

Christian Heritage School

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School Board Policy Manual

Christian Heritage School Association, School Board endeavors daily to keep their policy manuals up to date; therefore, CHS Policies are ever-changing. Updates and corrections are continually reviewed, edited and implemented. This document is for reference purposes only. For the most current status on a given policy, please call the CHS Administrator at (801)393-4475.

Mission: Christian Heritage School exists to provide a distinctly biblical, Christian education in partnership with families and local churches. Our goal is to equip and nurture students to fulfill their spiritual, academic, social, artistic and physical gifts to positively impact the world for Jesus Christ.



Page Changes

Date	Policy Number	Pages Effective
April 9, 2007	1.037-1	Page 30
April 9, 2007	1.045.1-1 thru 1.045.1-5	Pages 34-45
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PREFACE

Volume One Christian Heritage School Association, Inc. School Board Policies and Procedures 1.001-1 Series

Setting school policies and procedures by which Christian Heritage School Association, Inc. functions is the School Board's main function. Next to the Bible, a Policy and Procedure Manual is the most important book in giving direction to the board and to the administration on the operation of the school. This volume, ***School Board Policies*** is written to help Christian Heritage School Association, Inc., develop and clarify school board policies and procedures, which will, in turn:

- (1) Present a convenient and flexible form of significant information helpful to the School Board;
- (2) Orient new School Board members to functions and working procedures of the School Board;
- (3) Provide the School Board with adopted policies to assure continuity, stability, and consistency in the day-to-day operation of Christian Heritage School;
- (4) Define the power and authority to delegated employees;
- (5) Direct the current practices of the administration;
- (6) Meet the requirements of school accreditation;
- (7) Save time, as the School Board is able to rely on precedence (past experiences) and does not work out new policies when a satisfactory policy or procedure exists;
- (8) Assist in orienting new administration to the goals and procedures of the school;
- (9) Promotes a unity of effort among staff, administration, and board. The goal is keeping misunderstanding to a minimum.

The material enclosed in this policy manual contains the administrative policies and procedures in the operation of Christian Heritage Schools. School Board policies are designed to direct the current practices of the administration. Simply stated, a Board Policy Manual tells the administrator what to do and what not to do.

Both School Board Members and School Administrators need to be fully aware of their school's policies and procedures. They also need to inform employees under their offices of those policies and procedures relative to areas of the employees' responsibility.

You will note there is a four volume encyclopedia at your disposal. The Student Policy Manual, Personnel Policy Manual, Finance Policy Manual and the School Board Policy Manual. All four manuals started as synthesis of written policies found in Association of Christian Schools International(ACSI) member schools throughout the United States, as well as, ideas from the current School Board and those boards to follow. Permission was granted by each ACSI school to use their ideas in the writing of these manuals. Appreciation is expressed to all the schools who participated and contributed to this endeavor. Additionally, the efforts of ACSI in compiling this information and making it available to us has proven to be an invaluable resource. Thank you.

NOTES:

January 6, 1997: In its original conception, there were two distinct corporations, Christian Heritage School, Inc. and Christian Heritage Schools Association, Inc. Christian Heritage School, Inc.'s primary responsibility lay in basic operation of school under the direction of an administrator and **Board of Education**. Christian Heritage Schools Association, Inc.'s primary responsibility lay in a strong financial support for Christian Heritage School, Inc. through the **Board of Directors**. On January 6, 1997, the Christian Heritage School, Inc. **Board of Education** and the Christian Heritage School's Association, Inc. **Board of Directors** were combined into one School Board, within the only remaining corporation, Christian Heritage School Association, Inc. Motions passed, unanimously, by both the **Board of Education** and the **Board of Directors** dissolved Christian Heritage School, Inc. and created a broader Christian Heritage School Association, Inc. The deciding factor in dissolving Christian Heritage School, Inc. was simplicity. Christian Heritage School Association, Inc. held all assets and maintained the only U.S. Internal Revenue Service (IRS), 501(c)(3) Federal Tax Exempt status for Christian Heritage School. The three existing Christian Heritage School, Inc. policy manuals were altered, incorporating this change, and adopted by the new **School Board**.

March 8, 2004 - The School Board Policies were reformatted and changes made since 1997 were incorporated for this newest edition. Major changes include adjustments due to Bylaw changes and adoption of new rules for Board membership.

March 7, 2005 – The School Board Policies were converted from an Apple format to a MS Word format, spellings were corrected, and the file was placed on the CHS server.

April 10, 2007 – Incorporated all changes and instituted a “Changes” page on all 4 policy manuals. Placed all 4 manuals on CHS server.

INTRODUCTION

As a Christian Heritage School Board member or administrator, you have considerable responsibilities before the Lord and the people in **His School System**. As a School Board member, there are many responsibilities. The most important of these responsibilities is to God and then to your fellow board members. Working together, as one body in Christ, is critical. Using and staying within the corporate structure is absolute. Lastly, having Godly policies and procedures, which are enforceable and up-to-date, is paramount. Policies and procedures are only as good as these policy manuals. A policy manual is only good if it is used and reflects the actual operation of the school. If the policies are dated and or don't work, it is the responsibility of each board member to point out deficiencies and initiate appropriate changes. Properly administering a Christian school is a most difficult task. A well designed policy manual gives our administrator both guidance and protection necessary to efficiently handle questions and problems encountered daily. It provides formal answers immediately, many of which could not wait until a regularly scheduled board meeting day. The well designed policy manual becomes both the School Board's and the administrator's best friend. A policy manual reduces the risk of "off the top of the head" decisions which might well be emotionally influenced nor grounded in Christ at the time.

Christian Heritage School's administrator and board members need to operate in all areas according to written policies and procedures. Confusion can exist in defining what is meant by board "policies" and "procedures."

Written policies are designed as a set of parameters within which the organization is to operate.

Procedures are much more specific and go one step further. Procedures are designed as a sequence of events used to accomplish a specific task.

The School Board must follow all policies and procedures. If there is a situation not covered by policy or procedure, then the School Board determines if a policy or procedure is appropriate. If so, the School Board designs and implements a policy or procedure. The School Board shall evaluate how the policies have been executed by the school staff and shall weigh the results. The Board shall rely on the school staff and the parents for providing evidence of the effect of the policies and procedures which it has adopted.

The School Board shall also strive to keep its policies and procedures up to date. To achieve this end, it directs the administrator to call to its attention policies that are in need of revision. It gives the administrator authority to call in all policy manuals at such time as is convenient, but at least once annually, for purposes of updating.

It is a good use of human resources to involve personnel that will be affected by proposed policies. Christian Heritage School has recognized that the Lord has burdened the School Board's heart in adopting or changing policies, but it is also useful to involve others in recognizing problem areas.

Staff Involvement in Policy Development

In the development of policies affecting personnel, the School Board may seek the judgment and counsel of appropriate personnel before adopting such policies.

Members of the staff may initiate consideration of policies which will be processed through regular channels and, whenever appropriate, will be considered and acted upon by the School Board.

The administrative staff and the School Board will work cooperatively with individual employees to improve the teaching and learning environment.

The intent and spirit of these provisions are to gain the most complete and reliable information on which to base decisions and to provide for the maximum practical interaction by way of regular administrative channels.

Policy Drafting

Adoption of new policies, or changing existing policies, is always the responsibility of the School Board of Christian Heritage School Association, Inc. by majority vote.

Organization of Policies

Christian Heritage School's Association, Inc. policy manuals are organized using numeric volumes and subsequent numeric sections. Policy manuals are numbered:

School Board Policies.....	1.000-1
Financial Policies.....	2.000-1
Personnel Policies.....	3.000-1
Student Policies.....	4.000-1

For quick reference, each policy in these handbooks will be assigned a policy number. Each policy number will consist of four or more digits.

The digit(s) to the left of the decimal point refer to the general nature of the policy. All personnel policies and procedures, for example, will begin with the digit "3" to the left of the decimal point.

The digits to the immediate right of the decimal point refer to the particular policy addressed. Since "Suspension of Personnel" has been assigned policy number 3.004-1, it is the fourth policy discussed in the personnel section.

The digit(s) following the hyphen allow some flexibility in the numeric system. Policies are grouped by topic. When a new policy or procedure is adopted by the board, it is placed in logical order. If it happens to fall between two existing policies, then it accepts the previous policy number followed by 3.004-2 or -3 or -4, etc.

An additional example of the numbering system is shown below:

Sick Leave.....	3.009-1
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Since the first digit is "3", sick leave is a personnel policy. It is the ninth policy addressed in the personnel section.

VOLUME ONE

Christian Heritage School Association, Inc.

SCHOOL BOARD POLICIES

1.000-1 Series

1.001-1

School Name

The name of the elementary school shall be **Christian Heritage Elementary School and Early Childhood Development Center**. **The name of the middle and high school shall be Christian Heritage High School**. Both are only abbreviated forms of **Christian Heritage School Association, Inc.** and can be used interchangeably. Collectively all school shall be known as **Christian Heritage School**, or simply, **Christian Heritage**.

