

Clinton Christian School

Board Policy Manual

Updated November 2018

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1. CLINTON CHRISTIAN SCHOOL ASSOCIATION

Clinton Christian School shall be sponsored and administered by the Clinton Christian School Association through a duly elected Board of Directors, as outlined in the Constitution of Clinton Christian School. The membership of the Association shall be churches that meet the requirements for membership listed in the Constitution.

Membership privileges and responsibilities are outlined in the Constitution.

2. VISION, MISSION, GOALS AND OUTCOME

- 2.1. Our vision is to be distinctly Christian, decidedly excellent and deeply connected.
- 2.2. Our mission is to provide a Christ-centered education with academic excellence, moral integrity and spiritual depth preparing students to follow Christ in life.
- 2.3. Our core values are the fruits of the Spirit (Galatians 5:22): love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. The living out of these values drives us to be distinctly Christian, decidedly excellent and deeply connected.
- 2.4. As we strive to attain our vision, we believe it is important to develop programs, strategies and methodologies within the context of biblical principles, producing graduates with a Christian worldview, who . . .
 - 2.4.1. Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking. (Academic/Thinking)
 - 2.4.2. Are proficient in mathematics and science. (AT)
 - 2.4.3. Have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places. (AT)
 - 2.4.4. Appreciate literature and the arts and understand how they express and shape their beliefs and values. (AT)
 - 2.4.5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or stranger.” (Worldview)
 - 2.4.6. Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner. (Spiritual Formation)
 - 2.4.7. Know how to utilize resources including technology to find, analyze, and evaluate information. (Skill Development)
 - 2.4.8. Are committed to lifelong learning. (WV)
 - 2.4.9. Have the skills to question, solve problems, and make wise decisions. (SD)

- 2.4.10. Understand the worth of every human being as created in the image of God. (WV)
- 2.4.11. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews. (WV)
- 2.4.12. Understand and commit to a personal relationship with Jesus Christ (SD)
- 2.4.13. Know, understand and apply God's Word in daily life. (SF)
- 2.4.14. Possess apologetic skills to defend their faith. (WV)
- 2.4.15. Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love. (SF)
- 2.4.16. Treat their bodies as the temple of the Holy Spirit. (SF)
- 2.4.17. Are actively involved in a church community, serving God and others. (SF)
- 2.4.18. Understand, value and engage in appropriate social (community) and civic (political) activities. (SD)
- 2.4.19. Embrace and practice justice, mercy, and peacemaking in family and society. (WV)
- 2.4.20. Value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas). (AT)
- 2.4.21. Respect and relate appropriately with integrity to the people with whom they work, play and live. (SF)
- 2.4.22. Have an appreciation for the natural environment and practice responsible stewardship of God's creation. (AT)
- 2.4.23. Are prepared to practice the principles of healthy, moral family living. (SD)
- 2.4.24. Are good stewards of their finances, time (including discretionary time) and all other resources. (SD)
- 2.4.25. Understand that work has dignity as an expression of the nature of God. (WV)
- 2.5. Our statement of faith is the 1991 CMC Statement of Theology. See attachment 2.5.

3. GOVERNANCE POLICIES

3.1. Board of Directors

- 3.1.1. The Board shall consist of up to nine members with a minimum of five. All board members must meet the qualifications as listed below.
- 3.1.2. The term of office for all board members shall be four years beginning July 1.

- 3.1.3. Terms shall be staggered so that not more than two members are selected annually.
- 3.1.4. A board member is eligible to serve two consecutive terms of four years and will be eligible for reelection after a minimum of one year off the Board.
- 3.1.5. Every returning board member is asked to sign an affirmation of service for the coming year at the annual retreat.
- 3.1.6. Slate of candidates for board membership may come from public and/or Board nomination.
 - 3.1.6.1. The Board of Directors shall approve nominees from the slate.
 - 3.1.6.2. The Board of Directors shall elect board members from the nominees that have been approved.

3.2. Qualifications

- 3.2.1. Board members shall be selected for their spiritual maturity, dedication to Christian education, commitment to the school and reputation within the Christian school community.
- 3.2.2. Board members will be active communicants in a local church that supports Biblical orthodoxy and accepts the Bible as the final authority in faith and practice.
- 3.2.3. Board members shall be selected according to an exhibited gifting in one or more of the following areas:
 - 3.2.3.1. Business
 - 3.2.3.2. Organization
 - 3.2.3.3. Academia
 - 3.2.3.4. Public Relations
 - 3.2.3.5. Administration
 - 3.2.3.6. Finance
 - 3.2.3.7. Spiritual leadership
 - 3.2.3.8. Facility planning
 - 3.2.3.9. Visionary leadership (long range planning)

3.3. Responsibilities

- 3.3.1. They shall be responsible for the annual review and necessary updates of the Board Policy Manual.

