroom teachers, substitutes and parent volunteers.

Failure to do so will result in the student being sent to the administration office.

- Administration may suspend or expel a student from school due to behavioral problems including, but not limited to, the following:
 - Intentional harm to anyone
 - Vandalism of any kind
 - Repeatedly breaking the rules
 - Lying or stealing
 - Disrespect or defiance toward authority
 - Inappropriate speech or touching
 - Sexual immorality
 - Homosexual orientation
 - Cheating
 - Bullying
 - Threats of violence
 - Use of cellphones to text or make phone calls without the expressed consent of teachers/staff
 - Unauthorized use of any electronic device (including school computers or personal computers)
 - Possession or use of weapons, illegal substances, tobacco products or alcohol
 - Possession or viewing of pornographic materials
- In case of suspension from school, no class work, tests or quizzes may be made up. The student will receive zeros for each day of the suspension.

CHAPEL ATTIRE

No athletic pants, athletic shorts, sweatpants or other sloppy clothing will be allowed during chapel. Infractions will result in detention for 7-12 Grade students. Please notify administration of any Chapel attire infraction.

DETENTION

JH/HS Teachers and staff may use detention as a means of punishment at their discretion. Detention may be assigned for infractions including but not limited to: talking in class, disrupting class, skipping class, general disobedience or defiance, cheating and dress code infractions.

Detention procedure:

Visit with the head of school before assigning detention.

STEWARDSHIP OF BUILDING AND GROUNDS

Teachers should enlist the help of their students to keep our school clean and attractive. Please follow these procedures:

- Ask students to check the floors before dismissal for scrap paper, pencils, etc.
- Report all needed repairs to Tawnya Crow.
- Keep tables and chairs neatly organized.
- Instruct children to empty liquid or semi-liquid products into the toilet or sink, not into the water fountain or trash cans.
- Help keep the playground and gym, parking lot and grounds litter free.
- Stack all chairs away from tables at the end of the day so that our custodian can easily sweep the floors.
- Look for ways to show appreciation to Russellville First Assembly for the use of their building. **Please do not complain** about anything they do (i.e., how Sunday school teachers leave the rooms, etc.). This is not our building; it is theirs. Demonstrate a grateful, cooperative attitude at all times.

TEACHERS LEAVING CAMPUS

- **Please schedule all appointments for after school if possible.** If you must and before you do leave early, alert the head of school to schedule a substitute.
- Notify the front desk EVERY TIME you leave school
- Enter and Exit school through front foyer doors only
- It is fine to run an OCCASIONAL ERRAND during your break as long as you have notified the front desk first, however, we expect you to use your planning period MAINLY for school prep purposes

SCHEDULING SUBSTITUTE TEACHERS

- If you are going to be absent for any reason, email or call the head of school prior. You will need to fill out a form to request a substitute teacher.

APPROPRIATE MOVIE VIEWING

Because parents determine the media content their children may view, and because parental criteria varies from family to family, all Valley Christian teachers are expected to avoid showing movies that some parents may consider inappropriate, such as movies that include crude or suggestive language/scenes. **Generally, no movie with a rating above “G” may be shown to students in grades K-6. No movie with a rating above “PG” may be shown to students in grades 7-12. (We can talk about each movie case by case.)**

HOLIDAY CELEBRATIONS

Because some families find certain holiday traditions or icons offensive (i.e., Santa Claus, the Easter bunny, Halloween creatures, Jack-O-Lanterns), Valley Christian teachers are expected to use discretion with regard to classroom celebrations and holiday projects. If you are unsure about the appropriateness of a party idea or art project, ask Administration before

implementing it.

HARASSMENT POLICY

- Valley Christian School is committed to providing a positive learning and working environment for all students and staff. Harassment of any kind undermines the character and purpose of the school and will not be tolerated.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Unwelcome sexual advances are prohibited between staff as well as students.
- Appropriate action will be taken in the case of violation of harassment policies. This can include, but is not limited to, suspension, expulsion and termination.