1.002-1

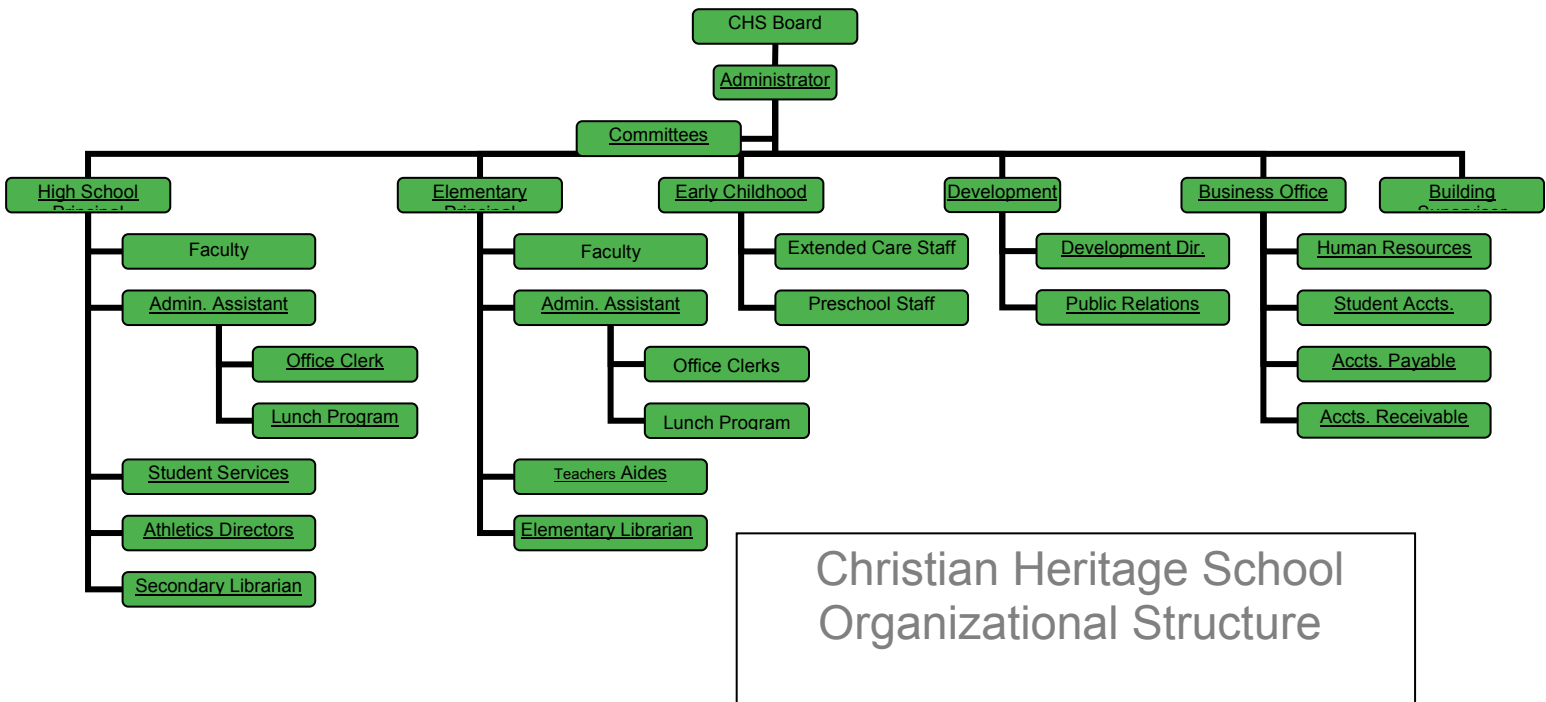
School's Relationship to Sponsoring Organizations

Christian Heritage School is owned and operated by Christian Heritage Schools Association, Inc. Christian Heritage Schools Association, Inc. (CHSA) maintains 501(3)(c), nonprofit status, with the State of Utah and United States Internal Revenue Service. The School Board is selected from among qualified individuals by the School Board of the Christian Heritage Schools Association. Duties of the School Board include setting the policies and procedures of the school in accordance with the corporation's Articles of Incorporation and Corporate Bylaws. All hiring of personnel is the responsibility of the School Board. The ultimate authority for governing and operating the school is the School Board.

1.002-2

School's Corporate Structure

Christian Heritage Schools Association, Inc.'s corporate structure is a pyramid style organization as depicted in the following figure:



1.002-3

School's School Board Structure

Christian Heritage School's School Board is organized in a pyramid structure, as well, The Chairman at the top with the other Board Member's directly underneath as a group.

1.003-1

Statement of Purpose

CHRISTIAN HERITAGE SCHOOL was founded to assist parents in providing their children with a Christ centered world and life view. We believe in the personal, triune God set forth in the Bible; God the Father as the Creator of all things, Jesus Christ as God the Son and living Savior and Lord of all who confess Him, and God the Holy Spirit sent as Comforter.

We believe there is a clear, critical difference between biblical and secular viewpoints. No subject can be taught in the totality of its truth when the Creator is denied or ignored. It is our desire and purpose to teach CHSA students that Jesus Christ is to be preeminent in all of life, thereby encouraging them to assess the world according to Scriptural precepts and to inspire them to live by wisdom with Christ-like behavior.

We believe that each student is uniquely created by God in His image as a spiritual, intellectual, physical, emotional and social being endowed with special gifts and talents. In light of this, it is our responsibility to help CHSA students develop these gifts and talents, with particular emphasis on spiritual growth and academic excellence, so that they can better glorify and serve the Lord.

We believe in blending an excellent academic program through the use of the best curriculum available. Emphasis on the traditional academic skills of reading, language arts, mathematics, science, history, geography, and social studies will be enriched with Bible study, computer science, music, art, and physical education. Students will be encouraged to develop critical thinking skills through problem solving tasks. The ability to

think creatively with awareness and clarity will be accomplished throughout the academic program so that all students will maximize their individual God given talents at a pace compatible with their talents.

CHRISTIAN HERITAGE SCHOOL understands that Christian education is primarily the parent's responsibility. CHRISTIAN HERITAGE SCHOOL seeks to assist parents in the execution of their responsibilities.

1.004-1

Christian School Goals

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Tim. 3:15,16,17 II Pet. 1:20,21)
2. To teach the basic doctrines of the Bible. (Titus 2:1)
3. To provide opportunities for the student to confess Christ as Savior and Lord. (Rom. 10:9,10)
4. To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Rom. 12:1,2 II Tim. 2:15, Deut. 26:16,17)
5. To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Eph. 4:12, I Cor. 12:1-31, Matt. 28:19,20)
6. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam. 16:7 Gal. 5:22, 23)
7. To teach the student how to develop the mind of Christ towards Godliness. (Phil. 2:5, I Tim. 4:7)
8. To encourage the student to develop self-discipline and responsibility from God's perspective. (I Tim. 4:7, I Cor. 9:24-27)
9. To teach the student the respect for and submission to authority from God's perspective. (Rom. 13:1-7 Heb. 13:17 Eph. 6:1-3)
10. To help the student develop a Christian world view by integrating life, and all studies, with the Bible. (II Pet. 1:3)
11. To teach the student to hide God's Word in his heart through memorization and meditation. (Ps. 119:11 Ps. 1:1-3)
12. To teach the student how to study God's Word. (II Tim. 2:15)
13. To help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential. (Ps. 139:13-16)
14. To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Phil. 2:1-4 Eph. 5:21)
15. To teach the student how to become a contributing member of his society by realizing his need to serve others. (Gal. 5:13 Rom. 12:10)
16. To teach the student Biblical skills for personal and social relationships. (Ps. 119:9 Eph. 4:12)
17. To teach the student the Biblical view of dating, marriage and the family. (I Thess. 4:1-7 I Tim. 4:12 Gen. 2:18-25 Eph. 5:22-33)

18. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Cor. 6:19, 20)
19. To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim. 6:17-19 Matt. 6:19,20 I Cor. 10:31)
20. To teach the student an appreciation of the Fine Arts.
21. To teach the student to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, and listening). (II Cor. 5:20)
22. To teach and encourage the student to use good study skills and habits. (II Tim. 2:3-7)
23. To teach the student how to research and to reason logically from a Biblical perspective. (Heb. 5:14 Rom. 12:2)
24. To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (II Tim. 3:14-17)
25. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (I Cor. 10:11 Rom. 13:1-7)
26. Use current affairs in all areas, teaching the student how they relate to God's plan for man.
27. To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God given responsibility to subdue, use and preserve it properly. (Ps. 8:6 Heb. 2:6-8)

In addition, in working with the homes from which the students come, the school aims:

1. To bring those whom we find that are not Christians to the saving knowledge of Jesus Christ. (II Pet. 3:9, I Tim. 2:4)
2. To aid families in Christian growth and to help them develop Christ centered homes. (Eph. 5:22-33, II Pet. 3:18)
3. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
4. To help the parents to understand the school's purpose and program.
5. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
6. To encourage regular attendance and involvement in the local Christ centered church. (Heb. 10:24,25)
7. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. (Deut. 6:4-7 Prov. 22:6)
8. To teach the students that it is God's desire for young women to marry (except those with the special gift of singleness), love their husbands, bear children, love them, manage the household (I Tim. 5:14, Titus 2:4,5), using all her skills as the virtuous woman of Proverbs 31 did, teaching these to her children. This ministry, especially with pre-school children, will normally demand full-time attention as her priority career.

9. To teach the students that the young men should marry, love their wives as Christ loved the Church, be the primary spiritual trainer of his wife and children and take the proper oversight of the whole household and be the primary provider. (I Cor. 7:2 Eph. 5:25-31, I Tim. 5:8)

School Board Member and Teacher Goals:

1. Insure that every staff member is a growing, mature Christian that models and clearly teaches God's Truth.
2. Provide a balance of male and female, married and unmarried, and less and more experienced teachers within our school.
3. Provide a racially integrated faculty for our students.
4. Provide a salary structure and benefits that would allow and encourage staff members to commit their total working attention to their job at Christian Heritage and attract them to stay for a long (10-20 years) period of time.
5. Provide disability, health and retirement benefits for the staff that would meet their needs.
6. Assist teachers in providing a classroom environment that is enjoyable for teachers and students.
7. Encourage and support continual formal and informal spiritual and professional development of teachers.
8. Develop a close personal, professional and spiritual bond between the staff members so they can unitedly serve students and parents.
9. Secure the advice of teachers for the ongoing evaluation and development of the spiritual, academic, social, and physical programs of the school.

1.005-1

Review of Goals

The goals of Christian Heritage School shall be made available to each staff member and parent of students in the school and shall be reviewed annually by every staff and School Board member.

1.006-1

Revision of Goals

The School Board shall provide opportunity at least annually for parents and staff members to suggest changes in the goals of Christian Heritage School. All suggested changes will be made only upon the consensus of the staff and the approval of the School Board.

1.007-1

Use of Goals

The backbone of any corporation is its "Corporate Culture." These goals define the "Corporate Culture" of Christian Heritage Schools Association, Inc. These goals will be used to guide the school in their decisions regarding recruitment, retention and development of teachers and students and in the preservation of the spiritual, academic, sociological/emotional and physical ministry of the school.