- 3.3.2. They shall hire and evaluate the Head Administrator(s). In regard to hiring, rehiring or dismissing personnel, the Board of Directors shall review concerns about personnel qualifications and conduct.
- 3.3.3. They shall meet with the personnel at the request of the Head Administrator(s) or via determination by the Executive Committee of the Board.
- 3.3.4. They shall form any subcommittee deemed necessary to assist the Board in its responsibilities.
- 3.3.5. The Board appointed Finance Committee shall develop an annual budget and present it to the Board of Directors for approval.
- 3.3.6. They shall approve the admissions policies of the school. Admission shall not be denied on the basis of race, color of skin, or ethnic origin.

3.4. Behavioral Expectations

- 3.4.1. They shall maintain a Christian witness and testimony of good report.
- 3.4.2. They shall work for the unity of the Board.
- 3.4.3. They shall carry out corporate decisions willingly.
- 3.4.4. They shall refrain from sharing personal opinions that counter Board decisions.
- 3.4.5. They shall refrain from violating the confidentiality of Board discussions, particularly in regard to persons.
- 3.4.6. They shall refrain from speaking officially for the Board unless designated to do so.
- 3.4.7. They shall continually educate themselves concerning Christian education and Clinton Christian School by regular attendance at school wide events and active participation in Board training.
- 3.4.8. They shall give priority to attend the annual orientation session and all Board meetings.
- 3.4.9. They shall be familiar with the current policy manual and handbooks.

3.5. Pastoral Advisor

- 3.5.1. The Pastoral Advisor shall be a senior pastor or designee from one of the member churches. The Pastoral Advisor shall be appointed by the Board of Directors to serve a two-year term.
 - 3.5.1.1. The Pastoral Advisor shall pray for the organization, board members and administration. He or she will receive and read monthly minutes from board meetings.

- 3.5.1.2. The Pastoral Advisor will be called upon as necessary for any of the matters listed below:
 - 3.5.1.2.1. To discuss the overall direction and operation of the school.
 - 3.5.1.2.2. To discuss long-range goals and objectives for the school.
 - 3.5.1.2.3. To keep the constitution updated.
 - 3.5.1.2.4. To establish doctrinal positions and basic interpretations where needed or called for by the Board.
 - 3.5.1.2.5. To assist the Board in promoting the school and making it financially stable.
 - 3.5.1.2.6. To approve the annual budget as prepared by the Board.
 - 3.5.1.2.7. To approve the hiring and evaluating of the Head Administrator(s).
 - 3.5.1.2.8. To annually reorganize the Board.

3.6. Dismissal of a Board Member

- 3.6.1. Dismissal of a board member may be for ineffectiveness, lack of attendance, violation of the code of ethics or violation of life-style standards to which all board members, Administrator(s) and staff are held. A change in a theological position that conflicts with the school's statement of faith or values may also be grounds for dismissal from the Board.
- 3.6.2. The officers will resolve violations of these responsibilities with the board member involved following the principles found in Matthew 18 and the principles of arbitration outlined in 9.5 below.
- 3.6.3. A board member may be dismissed from the Board upon a two-thirds majority vote of all board members.

3.7. Board Meeting Procedures

- 3.7.1. Duly Called Meetings
 - 3.7.1.1. Meetings must be announced to all board members and a quorum must be present for any business of the school board to be conducted. A quorum is defined in the Constitution, Article VII.
 - 3.7.1.2. Special meetings may be called by the Board chairperson, but these must include notification of all members and the Head Administrator(s).

- 3.7.1.3. The meeting calendar for the year is the official guide for regular and special meetings and executive committee meetings.
- 3.7.1.4. The agenda for the meetings is made public and is approved by the Board before the meeting. There are no non agenda items that become actionable at the meetings.
- 3.7.1.5. The Board's discussion shall be open, and broad participation and views, including dissent, are solicited. When a final decision is made, a spirit of unity and the principle of one voice are the standard for all members.