Teacher Job Description

Responsibilities:

Curriculum Planning and Delivery:

- Develop and implement creative and effective lesson plans aligned with the curriculum.
- Utilize diverse teaching methods to cater to different learning styles and abilities.
- Incorporate technology and real-world applications into lessons to enhance student engagement.

Classroom Management:

- Establish a positive and inclusive classroom culture that promotes respect and cooperation.
- Effectively manage classroom behavior and create a safe and supportive learning environment.
- Foster a sense of community within the classroom.

Assessment and Feedback:

- Conduct regular assessments to evaluate student progress and understanding.
- Provide timely and constructive feedback to students to support their academic growth.
- Collaborate with colleagues to analyze and utilize assessment data for instructional improvement.

Parent and Community Engagement:

- Maintain open communication with parents/guardians regarding student progress and achievements.

- Collaborate with parents and the community to enhance the overall educational experience.
- Participate in parent-teacher conferences and school events. (2 - 4 mandatory evening events)
- Other duties as assigned

Professional Development:

- Stay current with educational trends, research, and best practices.
- Participate in professional development opportunities to enhance teaching skills.
- Collaborate with colleagues to share knowledge and resources.

APPENDIX H: Student Handbook



STUDENT HANDBOOK

2023-2024

REVISED MARCH 6, 2023, Jan 4, 2024**

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MISSION STATEMENT

Valley Christian School is committed to educating the whole child, mind, body, and heart by upholding God's word as the foundation for a lifetime of living and learning

PHILOSOPHY STATEMENT

Valley Christian School understands that all truth is God's truth and seeks to educate students from that worldview, enabling students to be successful in their own lives and to be relevant in our culture. The school board, faculty, and staff of Valley Christian School desire to be living models of Christianity for the school and for the community.

Valley Christian School is non-denominational; no single church funds our activities, approves our curricula, controls our board, or sets our policies.

- The spectrum of students, faculty, staff, and board members reflects most Christian denominations in our area.
 - We teach Christian principles, not denominational doctrine.
- Our teachers are dedicated to our mission of providing a Christ-centered education that connects home, church, and school.

OBJECTIVE:

1. **Objective: Cultivate Wisdom through Truth**

- Infuse all aspects of education with the understanding that truth is rooted in God's truth, promoting intellectual development and wisdom.

2. **Objective: Foster Christian Character as Living Models**

- Develop a school community where the school board, faculty, and staff exemplify Christian virtues, serving as living models of Christianity within the school and the wider community.

3. **Objective: Instill Virtuous Living in Students**

- Educate students on classical virtues, integrating them into the curriculum and daily life to prepare them for successful and relevant lives in alignment with Christian principles.

4. **Objective: Nurture a Unified Christian Community**

- Create an inclusive environment that embraces the diverse Christian denominations represented among students, faculty, staff, and board members, promoting unity and understanding.

5. **Objective: Strengthen the Connection of Home, Church, and School**

- Enhance collaboration between home, church, and school to reinforce the mission of providing a Christ-centered education, fostering a holistic approach to the development of mind, body, and heart.

STATEMENTS OF FAITH

God

We believe in one perfect, eternal God, creator of all things, self-existent in three persons: Father, Son, and Holy Spirit. (John 14:16-18, John 17:11)

The Father

We believe in God the Father, creator, and judge of all things, who is true holiness, eternal power, infinite love, and absolute truth. (Genesis 1:1, Psalm 9:7-8, Exodus 15:11, 1 John 4:16)

The Son

We believe in the deity of Jesus Christ, who was conceived by the Holy Spirit and born of a virgin. He died on the cross as the sacrifice for our sins. He arose from the dead and ascended into heaven. He is now our advocate at the right hand of God the Father. He will return in glory to judge the living and the dead. (John 1: 1-4, John 14:9, Colossians 1:15-17, Luke 1:35, Matthew 1:18-25, 1 Peter 2:24, John 20:10-31, Acts 1:11, Matthew 24:27, 1 Thessalonians 4:13- 17)