1.008-1

Christian School Philosophy

The educational philosophy of the Christian Heritage School is based on a God centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world view from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship, all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post secondary education of his choosing, whether in college, university or in vocational training areas.

The spiritual must permeate all areas, lest we become textbook oriented rather than student oriented. This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of CHSA.

1.008-2

Use of Philosophy

The philosophy of Christian education for Christian Heritage School's shall be the guiding tool to apply Biblical principles to teaching practices. All philosophies of subjects, policies of the school, curriculum materials and teaching methods shall conform to the philosophy of Christian education. Any use of materials or practices inconsistent with the philosophy of Christian education shall cease. The School Board and staff members must understand and apply the philosophy of Christian education in their decision making in School Board meetings and in their daily work for Christian Heritage Schools. Employees shall be committed to fulfilling the principles outlined in the philosophy of Christian education in every reasonable way they can.

1.009-1

Review of Philosophy

The philosophy of Christian education for Christian Heritage Schools shall be made available to each staff member and parents of students in the school and shall be reviewed at least annually by every staff and school board member.

1.010-1

Revision of Philosophy

The Chairperson of the School Board shall provide opportunity at least annually for parents and staff members to suggest changes in the philosophy of Christian education. All suggested changes must be approved by a full member vote of the School Board and must be unanimous.

1.011-1

Statement of Faith

Christian Heritage School's School Board and staff shall be in compliance and consistent with the following Statement of Faith:

- (A) We believe the Bible to be the inspired, and only infallible, authoritative, inerrant Word of God. The Bible is the complete Word of God. All that is needed by people to know God, receive salvation and

live godly lives is contained in the inerrant Word of the Bible. It is the ultimate authority and guide for truth and conduct. No error was contained in any part of the original manuscripts. God has preserved His Word down through time from corruption or destruction. Modern translations are trustworthy insofar as they are faithful to critical textual scholarship of the existing ancient manuscripts. Human wisdom, goals, and theory must be judged by the veracity of Scripture. (Ps. 12:6-7; Matt. 5:18; 2 Tim. 3:15-17; 2 Peter 1:21; Rev. 22:18-19)

- (B) We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. God the Father is eternal spirit; God the Son took upon himself a human body and voluntarily limited the manifestation of His divine attributes and glory for a time; and God the Holy Spirit is fully and equally God. All are of one divine essence, while at the same time carry out their responsibilities as three distinct persons. God has always existed and has not nor will He in the future progress in development, knowledge, or holiness. He cannot improve upon His eternally perfect nature. (Gen. 1:1; Matt.28:19; John 1:1-3; John 4:24; John 10:30; Acts 5:3-4; Heb. 1:8)
- (C) We believe in the deity of Christ; His virgin birth; His sinless life; His miracles; His vicarious and atoning death; His resurrection; His ascension to the right of the Father; and His personal return in power and glory. Jesus Christ is and always existed as eternal God, co-equal with the Father and the Holy Spirit. (Matt. 1:23; Mark 16:19; John 2:11; John 10:33; John 11:25; Eph. 1:7; Heb. 4:15)
- (D) We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. We believe that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone are we saved. People can do nothing to save themselves and do nothing to earn God's favor. Salvation from one's sins must be accomplished through a personal faith in the work of Jesus Christ upon the cross. Even the ability to repent of one's sins and turn to God in faith is a gift of God, effected by the work of the Holy Spirit. (John 3:16-19; John 5:24; Acts 1:18; Rom. 3:23; Rom. 5:8-9; Eph. 2:8-10)
- (E) We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation. There will be no "second chance" for salvation once physical death has taken place. Hell is a literal and eternal place for all unregenerate people, Satan and fallen angels. (Luke 16:23; John 5:28-29; 2 Thess. 1:8-9; Heb. 9:26-28; 2 Pet. 2:4; Rev.20:10)
- (F) We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe in endeavoring to keep the unity of the Spirit through the bond of peace. This unity is expressed through the adherence and submission of all Christians to the Word of God as the ultimate source of truth and proper behavior. Christian love should never compromise, violate or ignore the commands and truths of Scripture. We are to speak the truth always, within the parameters of Christian brotherly love. (Rom. 8:9; 1 Cor. 12:12-13; Gal. 3:26-28; Eph. 4:2-6; Eph. 4:15)
- (G) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. The mature believer will: be led by the Spirit (directed in areas not specifically spelled out in Scripture); manifest the fruit of the Spirit; understand and be able to use the Word of God; and develop spiritual insight and discernment. (Acts 1:8; Rom. 8:13-14; 1 Cor. 3:16; 1 Cor. 6:19-20; Eph. 4:30; Eph. 5:18-19; Col.1:19-12)

1.012-1

Use of Statement of Faith

The Statement of Faith shall be given to every person prior to their being offered employment at Christian Heritage School. Persons shall only be employed at Christian Heritage School if they are in complete agreement with the Statement of Faith. If a person changes their beliefs with respect to the Statement of Faith following their employment, they may be asked to leave the employ of the organization.

1.013-1

Notice of Nondiscrimination

As a member of Association of Christian Schools International (ACSI) a statement of nondiscrimination is required.

Notice of Nondiscriminatory Policy

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

The Nondiscriminatory Policy of the Christian Heritage School's Association, Inc. also includes hiring of faculty or administrative staff who agree, in its entirety, with the ACSI note on the application form:

Member schools of ACSI make no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we are to carry out our Lord's Great Commission (Matthew 28:18).

1.014-1

ACSI Membership

Christian Heritage Schools Association, Inc. will be a continuing member of the Association of Christian Schools International. Membership fees are to be included into the school's annual budget.

1.015-1

ACSI Activities

As a result of this (ACSI) membership, Christian Heritage School's Association, Inc. will participate in as many ACSI activities as possible.

1.016-1

ACSI Certification

All teaching and administrative personnel of Christian Heritage School will hold valid ACSI certificates. Teachers and administrators who have a Temporary Certificate are expected to complete the requirements for the Standard Certificate before their Temporary Certificate expires. The School Board requires all teachers and administrators work toward the Professional Certificate of ACSI.

1.017-1

ACSI Accreditation

Christian Heritage School shall seek to complete, at the earliest possible date, a program of accreditation with the Association of Christian Schools International. Once completed, CHSA will maintain accreditation with ACSI.

1.018-1

ACSI Teacher Conventions

Christian Heritage School Association, Inc. strongly encourages teachers and administrators to attend an ACSI sponsored Teacher Convention or Preschool/Daycare Conference periodically. Financial assistance can be available if monies are available.

1.019-1

ACSI Administrator/School Board Conferences

Christian Heritage Schools Association, Inc. will assist school administrators and faculty in attending the yearly ACSI sponsored Administrator/School Board Conference if monies are available.

1.020-1

Christian Heritage Schools Association, Inc.

Christian Heritage School's Association (CHSA) is an independent Utah corporation with bylaws and articles of incorporation. While the Association has no membership, all participating families and staff of the Christian Heritage School are encouraged to be involved in its programs.

1.021-1

School Board

The Lord Jesus Christ is the real Chairperson of the School Board and the School Board works for Him. For individuals whom he has chosen to do His work their responsibility is only to Him and to the rest of the School Board. School Board members will consult the written word of God before making any decisions. The Christian Heritage Schools Association, Inc. Bylaws list further conditions in **Article 7 - School Board: Governing Board.**

1.022-1

Number of School Board Members

The number of School Board Members may be changed from time to time but may never be over eleven or less than three. There are a minimum of 3 voting members as stated in **Article 8 - School Board: Composition** of the CHSA Bylaws.

1.022-2

School Board: School Board Officers

Article 12 - School Board: Officers outlines the officers of the School Board that are required.

1.023-1

School Board Member Election and Nomination

The CHSA Bylaws **Article 9 - Nominations and Elections** discusses the process for electing and replacing school board members.

1.024-1

Pastor's Eligibility for School Board

Christian Heritage School is sponsored by the Christian Heritage Schools Association, Inc. The CHSA is a non-denominational, multi-church sponsored, corporation. Therefore, it is a conflict of interest to have a Pastor or Minister serving on the School Board. A Pastor's first responsibility is to their local congregation. Therefore, pastors shall not serve as members of the School Board. However, the School Board is encouraged to establish a Pastor's Advisory Committee, and seek the guidance of pastoral staff as needed in the operation of the school.

1.025-1

Employee Eligibility

No full-time administrators, teachers or financial accounting staff members employed by the school or members of their immediate families or households (i.e., husband, wife, son, daughter, mother, father or any one residing at the same residence) shall be eligible to serve on the School Board. Household members of athletic staff,

administrative office workers, aids, or other part time staff shall be eligible to serve on the School Board subject to **1.052.1**

1.026-1

Church Membership

The Christian Heritage Schools Association, Inc. is a non-denominational organization serving the local Christian church community. School Board members are expected to be a member of a local church organization.

1.027-1

Marriage, Divorce, and Remarriage

Christian Heritage School maintains an environment conducive to learning academically and spiritually. Recognizing students learn from the examples adults set, both the staff and the School Board must lead as Biblical a life as possible. Recognizing man has a sinful nature, the following goals may be considered when individuals apply for employment or School Board service.

Goal: To support God's plan for the family and the permanency of the marriage relationship.

I. Principles of Marriage:

- A. Marriage was instituted by God (Gen 2:18, 24 and Matt. 19:6).
- B. Marriage is a monogamous relationship - God gave Adam just one wife (Gen. 2:22).
- C. Marriage is to be a heterosexual relationship (Gen. 1:27, 28 2:22).
- D. Marriage involves the leaving of one's own parents in order to establish a new family as a married couple (Gen. 2:24).
- E. Marriage is a relationship which binds a couple until death (Mark 10:9, I Cor. 7:39, Romans 7:2-3).
- F. Marriage involves role relationships (Eph. 5:22-28, I Cor. 11:3).
- G. Marriage is a picture of His work of redemption for mankind (Rom. 7:1-6, Eph. 5:22-27).
- H. Marriage involves a vow before man and God (Ecc. 5: 4-6).