3.7.2. Decision Making - valid voting procedures

- 3.7.2.1. The Board may conduct business only when it is formally in session and is in compliance with its bylaws and operational policies. The Board does not bring matters to a decision if the matters have not been appropriately placed on the agenda of the meeting before the meeting, or without unanimous consent of the membership.
- 3.7.2.2. The decisions of the Board are made after a thorough discussion and after all members have been encouraged to share their views on the matter.
- 3.7.2.3. Decisions made by vote will be recorded in the minutes of the meeting in which the vote was taken. When necessary, voting may be done electronically and recorded in the minutes from the meeting in which the vote originated.
- 3.7.2.4. After a decision, the Board is committed to speaking with one voice as a matter of unity, harmony and mutual support.
- 3.7.2.5. Confidentiality, as appropriate to the decision that has been made, is the general practice of the Board, and the chairperson will instruct the Board on the level of confidentiality that is appropriate.

3.7.3. Meetings/Minutes

- 3.7.3.1. Board members are required to attend meetings in order to remain in good standing. Missing more than two consecutive meetings without approval of the Board chairperson is cause for removal. Board members who have missed two consecutive meetings should seek the approval of the chairperson before voting on issues before the Board.

- 3.7.3.2. The Head Administrator(s) is an ex officio non voting member of the Board and is notified of and is expected to attend all meetings of the Board.
- 3.7.3.3. Minutes will be kept for all meetings of the Board and its committees. The secretary (or a designee) will record the minutes, ensure that a copy is provided for the official book of minutes, and distribute copies to all board members promptly. Minutes of the previous meeting will be approved, upon correction or adjustment, at each subsequent meeting.

3.7.4. Executive session

- 3.7.4.1. Executive sessions will be on the agenda for each Board meeting to discuss any matter on or off the agenda, as the Board wishes. These sessions are bound by the biblical principles, ethics and standards of professional governance for the rest of the Board meeting.
- 3.7.4.2. The preparation of the annual evaluation of the Head Administrator(s) is prepared in executive session of the Board.
- 3.7.4.3. The Head Administrator(s) will attend the executive session of the Board, except for the preparation of the Head Administrator(s) evaluation and other sessions as designated by the Board.

3.8. Organization

3.8.1. Duties of the Board Officers

- 3.8.1.1. The Chairperson shall preside at all meetings of the Board of Directors. The Chairperson is responsible to set the agenda, obtain minutes and attachments to the agenda and distribute it to board members at least four days preceding a Board meeting. The Chairperson shall be the Executive Officer of the Board of Directors and of the association and shall perform such duties as naturally fall to the Chairperson of an organization.
 - 3.8.1.1.1. The Chairperson will manage the board meetings, coordinate the development of the agenda with the Head Administrator(s), serve as the spokesperson for the Board, and entrust the operational management and leadership roles to the Head Administrator(s). The chairperson will also ensure that the governance leadership functions with biblical integrity in all its dealings and will confront and

question any direction by the board members that varies from its code of ethics and standards of governance. The chairperson will ensure that full discussion takes place, that peace and unity are maintained, and that the meetings are conducted decently and in order.

- 3.8.1.1.2. With the assistance of the Vice Chairperson, the chairperson will ensure that board policies are kept current, that each board member has a copy, and that a copy is available for reference in every meeting. The chairperson will further manage the board so that decisions are not made reactively, whimsically, or in a manner that compromises the mission, vision, and biblical values of the organization.
- 3.8.1.1.3. The chairperson is the chief supporter of the school Head Administrator(s) and the administrative leadership team. The chairperson will ensure regular communication with the Head Administrator(s) and develop a high level of trust and respect that befits a professional organization with effective governance and administrative leadership.
- 3.8.1.1.4. The chairperson has no authority to make decisions beyond policies created by the Board within its proper parameters. Therefore, the chairperson has no authority to supervise or direct the Head Administrator(s), but the chairperson is expected to maintain close communication, offer advice, and provide encouragement to the administration and staff on behalf of the Board.
- 3.8.1.2. The Vice Chairperson shall serve as Chairperson in the absence, inability, disqualification, or at the request of the Chairperson.
- 3.8.1.3. The Secretary (or a designee) shall keep minutes of all meetings of the Board of Directors. Copies of Board minutes are to be distributed to each member of the Board and the Pastoral Advisor, promptly after each meeting. The Secretary shall be custodian of all records and official papers of the Board. These shall be turned over to the successor at the beginning of the term of office of the Secretary - Elect.
- 3.8.1.4. The Treasurer shall oversee the receipt and disbursement all of the funds of the association and shall keep complete and accurate records. The Treasurer shall submit periodic funds status reports as may be called for by the Board of Directors. The Board of

Directors shall authorize disbursement of all funds in accordance with the approved budget. The Treasurer shall keep the Chairperson and the Board informed as to the relationship of expenses as compared to the budget, keeping particularly alert to budgetary items exceeding planned limits. A funds status report shall be made annually. The Board of Directors shall appoint a qualified person to annually review the financial records.