The Holy Spirit

We believe in the Holy Spirit whose ministry is to glorify the Lord Jesus Christ and to convict, regenerate, seal, indwell, guide, impart gifts, instruct, and empower believers for life and service. (John 16:7-11, I Corinthians 6:19, John 14:26, John 16:13)

Scripture

We believe the Scriptures, both Old and New Testaments, to be the infallible, inspired Word of God, the complete written revelation of His will for humanity and the divine and final authority for faith and practice. (II Timothy 3:16-17, II Peter 1:20-21)

Humanity

We believe humanity was created in the image of God, chose to sin, and without God is spiritually dead. (Genesis 1:27, Jeremiah 17:9, Romans 3:23) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

Marriage

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman

Christian Conduct

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Corinthians 6:9-10)

Salvation

We believe that salvation is by grace alone, through faith in Jesus Christ alone. All who receive Jesus Christ as Lord and Savior are born of the Holy Spirit and become children of God.

(Ephesians 2:8-9, Titus 3:5-7, I Peter 1:18-21, John 3:5, John 3:16, Romans 3:21-30, Galatians 4:4-7, John 1:12-13)

Ordinances

We believe water baptism and the Lord's Supper are commanded by our Lord Jesus and are to be observed by the church. They are not to be regarded as a means of salvation. (Acts 2:38, Romans 6:4, 1 Corinthians 11:23-26)

The Church

We believe in the spiritual unity of everyone who has been reborn through faith in Jesus Christ. God has called His church to worship Him, to disciple believers and to proclaim the gospel to the world. (Galatians 3:28, John 17:11, Matthew 28:18-20)

Christ's Return and Judgment

We believe our Lord Jesus Christ will return to earth to judge all humanity. Those who have accepted Christ as their Lord and Savior will have everlasting joy with the Lord while unbelievers will face eternal separation from God. (John 3:16-19, I Thessalonians 4:13-17, Revelation 20:13, Revelation 22:12)

ADMISSIONS POLICY

In order to provide a Christian education for as many students as possible, Valley Christian School admits individuals who value and promote a Christian environment. Each prospective student will be considered for admission based on, but not limited to, the extent to which the general lifestyle and public conduct of the student and his/her parents is compatible and/or cooperative with the values and policies embraced by Valley Christian. If the attitude or behavior of a family and/or prospective student is incompatible and/or uncooperative with the biblical principles held by Valley Christian, the school reserves the right to deny the student's application for admission. (Practices considered incompatible include, but are not limited to, sexual immorality, transgenderism, homosexual orientation, illegal substance use and/or alcohol abuse.) Valley Christian also reserves the right to discontinue enrollment of a student who, after being admitted to Valley Christian School, behaves in an incompatible and/or uncooperative manner.

SCHOOL ATTENDANCE POLICY

School Hours

School begins at 8:00 A.M. Students should arrive no earlier than 7:45 A.M. School will be dismissed at 3:10 P.M. Students are to be picked up by 3:20 P.M.

Tardiness

Pledges and prayer time begin promptly at 8:00 A.M. Students arriving after 8:05 A.M. will be counted tardy for the day. Excessive tardies are detrimental to the educational process and strongly discouraged at Valley Christian.

Students in grades 7-12: Excessive tardies will be addressed as seen fit by administration.

Early Departures

Parents must contact the office or come to the office to check out and pick up their child.

Late Arrival

Students arriving after 10:30 A.M. or leaving before 1:00 P.M. will be marked absent for a half (1/2) day.

Authorized Pick-ups

If you are unable to pick up your child, please let the school know. NO child will be placed in a vehicle (even with friends or relatives) without prior notification by parents. The person picking up your child must be listed on the child's list of approved pick-ups. Please tell the person that the school will require an ID before releasing your child. Please notify the office as early as possible of alternate pick-ups.