II. Principles Regarding Separation/Divorce/Remarriage

A. Separation:

- 1. Separation of any kind shall always be with the view to reconciliation and the restoration of the marriage relationship (I Cor. 7:11, Rom. 2:18, Eph. 4:31-32).
- 2. Separation might be necessary to insure the safety or well-being of a spouse and/or children.
- 3. Separation might occur as a result of an unbelieving spouse who chooses to leave (I Cor. 7:15).

B. Divorce:

- 1. God hates divorce (Mal. 2:13-16).

2. Jesus teaches against divorce (Matt. 19:6, Mark 10:9).
3. Paul declared that there should be no divorce (I Cor. 7:10-13).
4. Jesus confirms God's plan for marriage by repeating the statement of Gen. 2:24, "What therefore God has joined together, let not man put asunder" (Matt. 19:6).
5. God provides few exceptions for divorce. (Example: Adultery is one just cause for divorce.)

C. Remarriage:

1. Death of one partner is the only thing that dissolves the permanent (one flesh) relationship (Romans 7:3, I Cor. 7:39, Matt. 19:6).
2. God's original pattern for marriage requires that one cleave (glued) to his partner becoming one flesh (Gen. 2:24).
3. Jesus teaches that if a man divorces and remarries, he commits adultery (Mark 10:11).
4. Jesus teaches that if a man divorces a woman for whatever reason, and another man takes her as his wife, he is guilty of adultery (Matt. 5:32, 19:3-11, Mark 10:2-12, Luke 16:18).
5. Paul affirms that the believer that is divorced or separated has only two options: 1) remain permanently unmarried, or 2) be reconciled to one's partner (I Cor. 7:10,11).

III. Other Principles and Biblical commands relating to Divorce.

- A. God commands husbands to love their wives unconditionally in spite of their impurities or failure (Eph. 5:25-26).
- B. God commands the wife to be subject to the husband unconditionally (Eph. 5:22).
- C. A divorce between two believers violates the command of I Cor. 6:1-8, which forbids believers to go to law against one another before unbelievers.
- D. Ecc. 5:4-6 underlines their seriousness of breaking a vow before God.
- E. Forgiveness up to "70 times 7" in the same day for the same offense is required of all believers (Matt. 18:22).
- F. Any form of vengeance is forbidden in Scripture (Rom. 12:19, Heb. 10:30).
- G. Divorce could negate God's call to suffer for righteousness sake (I Peter 2:20-21, I Peter 4:12-14).
- H. One must recognize that no conflict is too great for God to reconcile (Mark 9:23, Matt. 19:26, Mark 10:27).

Sin is sin and all sin can be forgiven only through the love of Jesus Christ (Jer 31:34). Certain sins though have consequences that are greater than others (I Cor. 6:18). It's not the intention of the Christian Heritage School's School Board to sit in judgment. However, if the lifestyle of an individual is in direct conflict with God's laws, then Christian Heritage School should not continue or initiate employment or School Board service.

Duties and Responsibilities of the School Board

The School Board must be the **spiritual leader** in the school and seek God's will and direction for the school concerning all matters. The School Board's working relationship with the Lord needs to be a shining example to all (Galatians 6:1,2 James 5:19,20 Isaiah 55:7). The primary **function** of the School Board is to seek the will of God and to serve as His instrument in matters concerning Christian Heritage School. It shall be the fundamental **purpose** of the Committee to act as a legislative body in doing the Lord's work in these areas:

1. Pray faithfully for the school
2. Attend meetings of the School Board
3. Serve actively on assigned committees
4. Give consideration and thought to School Board issues
5. Actively promote the school within the community
6. Voice opinions at School Board meetings
7. Give, and urge others to give as God enables
8. Keep School Board issues confidential
9. Willingly serve in leadership capacities.

Responsible to:

1. Establish the policies of the school.
2. Hire qualified administrators, faculty, and staff for the school.
3. Set the salary schedules for the administrator, faculty, and staff, while considering budgetary considerations.
4. Approve an annual budget based on recommendations from the finance committee.
5. Approve School Board members from the qualifying nominations and recommendations for election to the School Board.
6. Maintain open communications with churches, staff, parents, and alumni.
7. Maintain proper relationship with government authorities.
8. Have a vision for the future of the Christian Heritage Schools Association, Inc.
9. Monitor all administrative activities.
10. In summary, exercise final authority in the school in all matters directed by the Articles of Incorporation and Bylaws.

In keeping policies and procedures updated:

1. Make and amend policies and procedures which conform to God's laws and follow through to ensure their smooth operation.

2. Make or change all other policies as needed for smooth operation of the school.

1.028-1.1

Procedure for adding, amending, deleting, or otherwise affecting CHS school board policies

NOTE: Because this procedure is so important, it is spelled out in detail.

NOTE: In the event the Board deems it necessary to bypass this policy (crisis management), the Board Chairman will appoint a 3-member oversight committee to evaluate why the situation occurred. That evaluation along with recommended actions will be given to the Board Chairman and the Administrator No Later than 30 days after the action has been taken.

Any individual or group of individuals may petition to change or affect a CHS School Board Policy by the following actions:

- A. Gather all data necessary to support the proposal.
- B. Fill out the CHS Policy Change form (available from school offices).
 - All policy changes should be submitted with the support of a committee which has been established by either the policy manual specifically or an Ad Hoc committee established by the Administrator or other Board-appointed authority.
 - All policy changes should be signed off by the appropriate Principal, unless the particular change has no affect on the Principal's duties or area of authority.
 - The Administrator will sign off on all policy changes.

NOTE: Signatures from the Principal and/or Administrator do not signal endorsement, only that they are aware of the proposed change; however, every effort should be made to satisfy their questions and concerns prior to submitting the proposal to the CHS Board.

NOTE: The Administrator will designate an individual to check the proposed change for grammar and spelling. This will be completed before the proposed change is brought to a motion in the Board meeting.

- C. Contact the CHS Board a minimum of 7 days prior to the next Board meeting to have the policy change put on the agenda.
- D. During the open Board meeting, the proposed policy change will be presented by the appropriate spokesperson when the Board Chairman recognizes them.
- E. Open debate may take place; however, no motion will be made at that meeting.
- F. The proposed policy change and all supporting documentation/information will be made available at the campus office designated by the Administrator. The CHS website will post the proposed change when possible and an email will be sent to all constituents noting that a policy change has been proposed. Anyone may make written comments about the proposed policy. Written comments will be made using the policy change comment form and given to an office staff member. Comments will be kept secure and confidential.
- G. Seven days prior to the next Board meeting, the written comments will be collected by the individual/group making the proposal.
- H. A list of all written comments and responses will be submitted to the Board no later than 3 days before the next Board meeting. If the Board Chairman is not satisfied with any part of the process, the process may be extended until the next Board meeting (return to step G.)
- I. During the open Board meeting, the proposed policy change will be presented by the appropriate spokesperson when the Board Chairman recognizes them. The written comments and responses will be read aloud (repeated comments need not be addressed).
 - If, at this point, the Board desires to make a motion, it should be done.
 - If the Board, for any reason, does not desire to make a motion, then none will be made. If no motion is made, a clear reason will be given to the sponsoring committee.

- J. The Board Chairman should ask for any oral comments from the floor.
- K. A vote will be taken.
- L. If the motion fails, no further action by the Board is required. If the motion passes, the Board Secretary will ensure the change is updated in the appropriate manual and all supporting data is given to the Administrator for filing. The change and all supporting data should be stored permanently. Storage devices such as removable electronic media are acceptable for this. (Jun 05)

1.029-1

School Board Member Job Descriptions

Christian Heritage School's Association, Inc. is organized into job titles with duties pertaining to each of those titles. These titles and duties are listed in the CHSA Bylaws in

Article 12 - School Board: Officers.

1.029-2

Chairman

Additional Duties of the Chairperson of the School Board include:

1. Lead all School Board meetings.
2. Confer with the Administrator/Principal on the agenda for each School Board meeting.
3. Appoint working committees required for the operation of Christian Heritage School.
4. Act as an ex-officio member of all committees.
5. Assign responsibilities to various working committees and coordinate the efforts of each committee so as not to duplicate or overlap responsibilities.
6. Follow-up all unfinished items of business to insure their completion.
7. Orchestrate all School Board meetings.
8. Formulate orientation sessions for new School Board members.
9. The School Board Chairperson is to assist the school staff in ensuring the corporation's business is transacted in a timely, professional manner.
10. The Chairperson will ensure consideration of and election of new School Board members.

1.029 -3

Vice Chairman

School Board Vice Chairperson has additional duties than those outlined in the bylaws:

1. Take over Chairperson's function when Chairperson is not available, including ex-officio memberships in committees.
2. Assist Chairperson in his functions and responsibilities.
3. Take on special assignments directed by the Chairperson.
4. Be particularly sensitive to the interpretation of Biblical principles in curricular and extra-curricular activities.

5. Be responsible for maintaining the policy manual and bring to the attention of the School Board any revisions necessary to bring the manual into conformity with School Board action.

1.029-4

Principals/Administrators

Principal(s)/Administrator: The Principal(s)/Administrator is referred to as either the Principal or as the Administrator in these manuals and for all extensive purposes may be the same person or separate individuals based on the needs of the Christian Heritage School. See current organization chart to identify current roles.

The Principal(s)/Administrator is not a voting member of the School Board, but works hand in hand with the School Board.

The Administrator shall be appointed by the School Board and act as the Chief Executive Officer (CEO) of the Corporation with all the authority of such a position within the policies and procedures set forth by the School Board. The Administrator shall have all authority and responsibility necessary to operate the Corporation in all its activities and departments. The Administrator shall act as the duly authorized representative of the School Board and the Corporation in all matters in which the School Board or the Members have not formally designated some other person to act. The Administrator shall present his report to the School Board at each regularly scheduled School Board meeting.

In the absence of an Administrator, the Principals shall be appointed by the School Board and act as the leaders for the various school grades and departments, with all the authority of such a position within the policies and procedures set forth by the School Board. The Principals shall have all authority and responsibility necessary to operate the School in all its activities and departments. The Principals shall act as the duly authorized representative of the School Board and the Corporation in all matters in which the School Board has not formally designated some other person to act. The Principals shall present their report to the School Board at each regularly scheduled School Board meeting.