3.9. Board Standing Committees

Committees may be formed to help the board operate more efficiently and effectively. They shall not interfere with the whole board's job and shall never interfere with delegation from the Board to the Head Administrator(s). Board committees may not speak or act for the Board except when formally given such authority. They are not to advise or exercise authority over staff. In keeping with the Board's broader task, Board committees will not have direct dealings with current staff operations. Because the Head Administrator(s) works for the Board, he or she will not be required to obtain approval of a Board committee before taking an executive action. These guidelines apply to committees appointed by the Board to help the Board do its work. They do not apply to committees or task forces created by the Administrator(s).

3.9.1. Finance Committee

3.9.1.1. The finance committee shall be made up of the Board Chairperson, the Treasurer, the Head Administrator(s), and any other participants as deemed necessary by the board.

3.9.1.2. The Finance team shall:

3.9.1.2.1. Study financial questions and bring recommendations to the Board for action.

3.9.1.2.2. Prepare the budget, salary, and tuition proposals for Board action.

3.9.1.2.3. Evaluate the insurance needs of the school and recommend to the Board any needed changes in coverage.

3.9.1.2.4. Provide long range planning in the financial policies and matters of the school.

3.9.1.2.5. Evaluate endowment needs of the school and recommend to the Board any needed changes.

3.9.2. Other Committees

3.9.2.1. Other committees may be established by the board to increase effectiveness and efficiency.

3.10. Orientation of Board Members

At the beginning of each fiscal year, the Board Chairperson shall be responsible to conduct an orientation session. The purpose for this session shall be to educate all new Board members and remind returning members of the function, goals, and Philosophy of Clinton Christian School. All members are expected to attend.

The following is a list of items that shall be reviewed and discussed.

- 3.10.1. Organizational structure
- 3.10.2. Policy manual
- 3.10.3. Financial statement
- 3.10.4. Typical agenda
- 3.10.5. Responsibility of board members
- 3.10.6. Purpose and philosophy of CCS
- 3.10.7. Facilities (tour facility)
- 3.10.8. Responsibilities and job descriptions of officers
- 3.10.9. Voting procedures

This meeting can also be used to update or educate the Board on current issues facing the school.

4. HEAD ADMINISTRATOR(S)

4.1. The Head Administrator(s) shall provide leadership to support a commitment to Christian education and the maintenance of a wholesome spiritual and emotional atmosphere characteristic of a Christian school.

4.2. Hiring the Head Administrator(s)

4.2.1. The Board shall hire the Head Administrator(s).

4.2.1.1. The Board shall support, empower and affirm the Head Administrator(s) as the leader of the school. The board shall not micromanage, but act as his or her advocate, counsel and ardent mentor.

4.2.1.2. The process of selection will be one where the best qualified candidate surfaces - the one who has the background, educational experience, and/or leadership skills that will enable him or her to be effective. All candidates will be experienced educators with appropriate credentials in educational leadership or provide

evidence of pursuing a degree in educational leadership within one year of hire.

- 4.2.1.3. All candidates shall be persons with strong faith, appropriate church affiliation, and personal and professional qualities that ensure long tenure and effectiveness.

4.3. The Head Administrator(s)'s Role in Serving the Board

- 4.3.1. The Head Administrator(s) shall be charged with implementing the policies of the Board in the daily functioning of the school. The Head Administrator(s) is directly accountable to the Board of Directors. All other staff members report to the Head Administrator(s). In addition to the responsibilities outlined in the attached job description, the Head Administrator(s) shall perform any assignments given by the Board of Directors.
- 4.3.2. The Head Administrator(s) will, within a reasonable amount of time, inform the Board Chairperson of any matter that may have a significant impact on the testimony of the school. The Chairperson will communicate with the rest of the Board. The Head Administrator(s) will determine the communication, if any, with the school staff.
- 4.3.3. The Head Administrator(s) will provide the Board with research data and information to assist the Board in making informed decisions in matters of Board level policy and direction for the school. These includes matters of organization management including finances, instructional programs, personnel, and academic and spiritual outcomes.
- 4.3.4. The Head Administrator(s) will propose to the Board, for its discussion and approval, a reasonable operational crisis management plan that has various options regarding governance-level decision making.
 - 4.3.4.1. The crisis management plan will address both natural disasters and other events that may endanger the well being of staff and students.
 - 4.3.4.2. The complete crisis management plan will be kept current in the administrative manual.
- 4.3.5. The Head Administrator(s) will ensure that administrative reports to the Board are accurate, complete, and concise and that they meet the requirement of full and ethical disclosure.