Absences

Ten (10) absences per semester will be considered excessive. When 10 absences have been accumulated, a Valley Christian administrator may issue a letter to the parent/guardian. All absences (excused, unexcused, planned, or unplanned) will count toward the total number of absences.

All absences will be recorded on the student's permanent file.

Students arriving later than 10:30 A.M. or leaving before 1:00 P.M. will be marked absent for a half (1/2) day.

If absences exceed twenty (20) per school year, the student will be evaluated for possible grade retention or loss of HS credit.

Absences incurred due to out-of-school suspension will be counted against the number of attendance days allowed by this policy.

Absences may be excused, after notifying the office for the following reasons: Personal illness

Medical/dental appointments

Serious illness or other extenuating circumstances in the immediate family (parents/guardians, siblings, and grandparents)

Other circumstances determined by the administrator

School Notification

The office should be notified no later than 9:00 A.M. if a student will be absent. The office phone number is 479-968-1429.

Make-up Work

If you are planning to be away for more than three days, please give your child's teacher a week to gather and prepare work. If you cannot give a substantial notice, your student will need to make the work up when they return.

For unplanned absences, parents must call the school office by 10:00 A.M. to obtain make-up assignments. Parents will be directed to either pick up physical books and papers at the office or find the makeup materials in their child's FACTS account. Students are responsible for the completion of all missed work in a timely fashion.

School Closings

In the event of school closing (i.e., inclement weather), Valley Christian will follow the same school closing schedule as the Russellville School District. We will post closures on VCS social media accounts and send notifications to parents.

Field Trips

The educational experience at Valley Christian includes field trips. Each class will go on various trips throughout the year. Some trips will require transportation by vehicle, and some will be within walking distance to areas near the school. Students will not be allowed to attend any field trip unless they have returned a signed permission form. Students are encouraged to wear their Valley Christian School shirts on all field trips. Field trip days count as instruction days; therefore, absences on field trip days will be counted as unexcused unless the absence falls under the excused absence guidelines. Cell phones may not be used on field trips.

ILLNESS AND MEDICATION POLICY

All medication must be brought to the school office. Medication must not be put in a student's lunchbox or backpack. All medication must be administered with adult supervision. Parents must provide an unexpired prescription in the original container with the original label that includes the student's name, provider's name, date, drug name and directions, along with a signed parental request for the medication to be administered. If your child uses an inhaler, you must be sure the school always has one. If over-the-counter medication is necessary for longer than two weeks, a doctor's statement is required.

The Arkansas School Health Services Manual provides guidelines for excluding students from school if they have a known or suspected communicable disease. As a general rule, a student will be excluded from school if he/she has a temperature of 100 or more and/or if the student experiences vomiting or diarrhea. Students must be fever-free and without vomiting for 24 hours before returning to school. Students requiring antibiotic therapy must follow the guidelines of the independent licensed provider before returning to school. This usually includes resolution of acute signs and symptoms and 1–2 days of antibiotics.

Valley Christian School keeps acetaminophen, ibuprofen, and Benadryl on hand for students.

Epinephrine Auto-injectors (EpiPen) will be used on students in the event of severe allergic reactions. Parental consent is assumed UNLESS the office is contacted and a refusal form is signed.

VISITOR POLICY

Visitors are not allowed to disrupt class during instruction time. To keep classroom interruptions to a minimum, messages to students will be delivered at a convenient time. Lunches or other items will be left with office personnel who will see that they are delivered to your child.

All visitors, including parents and volunteers, must sign in at the front desk. Do not go directly to your child's classroom without first signing in at the front desk.

DRESS CODE POLICY

Valley Christian student dress is expected to be modest and in keeping with Christian principles. Any attire causing distraction from the learning process, and conflicting with the mission of Valley Christian School, will not be allowed. Any clothing, hairstyle, hair color, makeup or jewelry that distracts from the learning process will not be tolerated. Clothing promoting inflammatory content, whether of a social, political, or cultural nature will not be allowed. Clothing promoting unlawful or immoral behavior will not be allowed.