1.029-5

School Board Secretary

The School Board **Secretary** will assist the School Board and have these **additional duties** to those which are outlined in the Bylaws.

School Board Secretary:

1. Be sure the School Board does not unknowingly overturn prior School Board action.
2. Record and keep a file of all School Board meetings.
3. Provide previous minutes for each meeting for the School Board members at least by the Sunday previous to the monthly School Board meeting.
4. Handle all correspondence required for the effective operation of the School Board.
5. Attend all meetings personally or make arrangements to have secretarial support available.
6. Work with the School Board Chairperson in any matters which will enhance the smooth operation of the School Board.
7. Assist the Vice Chairperson in keeping Policy Manuals updated.

1.029-6

Treasurer

The **Treasurer** has these **additional duties**:

1. Present financial status to the School Board at any regularly scheduled meeting.
2. Assist School Board administration staff stay efficient and accurate.
3. Help Finance Committee in accomplishing its assigned tasks.
4. Mail out annual Giving Statements for all donors not later than January 31st of each year.

1.030-1

Executive Committee

The Executive Committee is comprised of the same members as the regular School Board and will have the authority and power to convene in a closed door session to:

1. Handle serious discipline problems which come under "No Toleration."
2. Handle appeals from parents.
3. Hire teachers in an emergency situation such as but not limited to:
 - a. Immediately prior to the starting of school
 - b. An immediate vacancy
4. Act on athletic eligibility of students transferring to or from other school districts.
5. Handle all personnel problems which are elevated to the School Board.
6. Other situations where confidentiality or privacy issues warrant a closed door meeting.

1.031-1

Code of Ethics

A School Board member is expected to:

1. Be faithful in attendance at all School Board meetings. If unable to attend they are responsible for notifying the School Board secretary or Chairperson in advance so that materials may be mailed to the absent School Board member.
2. Prepare for each School Board meeting by reviewing agenda, minutes of past meeting and other materials which should be reviewed.
3. Be willing to give of his time and talent with a joyous spirit and faithfully pray for the school.
4. Direct appropriate inquiries and complaints regarding school matters to the school Administrator.
5. Refrain from inappropriate discussion of School Board business at any non-business functions or gatherings.
6. Use God given discretion in deciding what matters can be shared with his spouse so as to cultivate and maintain important partnership relationships with the spouse. Matters pertaining to personnel and other matters of sensitive nature should not be shared outside of meetings.

7. Place a high priority on attending as many school functions as possible.
8. Attend a local church or fellowship.
9. Refrain from reprimanding a teacher directly. Even when dealing with his own child's teacher, School Board members must seek first to speak the truth in a kind way so as to avoid intimidation.
10. Abstain from entering into the day-to-day operation of the school.

The School Board, collectively, is expected to:

1. Be the policy maker in the establishment of policy directives, curriculum selection, uniform and disciplinary codes.
2. Be responsible for making the final approval on hiring/dismissal of all personnel.
3. Always call School Board meetings with the knowledge of the administration.
4. Deal with all employees on the basis of Matthew 5:22-24, 18:15-20, and other such passages which teach Christ-like attitudes and dealings between Christian brothers and sisters.

1.032-1

School Board Committees

The School Board shall be organized into the following sub-committees: Education, Building and Grounds, Finance, Development/Activities, Promotion, Spirit, Transportation, Faculty Warfare, Admissions, and Ad Hoc Committees when required.

Each committee is to meet independently and report to the School Board at regular meetings through a written report submitted by the committee Chairperson.

Each committee shall develop an annual plan for the committee work, related directly to the goals of the school for the year.

1.033-1

Qualification for School Board Committee

1. All committees must be chaired by a School Board member.
2. All regular committee members must be born again Christians. (A non-Christian may be asked to serve temporarily on an ad-hoc non-voting basis only.)
3. Membership to a committee is for a one year period and no committee member may serve more than 3 out of any 5 year period on the same committee.
4. Committee members must be associated with Christian Heritage School Association as a parent, relative of child attending school or a school sponsor (donor).
5. All committee members must be approved by the School Board before they are asked to serve.

Committee Job Descriptions

Descriptions of the various committees are described in the following sections.

1.034-1

Education Committee

The Education Committee shall:

- A. Be composed of 3 School Board members and the Administrator/Principal(Non- voting Seat). The committee will be composed of not less than 8 members, two of which should be senior teachers with a minimum of a four (4) year degree and two others which should be parents of Christian Heritage students, one with an elementary student and the other with a secondary grade student. Of the 3 School Board members, one will "chair" the Education Committee, one will "chair" the Elementary Education Sub-Committee, and the last will "chair" the Secondary Education Sub-Committee.
- B. Select a secretary.
- C. Assume office on July 1st.
- D. 5 members of the Education Committee shall constitute a quorum.

Duties:

- A. Prior to April 1st, The Education and Finance Committees will annually review, with input from the administrator:
 - 1. Teacher pay tables and evaluate possible pay increases.
 - 2. Coordinate Annual budgets and list special teacher performance incentives for the next year.
 - 3. Review:
 - Sick leave policy
 - Personal days policy
 - Pension benefits policy
 - Medical benefits policy
 - Administrator's annual school budget
- B. The administrator/principal is specifically responsible for the evaluation and development of his or her staff. Board/committee members may not approach teachers directly in an attempt to advise them regarding their responsibilities and must address any concerns or comments to the administrator.
- C. The Education Committee will work with the administrator and will recommend to the school board policy manuals changes for a vote by the full board. Any controversial issues will be researched through a comprehensive written survey of all CHS parent(s) prior to any recommendation. The intent of the committee research is ensure any recommendation reflects the expressed wishes of the majority.
- D. The administrator will be responsible for coordinating all arrangements with respect to teacher and staff employment. A letter of intent will be issued by March 1st to all contracted personnel, and teaching contracts will be issued in April. For the final candidates of CHS teaching/administrative positions, the Education Committee members may assist the administrator in interviewing parents, teaching associates and principal/administrator from the teaching candidates previous school(s). A written report of the interview process will be available for all Education Committee members to review. This report will be maintained in the Administrator's employee/prospect file for three years.
- E. Investigate, maintain, and interpret the school curriculum.
- F. The Education Committee shall meet quarterly or at the call of the committee Chairperson, School Board Chairperson, or administrator.
- G. Make sure that:

1. CHSA is not in violation of state or federal laws.
 2. The standards set forth by ACSI are all met.
 3. The requirements of the school's own philosophy are satisfied in the course of study.
- H. Keep itself informed in regard to the quality, to include Christian character, of the instruction and to evaluate all educational activities, equipment and discipline. All of which are essential factors in meeting the objective of the school.
- I. Develop and enforce a policy of admission of pupils. The responsibilities of the Education Committee do not conflict with the responsibilities of the professional personnel. The two groups work together for a common goal, each contributing from the resources of his education, experience, and judgment.
- J. Assume any other responsibilities designated by the School Board.

1.034-2

Elementary Education Sub-Committee

The Elementary Sub-Committee shall:

- A. Be composed of 1 School Board members, 1 elementary teacher, and 2 parents which must have students in grades K-6.
- B. Appoint a Secretary.
- C. Assume duty on July 1st.
- D. Two members shall constitute a quorum.

Duties:

1. Work through the administrator to provide assistance and support for the teachers and students (Grades K-6) for:
 - Special activities
 - Social functions
 - Field trips (as requested by CHS teachers/administrator)
 - Teacher support (as requested by CHS teachers/administrator)
2. Submit an annual calendar of events to the Education Committee by August 1st of each year.
3. Any other tasks as assigned by the Education Committee Chairperson.
4. Meet as required.

1.034-3

Secondary Education Sub-Committee

The Secondary Education Sub-Committee shall:

- A. Be composed of 1 School Board Member, 1 secondary teacher and 2 parents of which must have students in grades 7-12.
- B. Assign a secretary.
- C. Assume duty on July 1st.

D. Two members shall constitute a quorum.

Duties:

1. Work through the administrator to provide assistance and support for the teachers and students (Grades 7-12) for:
 - Special activities
 - Social functions
 - Field trips (as requested by CHS teachers/administrator)
 - Teacher support (as requested by CHS teachers/administrator)
 - Outside Speakers (as requested by CHS teachers/administrator)
 - Special Advanced Studies or Tutoring (as requested by CHS teachers/administrator)
2. Submit an annual calendar of events to the Education Committee by August 1st of each year.
3. Any tasks as assigned by the Education Committee Chairperson.
4. Meet as required.

1.035-1

Building and Grounds Committee

The Building and Grounds Committee shall (B&G Committee):

- A. Be composed of 2 School Board members and the Administrator(s) (ex officio), with a minimum of 6 total members.
- B. Select their own secretary
- C. Assume office on July 1st.
- D. 4 members of the Building and Grounds Committee shall constitute a quorum.

Duties:

1. The Finance, Education, Administrator and B&G Committee will jointly determine the:
 - a. An annual budget for the maintenance and upkeep of the school building, grounds, equipment and supplies.
 - b. An annual capital improvement budget and policy for handle requests outside of the annual budget.
 - c. Establish emergency spending limits for the B&G Chairperson and administrator to use in the event emergency repairs are needed.
2. Will assure that all lighting, heating, air conditioning, plumbing, parking lots, grounds, side walks, etc. is/are in proper working condition and repair and will have authority within its budget and policy guidelines to affect necessary repairs.
3. The administrator will be responsible for hiring custodial personnel, insure routine cleaning and sanitation and report major maintenance needs to the Chairperson of the B&G committee.
4. The B&G committee and administrator will jointly agree to and recommend any use of facilities outside of direct student/staff needs to the full School Board for a vote. Elements to include:
 - a. Type of eligible organizations
 - b. Application

- c. Building services
 - d. Fees
 - e. Insurance
5. Report deficiencies and remedial plans to the board.
 6. Concern itself with the care and adequacy of athletic facilities and equipment.
 7. The Administrator evaluates and coordinates custodial work, ensuring routine cleaning and sanitation.
 8. Coordinate safety inspections of fire escapes, grounds and out-buildings. Check for hazards from accumulations of combustible materials, unsafe play equipment, exposed electrical wiring, unsafe traffic conditions, structural deteriorations, bad paving conditions, etc. The B&G will report deficiencies to School Board.
 9. In writing, by August 1st, the B&G Committee will review annually:
 - a. The emergency evacuation policy, including quarterly drills.
 - b. All health, safety and fire codes are met or exceeded.
 - c. Fire alarm system and fire extinguishers.
 10. The Building and Grounds committee shall meet quarterly or at the call of the committee Chairperson, School Board Chairperson, or Administrator.
 11. Assume any other responsibilities designated by the School Board.