4.4. The Board's Role in Serving the Head Administrator(s)

- 4.4.1. The Board will provide clear goals and role specifics as identified in the Head Administrator(s) job description. These will be reviewed and/or adjusted as part of the annual evaluation of the Head Administrator(s).
- 4.4.2. The Head Administrator(s) may appeal to the Board for an adjustment to his or her discretionary boundaries at any time in order to improve the effectiveness and efficiency of the operation of the school.
- 4.4.3. The Board will provide a formal, written evaluation of the Head Administrator(s) each year. The Head Administrator(s) will have involvement and input in the evaluation process and timeline.
- 4.4.4. The Board will set the compensation for the Head Administrator(s) at the conclusion of the evaluation process for the year.

5. OTHER ADMINISTRATORS

- 5.1. In order to provide for more efficient administration of the school and/or to relieve the workload burden of the Head Administrator(s), the Board of Directors may approve additional administrative positions as needed. Requests for additional Administrator(s)s shall be presented to the Board by the Head Administrator(s) with a job title and appropriate job description. The Board may choose to delegate to the new position specific tasks listed in the Head Administrator(s)'s job description.
- 5.2. The Head Administrator(s) shall remain the chief Administrator(s) with ultimate responsibility for each task listed in the Head Administrator(s)'s job description. The Head Administrator(s) shall be charged with supervising additional Administrator(s)s and their performance.
- 5.3. If no other administrative positions exist, the Head Administrator(s) shall function as sole Administrator(s) of the school.

6. EVALUATION OF THE HEAD ADMINISTRATOR(S)

- 6.1. The Head Administrator(s) shall be evaluated annually during the regular February meeting of the Board. The evaluation shall be done by the entire Board in executive session using the Head Administrator(s)'s job description and employment contract as the basis for the evaluation. The evaluation will identify both strengths and weaknesses in the Head Administrator(s)'s job performance.

- 6.2. The Chairperson of the Board will review the evaluation summary with the Head Administrator(s). The Chairperson of the Board will also give a written copy of the evaluation summary to the Head Administrator(s), board members, and the Pastoral Advisor.
- 6.3. If the Head Administrator(s)'s performance is unsatisfactory in any area, the evaluation shall include a section entitled "Unsatisfactory Performance." That section will include the following for each area.
 - 6.3.1. A well-defined statement of precisely what is unsatisfactory.
 - 6.3.2. An exact statement of what the Board would consider to be satisfactory performance in the corresponding area.
 - 6.3.3. A clear and reasonable time frame by which this area is to be improved to a satisfactory level.
 - 6.3.4. The Chairperson of the Board and the Head Administrator(s) will agree upon progress checkpoints for feedback prior to the stated deadline.

7. TERMINATION OF THE HEAD Administrator(s)

- 7.1. The termination of the Head Administrator(s) shall be by the action of the dBoard in consultation with the Pastoral Advisor. The termination shall be the result of continued area(s) of unsatisfactory performance in spite of due process as outlined above. Unsatisfactory performance(s) that may lead to termination include:
 - 7.1.1. Poor job performance
 - 7.1.2. Inability to cooperate with the Board
 - 7.1.3. Inability to execute school policy
 - 7.1.4. Any action which damages his/her spiritual testimony and/or the testimony of the school
 - 7.1.5. Unwillingness to respect the Doctrinal position of the school.
- 7.2. The Board Chairperson will inform the Head Administrator(s) of the decision and its reasons in writing. The Head Administrator(s) shall have the right to come before the Board to appeal the decision and/or hear directly the causes of concern.
- 7.3. The Board may also immediately terminate the Head Administrator(s) for:
 - 7.3.1. Gross non-performance of duties
 - 7.3.2. Defiance of a Board directive or policy
 - 7.3.3. Sexual immorality
 - 7.3.4. Use of illegal drugs

Such actions shall be regarded by the Board as a violation of the employment contract or agreement and shall relieve the Board of its contractual obligations. Dismissal shall be in writing and can take effect immediately.