Dress code infractions will be punishable at Administration's discretion. Parents may be called to bring appropriate clothing to school if an infraction occurs. If the infraction occurs repeatedly, parents will meet with the Administration and the student may be expelled. Administration will have discretionary authority in deciding cases that do not fall under specific guidelines.

Boys:

- Neatly groomed, practicing good hygiene
- Extreme or counterculture hairstyles and extreme hair colors are not permitted •
- No visible earrings, tattoos and body piercings are permitted
- Holes in pants above the five-inch mark must not show skin, no tank tops
- Shorts should not be shorter than 5 inches from the bottom of the kneecap.

Girls:

- Extreme or counterculture hairstyles and extreme hair colors are not permitted •
- No halter tops, tank tops, midriff tops
- No excessive ear piercings, no visible tattoos or body piercings are permitted • Leggings, jeggings, yoga pants or any other form fitting pants may only be worn with a modest top long enough to completely cover the hips
- Shorts, dresses and skirts for students in grades 5-12 must be no shorter than five inches from the top of the kneecap. Holes in pants above the five-inch mark must not show skin

Clothing is to be neat and clean. Hats, bandanas, or caps may not be worn in the building unless the designation of "hat day" is approved by administration. Students may pay \$1.00 to wear a hat on Fridays.

Chapel

For students in grades 7-12, athletic pants, athletic shorts, sweatpants or other sloppy clothing will not be allowed during Chapel each Wednesday. Infractions may result in detention.

ACADEMIC POLICY

Grades

Teachers will use the following grading scale for students in grades one through twelve:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – 0	F

Grades 9th – 12th utilize a weighted grading system as indicated below.

Assignments -	30%
Quizzes and Tests-	70%
Semester Tests –	20%

Homework

Homework enables teachers and parents to evaluate students' understanding of the material being taught. Good effort on homework completion ensures that students are prepared to do their best in class the following day.

Academic Probation

The academic probation policy of Valley Christian states that any student must:

- have at least a 2.0 and no Fs at the end of a Nine Week grading period AND
 - Maintain consistent attendance in the class(es)
 - A proven history of effort in the class(es): No zeroes from failure to turn in an assignment, no disciplinary actions recorded and a positive teacher report on the participation and adherence to classroom standards by the student.

Any student who does not meet the above criteria will be placed on an Academic Probation

WATCH LIST. Parents will be notified by administration upon Academic Probation.

The student will then have one more Nine Week grading period to improve his Academic Efforts before being considered for unenrollment from Valley Christian School.

Semester Test Exemption

A student will be exempt from semester tests if they have a 3.5 or better cumulative GPA for the semester.

Grade Placement

Parents and teachers desire that each child be taught on grade level and be able to perform satisfactorily without academic modification. However, if a student is unable to maintain the academic pace of his/her peers, it may become necessary to move that student to a more academically appropriate setting.

Promotion or Retention

In circumstances where retention may be necessary for students in grades K-8, a conference must be held with the classroom teacher, the parents, and the administrator. All parties should agree on the best placement for the student. The teacher will fill out the necessary forms for the student's permanent record. As a general rule, any student who does not have a combined 60% average in core classes, will be retained.

Enrichment Classes

Enrichment classes are considered part of our curriculum. All students are required to participate and to adhere to the same behavioral standards as in the regular classroom. Non participation in any P.E. class will require a doctor's note.

Graduation Requirement

The Graduation Requirements for Valley Christian Students are linked [here](#).

College Admission

College Admission National Association of Private School accredited school graduates are accepted at colleges and universities, providing they have the proper academic credentials, testing, and transcripts. However, some colleges may wish to validate the high school diploma before admission of the student may be approved. Private colleges and on-line private colleges follow different policies for admission and may require other options for college admission.