1.036-1

Finance Committee

The Finance Committee shall:

- A. Be composed of 2 School Board members, the School Board Treasurer and desirous of including a Certified Public Accountant(CPA), for a minimum of 6 members.
- B. Select their own Chairperson and Secretary.
- C. Assume office on July 1st.
- D. 4 members of the Finance Committee shall constitute a quorum.

Duties:

1. Working with Education and Building and Ground Committees, compose and recommend to the School Board an annual budget by July 1st.
 - a) Make recommendations concerning any budget category for next academic year.
 - b) Review school insurance, medical/dental benefits, and retirement plans.
2. Annually update the Finance Policy Manual with input from all other committees and the administrator. Submit changes by February 1st for formal School Board approval.
3. Assist Administrator and his/her staff in general accounting practices for office transactions by performing spot evaluations and making appropriate recommendations to the staff.
4. If need be, assist School Board Treasurer in providing a monthly cash flow statement and forecast by the end of each month.

5. Coordinate with the School Board Treasurer and Administrator when arranging for the required annual audit of Christian Heritage School. Assure the audit is accomplished by an independent, outside organization; preferably as soon after June 30th as possible.
6. Assure that CHSA is properly accredited for all donations and meets all federal and state requirements as a charitable organization.
7. Update Financial Aid section of Finance Policy Manual depending on monies budgeted. Change or allocate formula to be used for dispensing funds.
8. Shall meet quarterly or at the call of the committee Chairperson, School Board Chairperson, or Administrator.
9. Assume any other responsibilities as may be designated by the School Board.

1.037-1

Development & Activities Committee (Oct 06)

The Development & Activities Committee shall:

- A. Be composed of 1 School Board members, the development department heads (non-voting), administrator, and at least 2 other individuals with a minimum of 4 voting members for a maximum of 9 total members.
- B. Appoint a secretary.
- C. Assume office on August 1st.
- D. 5 members shall constitute a quorum.
- E. Will stagger terms so that there are always at least 3 non-CHS members who have been on the committee the previous year.

Duties:

- A. Help achieve financial goals of the school's strategic plan by seeking or facilitating donations of cash, stock, services or other items of material value to support the financial needs of CHS.
- B. Provide networking or contracts to the Development Office to pursue fundraising goals.
- C. Each member must take a leadership role in at least one (1) fundraising event listed in the Development strategic plan for the year.
- D. At its first meeting of the new fiscal year, the committee will develop a plan of action to carry out the Development strategic plan. This includes a strategy to work with local businesses to develop strong two-way support relationships and devise/implement ways for the school to give back to local business and the community.
- E. The committee will provide input to and review the development strategic plan for the following year. The plan is due to the administrator by May 31.
- F. The committee will meet at least 6 times a year, preferably every other month. More meetings may be required depending on fundraising activity level.

Desired Qualities and Qualifications:

- A. Familiarity with Christian Heritage School's vision and mission.
- B. Strong leader with the ability to work well with other people and network within the community.
- C. Willingness to make time commitment to the committee (attend meetings, make phone calls, etc.)
- D. Ability to serve as a positive representative of Christian Heritage School.

(Oct 06)

Other Committees

1.038-1

Spiritual Committee

The Spiritual Committee shall:

- A. Be composed of 4 members and Administrator (ex officio). Members may be Pastors/Ministers of Association member churches.
- B. Members are required to be in **complete agreement** with the Statement of Faith, Statement of Purpose, and Educational Objective of the CHSA.
- C. Select their own secretary.
- D. Assume office on July 1st.
- E. 3 members of the Education Committee shall constitute a quorum.

Duties:

1. Promote and maintain a high spiritual atmosphere at Christian Heritage School using the CHSA Statement of Faith, Statement of Purpose, and Educational Objectives as guidelines.
2. The Spiritual Committee shall meet at least Quarterly or at the call of the committee Chairperson, School Board Chairperson, or Administrator.
3. Serve as spiritual help to the staff and students.
4. Solicit prayer support in behalf of the school. They shall present a report at each regular School Board meeting which shall cover the activities of the committee and the general spiritual condition of the school.
5. Serve as consultants on spiritual matters for other School Board committees.
6. Annually present the CHSA Statement of Faith, Statement of Purpose, and Educational Objectives to a regular meeting.
7. Arrange and publicize School Board prayer meetings.
8. Arrange for an annual joint meeting for fellowship for School Board and staff.
9. Arrange for devotions at all full School Board meetings.
10. Notify PTF and CHSA Association of prayer needs of the school.
11. Be responsible for at least one annual student spiritual emphasis week.

12. Assume any other responsibilities as may be designated by the School Board.

1.039-1

Transportation Committee

The Transportation Committee shall:

- A. Be composed of a School Board member, 4 parent members and Administrator (ex officio).
- B. Select their own secretary.
- C. Assume office on July 1st.
- D. 3 members of the Transportation Committee shall constitute a quorum.

Duties:

1. Scheduling and regulating bus routing.
2. Advise School Board concerning bus maintenance, daily servicing, and replacements.
3. Employ and outline conditions of employment of drivers.
4. Work with Finance Committee in recommending transportation charges and fees.
5. Be informed of state school bus regulations, and OSHA standards and comply with them.
6. Assist in the formulation of rules, regulations, and other policies with respect to transportation facilities provided by the school.
7. The Transportation Committee shall meet quarterly or at the call of the committee Chairperson, School Board Chairperson, or Administrator.
8. Assume any other responsibilities as may be designated by the School Board.

1.040-1

Faculty Welfare Committee

Faculty Welfare Committee is:

- A. Be composed of 1 School Board member, 4 faculty members and Administrator (ex officio).
- B. Select their own Secretary.
- C. Assume office on July 1st.
- D. 3 members of the Education Committee shall constitute a quorum.

Duties:

1. Make recommendations for employers experiencing personal hardship or family emergency.
2. Review personnel policies on an annual basis and make recommendations for changes to the School Board.
3. Promote proper relationship with the faculty and the School Board and Association.

4. Assume any other duties appointed by the School Board.

1.041-1

Admissions Committee

The Admissions Committee is:

- A. Be composed of 1 School Board member, 2 faculty members, 5 (minimum) parents and Administrator (ex officio).
- B. Select their own Secretary.
- C. Assume office on January 1st.
- D. 5 members of the Education Committee shall constitute a quorum.

Duties:

1. Recommend Student Interview Package to the School Board for Student admission.
2. Recommend to the School Board current students who are eligible for automatic re-admission for the following year.
3. Interview students and parents using the School Board approved Student Interview Package.
4. Bring to the School Board any situations requiring exceptions to the admissions policy and recommendations for resolving the situation.
5. Keep the School Board informed of trends in admissions to the school.
6. Annually review the all forms and policies for admission and recommend changes or revisions.
7. Do an annual study of the school's dropouts and report to the School Board.
8. Assume any duties appointed by the School Board.

1.042-1

Long Range Planning Committee

Long range planning for future development of the school, collecting and collating data regarding the school's five year and ten year plans, updating five and ten year strategies, and planning for new facilities are functions of CHSA Association.

1.043-1

Special Activities Committee

Special activities include Athletic Booster Club, Fine Arts Booster Club, Academic Council, and Parent Volunteer Program. These programs are all functions of the CHSA Association and the CHSA Special Activities Committee.

1.044-1

Ad Hoc Committees

From time to time, ad hoc committees may be appointed by the School Board to serve at the School Board's discretion as general study groups to concern themselves with specific areas.

Such committees, if appointed, shall be made up of those members who are appointed by the School Board and are representative of the school as a whole and have demonstrated an interest in and a concern for education.

Once established, such committees shall:

1. Meet as many times as necessary to consider the assigned areas in need.
2. Have 1 School Board Member as Chairperson and number of members is at the discretion of the School Board.
3. Call upon professionals and various interested groups or individuals for advice and information as needed.

1.045-1

Parent-Teacher Fellowship Committee Policies

1.045-1.1

Purpose

The purpose of the committee shall be to provide opportunity for parents and teachers to meet, and to better understand and coordinate the training of their children in the Lord, both as to the intellectual and the moral phases of their development. To provide a channel through which the physical and financial needs of the school can be made known and through which the members and friends can help in supplying these needs. (Jan 06)

1.045-1.2

Membership

Membership shall be open to all parents and/or legal guardians of students who currently attend Christian Heritage School and all current faculty and staff of Christian Heritage School. Members shall have the right to participate in the election of officers and/or hold office. The committee shall authorize and collect membership dues to be used for the operation of the organization. (Jan 06)

1.045-1.3

Meetings

There shall be general meetings through the school year which shall be open to all members and friends who support the PTF purpose. There may be special meetings called by the PTF Executive Committee as necessary. A simple majority vote of the full Executive Committee shall be required for all action taken by the Executive Committee. (Jan 06)

1.045-1.4

Executive Committee

The Executive Committee of the organization shall consist of the Secondary President, Elementary President, Secondary Vice-President, Elementary Vice-President, Secondary Secretary, Elementary Secretary, Treasurer, Secondary Parent Coordinator, Secondary Teacher Liaison, and Elementary Teacher Liaison. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein. An Administrator of the school or their representative shall be an ex-officio member of the Executive Committee. The Affairs, Activities, and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the interval between the meetings of the membership and such other business as may be referred to it by the membership or these policies. It may create standing and special committees, approve the

plans and work of the standing and special committees, present reports and recommendations at the meetings for the membership, and, in general, conduct the business and activities of the organization. (Jan 06)

1.045-1.5

Finances

Any and all monies raised by the P.T.F. will be kept separate from the School fund. They will be used for purchases approved by the P.T.F. Executive Committee at an open board meeting. Only the Executive Committee may authorize any officer and officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. Such authorization must be approved by a majority vote of the Executive Committee. The officers shall not have the authority, however, to enter into such agreements on behalf of Christian Heritage School. Nor should they hold themselves out as having such authority. All expenses of the organization must be approved by a majority vote of the Executive Committee and a request for payment form must be completed and signed by two Executive Committee members. The Treasurer shall deposit all funds of the organization to the credit of the organization in such depositories as the Executive Committee may select. And shall make such disbursement as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursement shall be made within a maximum of seven days of the receipt of the funds and/or orders for payment. All cash received must be verified by two people prior to being deposited. The Treasurer shall present a financial report at each General Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall provide the School Business Office and the School Board with a copy of the monthly financial report for their review and/or audit. (Jan 06)

1.046-1

Parent Volunteer Program Advisory Council

The Parent Volunteer Program Advisory Council shall consist of the 2 School Board appointed volunteers. At least one will represent the Parent Volunteer Program at normally scheduled School Board meetings.