8. FINANCIAL POLICIES

The Head Administrator(s) will manage the budget as approved by the Board and will not permit any conduct that negatively impinges on the Christian testimony of the school. The Head Administrator(s) will lead the school utilizing exemplary business practices as they relate to accounting and fiscal policy. An appropriately open and transparent approach to fiscal management, budget management, and reporting shall be the norm.

The financial health of the school is the primary responsibility of the Head Administrator(s). The Head Administrator(s) and/or Board Treasurer will accurately report the school's financial condition at each meeting of the Board and respond clearly to questions from the Board. The report to the Board will reflect comparisons of the year-to-date budget and actual numbers for the present year. Auditing will be conducted according to the standards required by the accreditation of the school and/or as recommended by the finance committee.

8.1. Budget Preparation and Reporting

The Head Administrator(s) will draft an annual operating budget for the upcoming school year. The Head Administrator(s) and Board Treasurer will review and finalize the budget for Board approval.

8.1.1. The presented budget will project a realistic balance between revenue and expenses. The budget shall not be a deficit unless a special circumstance is documented in the Board minutes.

8.1.1.1. The finance committee will have a preliminary budget in the spring for the subsequent school year. A final budget will be presented for approval at the September board meeting.

8.1.1.1.1. At each meeting of the Board, the Head Administrator(s) and/or Board Treasurer will report the financial condition of the school to the Board. Any significant deviation from the budget categories will be noted and explained in the report. A report of cash position shall be provided at each Board meeting.

8.2. FINANCIAL CRISIS PLANNING

The Head Administrator(s) will prepare a plan for a significant and negative change in the financial condition of the school and will report the plan to the Board.

- 8.2.1. The Head Administrator(s) must ensure that the property and assets of the school are cared for with good stewardship.
- 8.2.2. The Head Administrator(s) will report to the Board the insured status of the school's properties and assets and will indicate the appropriate level of protection provided by insurance.

8.3. FINANCIAL MANAGEMENT

- 8.3.1. Accounting policies for handling of school finances will follow Generally Accepted Accounting Principles and will be documented in the administrative policy.
- 8.3.2. The Head Administrator(s) is permitted to expend funds that are in accordance with the Board approved budget. All contracts, orders or purchases greater than \$5,000 require Board approval documented in the minutes.
- 8.3.3. A Board resolution will be required to open or close a bank account or enter into a loan agreement.
- 8.3.4. At a minimum, the Head Administrator(s) and/or Board Treasurer will obtain a compiled financial statement from an independent certified public accountant for each fiscal year.
- 8.3.5. At the February board meeting, the Head Administrator(s) will present the tuition and fees schedule for the following school year for Board approval.
- 8.3.6. The Head Administrator(s) will ensure all required tax filings are submitted in a timely manner.
- 8.3.7. The Board will actively consider its debt management as part of its long-range planning. The Head Administrator(s) will ensure compliance with any debt covenants and timely payment of principal and interest.

8.4. PROPERTY MANAGEMENT

- 8.4.1. Real property of the school may not be acquired, loaned, or disposed of without specific permission of the Board. Legal documents related to these actions require the signature of a Board officer.
- 8.4.2. The Head Administrator(s) may rent out the school facilities to generate ancillary revenue. The Head Administrator(s) shall not allow the school facilities to be unprotected, inadequately maintained or unnecessarily risked. The Head Administrator(s) will use discretion in determining approval of the intended user based on the groups purpose and philosophy.

9. STAFF POLICIES

9.1. Staff selection, Supervision, Development and Compensation

The Head Administrator(s) is charged with the responsibility of hiring and managing the school staff according to the board's policies and the core values of the school. In maintaining the biblical values of the school, the Head Administrator(s) should ensure that the staff are treated as members of the body of Christ and that they are given due respect for their service (1 Corinthians 12). The school has a policy of just compensation for its staff. We recognize that life consists of both material and spiritual needs, and thus we responsibly care for the material and spiritual well-being of every staff member. These policies are implemented with regard for the financial health of the school and its operational integrity. The Head Administrator(s) will ensure that the following actions are taken:

- 9.1.1. All positions have appropriate minimum salaries
- 9.1.2. Salaries are established equitably and fairly for all persons
- 9.1.3. Professional responsibilities are justly compensated
- 9.1.4. A consistent review process ensures adequate compensation
- 9.1.5. Fringe benefits as outlined in staff/faculty handbook

- 9.2. The hiring process will be consistent with the legal requirements and human resource policies of the school. A criminal background check will be completed as part of the interviewing process. Personnel shall:

- 9.2.1. Give evidence of being born again by the Spirit of God and of having an ongoing relationship with Jesus Christ as their Lord and Savior (Jn. 3:3-5).
- 9.2.2. Recognize the Bible as the final authority for true faith and practice (I Tim. 3:16-17; I Peter 1:20-21).