Transfers to State Accredited Schools

Transfers to State Accredited Schools National Association of Private Schools is an independent accreditation agency nonaffiliated with any state, secular or regional accreditation or accrediting agencies. Students entering back into a state accredited public school may be tested by the receiving public school to determine if he/she should be placed in the desired grade level, or if certain credits may be transferred to the receiving school. Public schools are not required to accept credits from schools not accredited by the state or regional accrediting agencies.

Parent Complaint/Appeal Procedure

Steps are as follows:

1. A parent/guardian who wishes to make a complaint should first contact the teacher. 2. If the complaint is unresolved, the parent is to contact the teacher to schedule a face-to face meeting.
3. If the complaint is not resolved, the parent should contact the Head of School to schedule a face-to-face meeting.
4. If after the above steps do not resolve the complaint, a written statement should be submitted to the school board. The school board will address the complaint at the next regularly scheduled meeting.

All communication from the parent to the school is expected to be responded to within one school day. These steps must be taken when filing a complaint. No step can be skipped.

DISCIPLINE POLICY

All students attending Valley Christian School are to exemplify Christ-like behavior and comply with biblical standards on and off campus. If a student persists in behaving inappropriately, the student and parents may be asked to come in for a conference with the teacher. If necessary, the administrator will be asked to conference with the student and/or parents.

Unacceptable Behavior

Any of the following could result in DISCIPLINARY ACTION, suspension, or expulsion from Valley Christian School (and/or loss of driving privileges for high-school students): {NOT LIMITED TO, AND IN ADDITION TO}

1. Intentional harm to anyone
2. Vandalism of any kind
3. Repeatedly breaking the rules
4. Lying or stealing
5. Disrespect or defiance toward authority
6. Inappropriate speech or touching
7. Sexual immorality
8. Homosexual lifestyle or promotion of such
9. Cheating
10. Bullying
11. Threats of violence
12. Use of cellphones to text or make phone calls without the expressed consent of teachers/staff
13. Unauthorized use of any electronic device (including school computers)
14. Possession or use of weapons, illegal substances, tobacco products or alcohol
15. Possession or viewing of pornographic materials
16. Inappropriate social media usage (including but not limited to cyber bullying, pornographic materials or photographs, inappropriate language)

Chromebooks

Valley Christian School utilizes Chromebook as a part of their daily classroom activities. Each parent and student must sign a Chromebook User Agreement agreeing to comply with Valley Christian Chromebook guidelines.

Social Media

Inappropriate social media usage (including but not limited to cyber bullying, pornographic materials or photographs, inappropriate language or content in text, music, or speech) is a violation of our code of biblical conduct and will result in disciplinary action including possible expulsion.

Search and Seizure

Valley Christian teachers and staff have the right to search students and their property if teachers/staff suspect that a student possesses stolen property, weapons, illegal substances, tobacco products, alcohol, pornographic materials, or electronic devices prohibited by the school. Teachers/staff will search students' clothing, purses, backpacks, vehicles, and other personal property according to the following procedures:

- Searches of a student (his/her clothing, etc.) will be conducted by a teacher or staff member of the same sex in the presence of an adult witness of the same sex.
- Searches of a student's property will be conducted by a teacher or staff member in the presence of another teacher or staff member.
- If Valley Christian teachers or staff members find weapons or illegal substances during their search of a student or his/her property, law enforcement authorities will be contacted. VCS will cooperate fully with any further investigation deemed necessary by law enforcement.

Bullying

Bullying is prohibited by school policy and by state law (ACT 681 of 2003). Bullying usually has common features such as: 1) It is deliberate, hurtful behavior. 2) It is repeated. 3) It is difficult for those being bullied to defend themselves.

Bullying, whether physical, verbal, psychological or emotional, will not be tolerated at Valley Christian School.

Threats of violence will be taken seriously. Valley Christian teachers or staff members will investigate all reported instances of verbal, written or electronic threats made by a Valley Christian student toward another student, teacher, or staff member. If a threat is perceived as credible after the investigation, Valley Christian administration will report the threat to law enforcement officials. VCS will cooperate fully with any further investigation deemed necessary by law enforcement.