The duties of the Volunteer Coordinators shall be:

1. Work closely with Development Director.
2. List talents and abilities on all persons connected/supporting CHSA and make list available for any official school business.
3. Prepare and submit suggestions to Development Director concerning the use and effectiveness of volunteer help.

1.047-1

New School Board Member Orientation

The magnitude of School Board membership calls for knowledge of and orientation to many areas of information and understandings. Under the guidance of experienced School Board members and school staff, the orientation will be provided to new School Board members through these activities:

- A. Workshop for new School Board members (June of each year)
- B. Discussions and visits with the Administrator and other members of School Board and school staff.
- C. Reading of CHSA Policy Manuals:
 1. School Board Policies
 2. Finance Policies
 3. Student Policies
 4. Personnel Policies

5. The provision of printed and audio-visual materials on being a Christian School Board member.

Orientation shall be considered as an ongoing process for all School Board members, and may include activities as those indicated above and the addition of items such as these:

- A. Attendance at School Board and administrative conferences and conventions on a local, area, state and national basis.
- B. Exchange of ideas through joint meeting with the school's PTF and its officers, the teachers, and school administration staff and neighboring.

1.048-1 (Jan 06)

Terms of School Board Members

The Christian Heritage School's Association, Inc. Bylaws, **Article 14 - School Board: Terms** outlines board member Terms.

Officer terms will begin on 1 July and end 30 June to align with fiscal year. (Jan 06)

1.049-1

Removal of School Board Members

The Christian Heritage School's Association, Inc., Bylaws, discuss the removal of a board member in **Article 10 - School Board: Removal.**

1.050-1

School Board Evaluation

The CHSA School Board's performance shall be evaluated every three years. The CHSA School Board of Directors will establish an Administrative Panel and shall decide the method of evaluation. The Panel consists of Administrator and all Senior Teachers (Over 20 years of Teaching).

1.051-1

Compensation and Reimbursement of School Board Members

The CHSA Bylaws, **Article 15 - School Board: Compensation** cover this topic.

1.052-1

Conflict of Interest

No School Board member(s) shall perform labor or services or furnish equipment and/or supplies for which financial compensation is made. The following guidelines shall be followed concerning the matter of conflict in interest:

1. When any matter involving financial consideration comes before the School Board for consideration and one (1) or more School Board members discover they have a personal interest either directly or remotely related, said School Board member(s) shall declare this interest to other members of the School Board.
2. In addition thereto, a member(s) shall refrain from participating in the matter of business being considered to the extent of nonparticipation in discussion concerning said business, abstain from voting, or retire from the meeting in case a majority of the remaining School Board members consider this to be the most ethical procedure to follow.

3. Nothing in this policy shall deprive a duly elected School Board member of the right to exercise his/her legal right to vote on any matter before the School Board except in those instances in which he/she has some personal interest which could be construed to be in conflict with general school interest.
4. Each member shall have the right and responsibility to declare any personal interest in any item of business under consideration by the School Board and shall feel obligated to abide by the majority judgment of the others members of the School Board as to whether the extent of personal interest shall disqualify the members from deliberative and voting privileges in consideration of this particular matter.
5. School Board members cannot have anyone in their immediate family employed by CHSA as Administrators, teachers, or Financial/Accounting staff. If one of the School Board member's family meeting this criteria is hired by the Board, he or she must resign from the School Board before the family member assumes work responsibilities. A School Board member shall excuse themselves from participation on issues affecting their spouses or family members stated in # 2 above, except for:
 - a. operating budgets,
 - b. salary schedules,
 - c. finance policies,
 that affect all employees.
6. Unless there are extenuating circumstances, School Board member's children shall attend CHSA.

1.052-1.1 (Apr 06)

In light of recent events, it has become clear that CHS needs to adopt a policy concerning the propagating of literature on campus that is unrelated to the curriculum, activities, or general information of the school.

1.053-1

School Board Agendas

The Chairperson of the School Board shall prepare the agenda as described in **Article 16** of the CHSA bylaws.

Items of business may not be suggested from the floor for discussion and/or action during the meeting. Items must be submitted to the School Board, as outlined in **Article 16**, of the CHSA bylaws.

The agenda and supporting materials shall be distributed to School Board members **1 WEEK** prior to the scheduled meeting.

1.054-1

School Board Meeting Preparation

Before actions by the School Board are requested or recommended, the School Board shall be provided with adequate data and back-up information (preferably prior to the meeting date) to assist the members in reaching sound and objective decisions consistent with established goals.

School Board members shall be expected to read the information provided them, and to contact the administrator or other appropriate staff members or School Board members to request additional information that may be deemed necessary to assist them in their decision making responsibilities.

1.055-1

School Board Meetings

The CHSA Bylaws, **Article 16**, call for minimum of one meeting a quarter. In order to add consistency regular meetings of the School Board will be held the second Monday of every month unless this day happens to fall on

a holiday. In such cases the regular meeting will be held on the following Monday. Meetings are to begin at 7:00 unless otherwise announced. (9/04)

Special School Board meetings will be held in accordance with CHSA Bylaws, **Article 16**. All official business of CHSA will be conducted in an open School Board meeting.

The School Board secretary will be expected to attend all special meetings and record official School Board minutes. If the secretary is unable to attend a special meeting the Chairperson should appoint a substitute secretary.

1.055-2

School Board Working Sessions

As needed the School Board may call working sessions in order to discuss issues, share and gather information, hear reports from administrators, faculty, and parents, or to conduct other business of CHSA. These meetings are not intended for decision making. Generally there will be a working meeting 1 hour prior to a regularly scheduled Board meeting.

1.056-1

Executive Sessions

The School Board recognizes that periodically during its scheduled meetings it will encounter matters of a highly sensitive nature. This will include, but is not limited to, such things as personnel matters, student matters, parent matters, etc. At such times the School Board may call an executive session.

Executive sessions shall have in attendance all School Board members present at said meeting, the administrator of the school, and any other persons who are specifically asked to attend this session by the School Board chairperson. When the executive session is for the purpose of evaluating the administrator, the administrator may be asked to not attend.

An executive session can be called for by any School Board member. 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 School Board reconvenes following an executive session, the decision shall be made and stated officially so that the School Board secretary can record such decision in the official minutes.

1.057-1

Quorum and Voting Procedures

CHSA Bylaws **Article 17 - School Board: Voting** address voting.

Additionally:

Normally, voting shall be by voice vote or as directed by the Chairperson, or as determined by a majority vote of the School Board. If the motion is not unanimous, then number of "Ayes," "Nays," and "Abstains" on each motion shall be recorded in the minutes and shall be made a matter of record in the meeting minutes. All members should vote, or officially abstain on each motion. The Chairperson shall only vote in the event of a tie as outline in the "Roberts Rules of Order."

Any member may call for a roll call vote.

A quorum being present, a majority vote of those present is required to enact or defeat any proposition, except a proposition to amend a standing policy or rule of the School Board which shall require a 2/3 majority "Aye" votes.

Adjournment of each meeting shall be upon motion and a vote, except that whenever the presiding officer has put the question as to whether any member of the School Board has further business to submit and has received no affirmative answer he/she may declare the meeting adjourned.

1.058-1

Rules of Order and Meeting Format

Robert's Rules of Order, Newly Revised, as stated in **Article 18 –School Board: Board Rules**, CHSA Bylaws, shall be followed by the Chairperson of the School Board in the conduct of all School Board meetings. The Chairperson of the School Board shall be familiarized thoroughly with the agenda prior to each meeting, and should understand the shape and tone of each meeting and keep its image clearly before the School Board and audience at all times. The Chairperson should direct the meeting in such a manner as to focus on the main issues, exploring the consequences of various choices, encouraging pointed discussion when it starts going around instead of ahead. The Chairperson should move through the agenda in an orderly and efficient fashion.

The Chairperson shall stop any discussion which does not apply to the motion last made or business directly related to the agenda. He/she may also stop the discussion of a matter if the School Board has previously agreed to confine discussion to a definite period of time, and that period has been used up. Aside from such limitation, the Chairperson shall not interfere with debate as long as a member wishes to speak.

1.059-1

Minutes

Action by the School Board shall be carefully recorded by the Secretary of the School Board or a representative and when officially approved by the School Board these minutes shall serve as a legal record of actions taken by the School Board.

The recorded minutes of the School Board shall be retained on file in the office of the Administrator and shall be available for reasonable inspection during regular hours by members of the School Board and such other persons approved by the School Board.

1.060-1

School Board-Administrator Relations

The School Board believes that the legislation of policies is the most important function of a School Board and that the execution of the policies should be the function of the Administrator.

Delegation by the School Board of powers to the Administrator provides freedom for the Administrator to manage the schools within the School Board's policies, and allows the School Board to devote its time to policy making and appraisal functions.

The School Board holds the Administrator responsible for carrying out its policies within established guidelines and for keeping the School Board informed about school operations.