- 9.2.3. Manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model to students both in and out of school (Luke 6:40), and serve as an example to parents and fellow faculty members in judgment, respect, and godly living. I Timothy provides guidance to be an example in what you say, the way you live, in your love, faith and purity. This includes but is not limited to:
 - 9.2.3.1. Live in a way that God would consider worthy. This includes refraining from activities that poorly represent the Lord Jesus. (Col. 3:17; I Thes. 2:10, 5:18; II Tim. 2:22, James 3:17-18).
 - 9.2.3.2. Having personally adopted the standard of sexual behavior dictated by the Scriptures. Any sexual activity outside of the bounds of marriage is a deviation from scriptural standards. Marriage is defined as one man and one woman. Deviation from Scriptural standards is grounds for termination (Rom. 12:1-2; I Cor. 6:9-20; Eph. 4:1-11; 5:3-5; I Thes. 4:3-8; II Tim. 2:19-22; I Pet. 1:15-16; I Jn. 3:1-3).
 - 9.2.3.3. If married, shall recognize the integral part his/her marriage serves in functioning as a Christian role model.
 - 9.2.4. Be an active communicant member in a local church that that supports Biblical orthodoxy and accepts the Bible as the final authority in faith and practice.
 - 9.2.5. Personnel will respect the beliefs and practices outlined in the 1991 CMC Statement of Theology.
 - 9.2.6. Personnel shall complete a doctrinal questionnaire.
 - 9.2.7.
- 9.3. Professional staff will meet all the professional requirements that are required for the position, ensuring that appropriate credentials are in place and validated for each staff member.
 - 9.3.1. All teachers shall be qualified in the subject matter by education and/or experience. Teachers in core subjects of math, language arts, social studies and science are required to have at minimum a Bachelor's Degree in his/her subject area from an accredited college or university. Exceptions can be made by Board approval.
- 9.4. Staff will be appropriately compensated for their work within the legal, ethical, and biblical principles of just compensation. Compensation is based on position and professional preparation. There shall not be discriminatory compensation in any form. The Board will set the salary for the Head Administrator(s), and all the other salary categories will be established by the Head Administrator(s) and

reflected in the budget, which is approved by the Board. The Head Administrator(s) will administer the budget within the core values of the school.

9.4.1. Reference - Teacher Salary Guideline in Administrative Policy Manual

- 9.5. Due process, including a grievance procedure, is available to all staff members, and it follows the principles of Matthew 18. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree for the mediation and arbitration process to be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. Consistent with these "Rules," each party to the agreement shall agree to the selection of the arbitrator. <http://peacemaker.net/guidelines/>
- 9.6. Professional staff are contracted annually by the school. In the event of nonrenewal of a staff contract the employee will be notified in writing, except in the case of moral turpitude, violation of the school's required lifestyle commitment statement, and failure to fulfill the requirements of the job. The Head Administrator(s) must ensure that employees are paid according to the salary schedule or scale that has been agreed on. Contracts will specify the dates of payment during the term of the contract, and these will be rigorously honored. Contract will cover additional responsibilities and the stipends that are paid.
- 9.7. All staff members will receive appropriate ongoing training for the positions they hold in the school. Development of the staff will ensure the improvement of the school and its responsibility to parents and students. The Head Administrator(s) will provide an annual report to the board on the training provided to the staff.

10. STUDENT MANAGEMENT POLICY

Clinton Christian School is designed to meet the needs of any student in preschool through twelfth grade who is interested in securing Christian education, whom the school finds qualified for admission; and who, with their parents, agrees to abide by Clinton Christian School's policies and procedures. Clinton Christian School has three pillars at the foundation of our school's philosophy: Distinctly Christian, Decidedly Excellent, and Deeply Connected. All members of this community will conduct themselves with respect, honor, and dignity towards themselves and others. Discipline, when required, will be extensively preventative and restorative to ensure a positive learning environment.