Insubordination

Each student has a basic right to the best education and training Valley Christian School provides. However, when a student interferes in any way with a teacher's ability to teach or a fellow student's ability to learn, that student forfeits his/her basic educational right and will be subject to disciplinary actions, up to and including expulsion. Insubordination in any form will not be tolerated.

Public Displays of Affection

Public displays of affection are prohibited at Valley Christian School and on all school-related trips. Students will be subject to disciplinary action for physical contact such as hand holding or kissing.

Cell Phone Use

Students may not use cell phones at Valley Christian School during class time. Cell phones must be turned off and always left in backpacks, pockets, or lockers (essentially out of sight). One cell phone infraction will result in the cell phone taken and kept in the office until the end of the day. The second and consequential cell phone infractions, the parent will have to come get the phone from the office.

Personal Listening Devices

7-12 Grade students are prohibited from using any type of personal listening devices.

Disciplinary Actions

Parents are responsible for disciplining their children. If a student's conduct becomes problematic, the student's parents will be advised and will be expected to take action to resolve the situation. The following disciplinary steps are generally followed:

1. Parent-teacher conference
2. Conference with parent, teacher, child and administrator
3. Loss of driving privileges for high-school students
4. Suspension
5. Expulsion

A student may be suspended, expelled, or may lose driving privileges at the administrator's discretion.

Detention

7th through 12th grade detention will be held as needed starting at 7:30am in the morning.

Detention may be assigned at any teachers' or staffs' discretion, for the following infractions including but not limited to: talking in class, disrupting class, skipping class, general disobedience or defiance, cheating on tests or homework, mistreatment of fellow students, dress code infractions.

STUDENT DRIVER POLICY

- All students must register all vehicles that are driven on campus and complete the Student Driver Form. In the parking lot, students are required to park within designated parking areas.
- Valley Christian reserves the right to deny parking and driving privileges to students in the case of erratic, unsafe, or unlawful driving. Driving privileges may also be denied or revoked due to student misbehavior and due to academic probation for unsatisfactory grades.
- Students who drive and/or are of the legal driving age, may enjoy open-campus privileges during their lunch period. Parents or guardians must sign an Open Campus Release

Form and it must be on file in the Valley Christian office.

- Students may be required to give a note from home in order to leave campus during the school day. This is up to the parent's discretion.

LUNCH POLICY

- Students are expected to arrive at school with a lunch, drink, necessary utensils and paper goods every day (or to arrive with a drink and to purchase a lunch on days when lunches are sold). Each student's name should be clearly printed on the outside of his/her lunch box and/or thermos.
- **No microwave** will be available for elementary students.
- All Lunch purchases are made in the FACTS SIS Family Portal.

TUITION POLICY

Tuition payments are made through the FACTS/Tuition Management System. You can choose from the following:

- Paid in full by August 10th
- Paid in two (2) equal payments by August 10th and January 10th
- Paid in twelve (12) equal monthly bank drafts, drafted by the 10th of each month by FACTS/Tuition Management

New enrollees must make their first month's tuition payment by the first day of the school year. Bank draft forms must be completed and submitted to the office prior to the end of the first month of enrollment.

Insufficient funds on tuition, checks/drafts, lunch accounts, etc. will be considered late payment and will incur a \$35 fee and must be paid by cash, cashier's check, or money order. In the event a family reaches thirty (30) days behind on tuition payments, a notice will be sent from FACTS/Tuition Management to the family. Once the family reaches sixty (60) days behind on tuition payments the family will be asked to remove their child(ren) from the school. No student records, transcripts, etc. will be released until all tuition, lunch accounts, or other outstanding balances are paid in full. Once these outstanding balances are current, the family will have the option of returning their child(ren) to the Valley Christian classroom or requesting their records for transfer.