1.061-1

Community Relations

The school-community relations is handled by the Public Relations Committee and shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services which are available to the school community. An informed citizenry is essential for complete cooperation and support.

1.062-1

Availability of School Board Policies

The Manual of Christian Heritage School's School Board Policies shall be kept in the building Administrator's office (or designated place within each building) and shall be available upon request to Christian Heritage School's parents, Christian Heritage School's pupils and Christian Heritage School's personnel.

1.063-1

Coordination of Policies

When possible the CHSA professional staff shall be counseled in the formulation and implementation of the school policies and procedures. Those policies which affect teachers and educational program shall be transmitted to the teachers with pertinent interpretation and supplemented with discussion and reference handbooks.

1.064-1

Five Year Study

All major phases of the school's program, including school philosophy, school goals, instruction and curriculum services, shall be carefully studied and evaluated at least once every five years. The results of such studies shall be used to implement improvements.

1.065-1

Written Policy System

The school program shall be operated in all areas according to written policies.

Written policies shall consist of several forms and types, but in general shall be classified as follows:

School Board Policies shall consist of written statements officially adopted by the School Board to govern its own operation and to serve as guides for administrative action. These statements should be specific enough to give clear direction and guidance to the Administrator and staff, but broad enough to allow for the use of administrative skill and discretion in making decisions. School Board Policies, in statement form, should be developed and revised as needed to establish stability in School Board operations and should serve to prevent indecisive and incorrect behavior.

Student Policies shall consist of written statements officially adopted by the School Board.

Personnel Policies shall consist of written statements officially adopted by the School Board concerning all official policies for school Administrator, teachers, and staff.

Finance Policies shall consist of written statements officially adopted by the School Board concerning all financial matters CHSA encounters.

The Administrator should further develop the written policy system of operation by expressing directions to the staff in the form of written statements called Administrative/Faculty Policies. These statements must remain within the boundaries and regulations of all School Board policies and those of ACSI. The Administrator must develop, design, and implement the Administrative Policies to achieve goals and objectives of the school system.

Further, the Administrator should develop a handbook system for adequate recording and distribution of all policy statements.

1.066-1

Articles of Incorporation

Articles of Incorporation for Christian Heritage School are maintained in the Administrator's office for inspection by anyone.

1.067-1

Suspension of Policies

The operation of any section or sections of School Board policies not established by law or contract may be temporarily suspended by a majority vote of School Board members present at a regular or special meeting.

1.068-1

Coordination of Policies

When possible CHSA shall coordinate policies in order to smooth operation of the school. The professional staff should be consulted when formulating school policies and procedures. Those policies which affect teachers and educational programs shall be collated into reference handbook.

1.069-1

Halloween Parties

Parties or other activities celebrating Halloween will not be allowed in Christian Heritage School. There is to be no observance of Halloween in any form.

1.070-1

School Board Convictions

1. That a Christ centered school education is a Scriptural mandate for the Christian family.
 - a. Parents are to teach children to love the Lord with all their heart, soul and might every moment of the day. (Deut. 6:5-9)
 - b. Students are to avoid vain philosophies, that is humanism. (Col. 2:8) Humanism (man's thoughts and ways) is counter to wisdom (God's thoughts and ways) and thus is sin (Isa. 55:8,9; Psalm 1; Matt. 12:30; Romans 16:19; Proverbs 19:27; Proverbs 4:23).
 - c. Everything we do must be such that the Spirit of God can use it to mold us into the likeness of Christ. (Rom. 8:29; 120 additional references in the New Testament alone)
2. Young people need to receive stimulation and training in missions education in order to: (Matt. 28:19,20; Acts 1:8)
 - a. Gain a world view of missions.
 - b. Seriously consider missions service as a career opportunity.
3. That the whole area of securing gifts and donations follow the pattern established with Moses in Exodus 35 and 36:
 - a. To petition God in prayer
 - b. Then clearly present the needs to God's people
 - c. Then trust the Holy Spirit to stir the hearts of His people to give
4. That we should maintain solvency by being current on all bills and financial obligations (Romans 13:8).

Glossary

501 (c) (3). Non-Profit Classification by the Internal Revenue Service. Required for schools wishing to receipt donors' gifts for a tax deduction.

ABANDONMENT OF CONTRACT. When an employee is absent from his/her duties for more than three days without due approval; when a written letter of resignation is submitted to the administration.

ADMINISTRATIVE PROCEDURES. Directions to the staff in the form of written statements. Developed by the administrator to design and implement plans and procedures to achieve goals and objectives of the School Board.

ACCREDITATION. Process of intense study by a school using approved standards of criteria. An accreditation team reviews the school's findings on campus and recommends their approval to an accreditation commission.

ACSI. The Association of Christian Schools International, the largest Christian school association in the world.

ADMINISTRATOR. The person who is responsible to the School Board for the entire educational program of the school. The chief officer of the school and employee of the School Board. A faithful servant of the Lord.

AFTER SCHOOL CARE. Care provided to children of working parents after normal school hours for a separate fee.

SCHOOL BOARD OF DIRECTORS. Term sometimes used in church related schools to designate those responsible for the financial affairs of the church and school; Often serving as School Board members.

SCHOOL BOARD POLICIES. Consist of written statements officially adopted by the School Board to govern its own operation and to serve as guides for administrative action.

BOOK FEES. Fees charged by schools to cover purchase and/or replacement of texts, and in some schools, library book acquisition.

BOOKS OF RECORD. Include at least a cash receipts and disbursements journal, general journal entries, and a general ledger consisting of all the financial accounts of the school.

BYLAWS. Rules and procedures that guide a school or organization; required by state agencies and the I.R.S. in obtaining a non-profit status.

CANDIDATE. A person seeking employment.

CERTIFICATION. Process that recognizes the professional (and spiritual) qualifications of administrators and teachers. People are certified; schools are accredited.

CHEATING. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

CHURCH RELATED SCHOOL. A school which is legally sponsored, or under the authority of one or more churches.

CLASSIFIED PERSONNEL. Those personnel employed for positions not requiring certification.

CONSIGNEE. Person to whom a package is addressed.

CONTRACT. A legally binding document that specifies the nature and conditions of work to be performed by an employee.

CREDENTIAL. A valid teacher's or administrator's certificate from ACSI and/or from a state for the appropriate grade level.

DELINQUENT ACCOUNTS. Tuition and fee accounts that are past the due date.

DIRECTORS. School Board Members.

DUE PROCESS. A procedure to be followed by the administration and School Board when an employee files a grievance.

EMERGENCY ASSISTANCE FUND. Designated funds established to provide staff and faculty financial assistance when unusual or unforeseen demands are placed upon the individual.

EQUIPMENT FEES. A user fee charged to students.

EXECUTIVE SESSION. When the School Board meets in private to discuss personnel or sensitive issues.

EXPULSION. The last step in student discipline when student no longer can return to school.

FEES. User charges not covered by tuition.

FINANCIAL STATEMENT. Includes the balance sheet and income statement prepared monthly by the Treasurer and presented to the School Board for acceptance.

FISCAL YEAR. An accounting term; generally, July 1 to June 30.

FREIGHT BILL. A freight bill is not a packing slip. It contains only the number of packages shipped and weight. It will show the shipper and address.

GRIEVANCE PROCEDURE. A step-by-step procedure a student or employee can follow when they feel they have been wronged.

INCOME STATEMENT. Reflects the current month's financial's compared to the approved monthly budget as well as the year-to-date financial's compared to the year-to-date budget.

INDEPENDENT SCHOOL. A Christian school that is not under the legal sponsorship of a church. The school can be structured under a self-perpetuating School Board, or a parent society.

INVOLUNTARY TERMINATION. When an employee is fired.

LETTER OF INTENT. Letter sent by the school to a prospective employee notifying him/her of the school's intent to extend a contract.

MATERNITY LEAVE. Voluntary leave without pay to a female employee.

MEMORIAL GIFT. Memorial gifts encompass gifts commemorated in memory of living persons, as well as those deceased.

METHOD OF TRANSPORT. (i.e., freight line, United Parcel Service, etc.)

MISSION STATEMENT. A brief statement that describes the purpose of the school.

MUSIC FEES. A user fee charged to student musicians.

PACKING SLIP. The written record of material shipped.

PETTY CASH. Purchases under a specified amount that do not require a purchase order or School Board approval.

PHILOSOPHY. Written statements that shape our world view and drives the policies of the school.

POLICIES. Written framework of rules established by the School Board and carried out by the administration. Guidelines narrow enough to give clear guidance and broad enough to permit professional discretion.

PRINCIPAL. Building-level administrator.

PROCEDURES. Written directions as to how, by whom, and where policies will be carried out.

PURCHASE ORDERS. The written instrument that lets the vendor know what the school wishes to purchase.

QUORUM. The number of School Board members that must be present for the actions of the School Board to be considered official.

RE-ENROLLMENT FEES. Fees that guarantee a space for a child in the school. These fees can include membership, insurance, etc.

REGISTRATION FEES. Fees charged to parents to enroll their children in school. Fees cover administrative costs, records, insurance, memberships, etc.

RETENTION. When a student is retained at the same grade level.

RULES OF ORDER. Procedural steps followed when conducting official school business as a School Board.

SCHOOL BOARD MINUTES. Written actions and decisions of the School Board when they are in session. Source of establishing and/or reviewing school policies.

SCHOOL BOARD. A group of people who are called by God and His people to establish policy and provide overall general direction to the school.

STATEMENT OF FAITH. Theological statements that the school believes is applicable to all students and employees.

STATEMENT OF PURPOSE. Same as mission statement; a brief statement on why the school exists.

SUSPENSION. One step in the student discipline process whereby a student cannot attend classes for a period of time.

TENURE. System where administrators and teachers are automatically granted contracts each year.

TESTING FEES. User fee for determining grade and subject placement.

TRANSCRIPT. Official documentation provided by an institution of higher education verifying course-work taken by a registered student.

TUITION ASSISTANCE. Partial financial aid to families to cover tuition expenses.

TUITION MANAGEMENT SERVICE. A private corporation that charges families a fee to set up automatic collection of tuition. Schools receive payment from the company, not the parents.

WARRANT (or check). The method of paying for the merchandise received.