- 10.1. The administration will provide a student handbook that will be taught to and discussed with all of the students at the beginning of each year. The student handbook is published and available to parents in print and on the Clinton Christian School website.
- 10.2. The administration will establish an appropriate dress code for the school
- 10.3. The administration may enforce in school or out of school suspension. Students may be suspended up to five days. Administration may choose to reinstate the student or notify parents that dismissal from the school (expulsion) is pending. Students requiring more than 5 days suspension/possible expulsion should be brought to the attention of the Board.
- 10.4. The administration will maintain an accurate and complete set of educational records for every student. These records will include information that may be shared with parents upon request and additional information that is kept in a confidential portion of that file. Health records for each student will also be maintained.
- 10.5. The school will have an established standard of academic and conduct performance for participation in extracurricular activities.

11. PARENTS

11.1. PARENTAL COMMITMENT

- 11.1.1. As part of the enrollment procedure, both prospective and returning parents shall be asked to sign a pledge of cooperation with Clinton Christian School's standards, policies and procedures.
- 11.1.2. Parents shall also be asked to commit to a payment plan for tuition.
- 11.1.3. These commitments shall be made as a part of the enrollment process and shall be a condition for enrollment and admission.

11.2. PARENTAL RIGHTS

11.2.1. Grievances

- 11.2.1.1. In cases of dissatisfaction with CCS and/or its personnel, parents are asked to follow the guidelines given by Christ in Matthew 18.
 - 11.2.1.1.1. First, they should consult with the teacher or person involved.
 - 11.2.1.1.2. If the complaint does not involve a teacher or if the teacher fails to respond, they should then contact the Head Administrator(s).
 - 11.2.1.1.3. If these steps fail they shall then have the right to contact the Board through the Chairperson.

- 11.2.1.2. Administration shall be charged with providing guidelines to be used by faculty and staff in handling parental concerns.
- 11.2.1.3. The Head Administrator(s) shall keep the Board informed of situations that may require their knowledge or action.
- 11.2.1.4. Board members shall refrain from getting involved in handling grievances except to bring the matter to the attention of the Head Administrator(s) or the Board Chairperson, unless directed to become involved by the request of the Board.
- 11.2.2. Crisis Planning
 - 11.2.2.1. Upon request, parents will be provided the crisis management plan indicating how the school would respond to a crisis and to ensure adequate communication and responsible behavior in such an event.

12. INSTRUCTIONAL PROGRAM POLICIES

The administration of Clinton Christian School shall provide supervision of the instructional program, being responsible to meet the academic and spiritual needs of all students. The program will provide a sound academic education that develops strong thinking and academic skills. It will be infused with the development of a sound biblical worldview, and it will give thorough attention to the spiritual formation of all students. The teacher is viewed as the critical ingredient in the classroom, and the textbooks are viewed as the tools that the teachers and students use to assist in accomplishing the mission of CCS.

- 12.1. Curriculum and textbooks shall be selected by administration, with extensive help from the faculty. These books and materials shall be selected and produced, holding firmly to the mission and values of CCS. All material shall adhere to our commitment to be Distinctly Christian, Decidedly Excellent, and Deeply Connected.
- 12.2. The Bible is viewed as a core subject and an integral part of the instructional material at CCS. It shall be used to provide factual historical data as well as preparing and equipping students to follow Christ in life.
- 12.3. Administration shall oversee and encourage constant growth of instructional technology and shall monitor it, ensuring it is used properly in the teaching and learning process.
- 12.4. Administration shall also provide oversight for extra-curricular programs, including athletic and intramural activities. Efforts shall be made to promote a

healthy balance in the lives of the students, contributing to their emotional, physical, mental, social, and spiritual well being.

13. BOARD POLICY MANUAL

- 13.1. Copies of this policy manual shall be made available to all stakeholders with copies located in the office and the library. In addition, a master copy, not to be confused with the office copy, shall be filed in the school office and shall serve as the standard. A copy shall be available for reference to all personnel.
- 13.2. The Vice Chairperson shall be responsible to keep the board policy manual current. The Head Administrator(s) shall provide help in this regard.
- 13.3. Revisions of, additions to, or deletions from policies in this manual shall be approved by the majority vote of members. The first vote shall be for continuance; the second vote for approval. The second vote may take place electronically but no less than five (5) days after the first vote. Policy change proposals shall be submitted in written form. They may be initiated by the Administration or any board member or may be requested by the Board as a result of its discussions. The proposed draft may be amended by any majority approved motion. The draft shall be published with the minutes after both first and second approval.
- 13.4. Attachments to this manual shall not be considered part of the policy to which it is attached.
- 13.5. Approved policy changes shall carry a reference to the minutes of both meetings at which it was approved.