Valley Christian School recognizes and understands that unforeseen financial hardships can and do arise, and we are willing to consider each on a case-by-case basis. For an alternative solution to be considered, other than removal of the family's child(ren) from the school, the family must petition the school board in writing before the sixty (60) day period has expired.

NON-CUSTODIAL PARENTS

It is required that the custodial parent provides the school with an official, updated copy of the court-ordered documents outlining child custody and visitation agreement.

Non-custodial parents are not to use the school as a meeting place to visit with their child(ren). The school will follow the rights for the non-custodial parent(s) that are outlined in the court order. If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of that parent. If the principal determines that such a parent is volunteering in order to increase contact with the child(ren), the principal should notify the custodial parent and have them settle the issue.”

SAFETY POLICY

Fire Safety Plan

Outside Meeting Place-Farthest point in the west parking lot.

After the teacher determines the route to be taken, the teacher will supervise the class out of the building in an orderly manner. Students remain in a single file line until teachers have taken roll and the Administrator has released everyone. Teachers downstairs should exit the building at the closest outside exit and meet the classes on the west parking lot.

Tornado Safety Plan

Tornado Safe Place-Administration Offices and Foyer Bathrooms

Seconds count. All teachers lead all students to the designated safe places in a calm, orderly manner. Everyone should then crouch low, head down, protecting the back of the head with the arms.

Safety Plan

When a situation necessitates shelter in place, lock down, or other emergency protocol of the school, Valley Christian School will abide by the decisions made by the principal and will be announced to parents when the principal deems appropriate.

APPENDIX I: Nepotism Policy

Valley Christian School desires to develop and maintain a transparent atmosphere where employees are hired based upon qualifications, with only the best qualified individuals staffing the school system as Administrators, faculty, and staff. VCS also is cognizant that perceptions of partiality due to familial relationships may hinder the school's ability to resolve conflict, or to fully address issues that, in the best interest of the school must be resolved. The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, discord, and scheduling conflicts that work to the disadvantage of the school system. School families may perceive that they are unable to address concerns because of familial ties among Board, Administrators, and faculty, or staff. In order to create and promote open and safe employment relationships and to avoid the perception of favoritism, this policy has been established.

For the purposes of this policy, the term, "close relative" includes the following relationships, whether established by blood, marriage, or other legal action: mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, nephew, niece, cousin, or grandparent.

Therefore, VCS has adopted this Nepotism Policy as detailed below.

1. This policy applies to Board Members, Administrators, faculty, and staff.
2. Regarding Board Members: Close relatives may not be considered for the Lead Administrator position.
3. Regarding the Lead Administrator: Close relatives may not be considered for employment at any level within the school structure.
4. Regarding Faculty and Staff: No Teacher, Instructional Aide, or Coach shall have his/her own child in his/her own class or team, unless there is no reasonable alternative. In cases where placement of a child with a parent is unavoidable, it is expected that faculty and staff work with Administrators to ensure the fair and equitable treatment of all students. This will include, but is not limited to: clear communication regarding how to address potential behavioral issues, accusations of favoritism, class interactions, etc.
5. Close relatives of VCS employees will be considered for employment based on their qualifications. Close relatives may not be hired, however, if employment would:
 - a. Create a supervisor/subordinate relationship with a family member as defined above;
 - b. Have the potential for creating an adverse impact on work performance; or
 - c. Create either an actual conflict of interest or the appearance of a conflict of interest.
6. This policy must also be considered when assigning, transferring, or promoting an employee.
7. Employees who become close relatives or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the

conditions outlined should occur, attempts will be made to find a suitable position within VCS, to which one of the employees will transfer.

8. When a situation occurs, which results in a violation of this policy (whether because of the marriage of two employees or some other circumstance), one of the employees involved will be required to resign or will otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform VCS of their decision within a two-month period after the violation begins. If the employees cannot or do not make a decision within this two-month period, VCS leadership will decide, in its sole discretion, who will remain employed.

This Policy Manual was approved by the Board of Directors of Valley Christian School on April 5, 2023 and is effective April 5, 2023.