

Valley Christian School
Board Policy
Handbook



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Foundational Policies



Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, Word of God.

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Approved: August 8, 1978

Reviewed: August 3, 2003

§10.55.606(a)(6) Statement of Purpose or Missions Statement

- To provide a sound basic academic education throughout which He (Jesus) is always preeminent. (Col. 1:18).
- To provide an educational experience in which the spirit of each child is continually fed, and challenged by the Truth of God's Word.
- To challenge each child continually to hide (memorize) God's Word in their hearts-not only to hear it but to do it. (Jas. 1:22-25)
- To provide an environment in which the Living Word of God is always the final authority by which all experiences are evaluated.
- To provide an environment in which sincere love which comes from the Spirit and springs from the Home we have in the shed blood of Jesus, the perfect Lamb of God, rings throughout the walls, hallways, and classrooms every day of the year.
- To prepare young people how to live in this world without being part of this world-so that there might be that distinction between the righteous and the wicked for which God is looking, Mal. 3:18, and that they might choose spiritual Life over death. (Dt. 30:19)

Approved: July 10, 1978

Revised: January 6, 1992

Revised: December 2, 2002

Reviewed: October 4, 2004

\$10.55.701 3(a) District Philosophy of Life and Education

Valley Christian School holds that education is a two-fold activity: Impression and Expression (Phil.4:9). We believe there can be no true education apart from God's written revelation, the Bible. Christian education is the process whereby we learn to see things as God sees them – through the perspective of His Word. As students acquire the mind of Christ, they become like Him in character and conduct. Thus, the ultimate objective becomes the complete man in Christ. Therefore, at Valley Christian the impression is the process of revealing God to the student and expression is the student coming into conformity with God's revealed will.

We believe that:

- a. Reality, Truth, is knowable through God's general revelation in creation and through His specific revelation, the Bible. Jesus said, "I am the Way, the Truth, and the Life." (Jn. 14:6). The process of coming to know the Truth will inevitably lead one to Jesus and/or coming to know Jesus will inevitably be a process of learning Truth.
- b. There is no truth apart from the Person or actions of God. All truth is God's Truth, without division into sacred truth and secular truth. Such bifurcation is false.
- c. Jesus Christ is the Truth and He is the source of all Truth, "...in Whom are hid all the treasures of wisdom and knowledge." (Col. 2:2).
- d. The Holy Spirit indwells every Christian. He convicts of sin, guides into all Truth, and magnifies Christ.
- e. The absolute determination of what is morally right or wrong is the prerogative of God alone in His Word.
- f. Correct values for life are derived from the Word of God.
- g. Life has design, purpose.
- h. Man is to live his life in response to his Creator/Savior, enjoying Him and endeavoring to please Him through "...doing justly, loving mercy, and walking humbly with Him." (Mic. 6:8).
- i. The eternal state of man, heaven or hell, is determined by whether or not that person received Christ as the Lord and Savior.
- j. Parents are responsible for the education of their children in the home, in the school, and in the church. The home is the center and is never replaced by the school or the church.
- k. Parents and teachers dare to have high expectations and goals for students while trying in every way possible to help students reach them. Teachers are expected to teach students to learn to:
 - i. Read, write and compute and communicate effectively.
 - ii. Know how to access, evaluate and use information.
 - iii. Think creatively and critically.
 - iv. Solve problems cooperatively and individually.
 - v. Use technology effectively.
 - vi. Recognize and develop their talents.
 - vii. Respect themselves and the rights and property of others.
 - viii. Appreciate world events, history, and cultural diversity.
 - ix. Understand, appreciate, and practice a healthy lifestyle.
 - x. Be committed to active citizenship and community service.
 - xi. Continue to learn, grow and adapt to a rapidly changing job market and world.

The above concepts are educationally valid for every age and grade level as long as the instructional methodology used is age appropriate.

We further believe that each child is unique and has been created so by God. Teachers must continually address that uniqueness and individuality. We will seek to avoid a “mass” approach to teaching and will pursue the individuality of each student. This does not dictate a certain methodology, but rather, an attitude and approach to the teaching/learning process. We will resist all temptations to label or group students.

Rather, we will pursue two distinct Biblical principles:

1. We will challenge each student to do his/her best as unto the Lord (1 Cor. 10:31; Col. 3:23; Ecc. 9:19). Our priority is not A’s, B’s, C’s. Instead, we will be pleased with whatever results from a student doing all his/her work as unto the Lord.
2. We will not be satisfied with mediocrity. We will pursue maximum achievement from each student. We believe that each child has been gifted differently by God (Mt. 25:14; Lk. 12:48, 19:15; Rom. 14:12). From those whom God has gifted with much, we will expect much. From those whom God has gifted with less, we will hold them responsible for all that He has given them.

Under this umbrella, we will have students of all descriptions: Slow learners and fast learners, students with many talents and those with few, students with strengths in one area and students with strengths in other areas. All will be mainstreamed, yet each will be treated as unique. Special help will be offered if available and where needed most. Teachers will be acutely aware of the uniqueness of each child and will consistently challenge each student to do his/her best as unto the Lord in everything. The sky is the limit!

Teachers will be encouraged and trained in this philosophy. Curriculum selections will be made with this philosophy in view, and new families applying for admission will be carefully apprised of this philosophy so that no one will be surprised. Teachers will be encouraged to identify student strengths and weaknesses early in their ministry to their students. Once identified, teachers will encourage and challenge students to develop those strengths, while continuing to work on their weaker areas by doing all their work as unto the Lord. Students will experience unlimited success as they learn to do everything as unto the Lord, with all their might, and to the glory of Jesus Christ (1 Cor. 6:20; Rom. 15:6; 1 Pet. 4:11).

The degree of success we achieve will be measured by the extent to which the following 12 objectives are met in the individual life of each graduate.

Acceptance of Christ as personal Savior

1. Demonstration of the Fruit of the Spirit in life.
2. A real freedom and desire to share Christ with others.
3. Belief in authenticity of Scripture.
4. Working knowledge of Scripture.
5. Belief in creation account.
6. Application of Truth in personal life, especially in the area of decision-making processes.

7. Well-adjusted, well-balanced approach to life based on God's Word and a renewed mind.
8. Commitment to Christianity vs. humanism.
9. High level of discipline.
10. High level of respect for people and government.
11. High level of academic competence and acquisition of needed skills.
 - a. All students will reach high standards, at a minimum attaining proficiency or better in reading and mathematics, by 2013-2014.
 - b. All limited English proficient students will become proficient in English.
 - c. All students will be taught by highly qualified teachers.
 - d. All students will be educated in learning environments that are safe, drug-free, and conducive to learning.
 - e. All students will graduate from high school.
12. Broad learning to include exposure to liberal arts, fine arts, and industrial arts.

\$10.55.701 3(6) District Vision and Goals for each Student

Each student will:

- a. Demonstrate an acceptance of Christ Jesus as personal Lord and Savior.
- b. Evidence a demonstration of the fruit of the Spirit is his/her life.
- c. Demonstrate a real freedom and desire to share Jesus with others.
- d. Hold a firm belief in the authenticity of Scripture.
- e. Have a strong, practical working knowledge of the Bible and evidence a problem solving process that is founded upon Biblical principles.
- f. Have a well-informed knowledge of and belief in the creation account of Scripture.
- g. Demonstrate an application of Truth in his/her personal life, especially in the area of decision-making.
- h. Have a well-adjusted, balanced approach to life based on God's Word.
- i. Evidence a commitment to Christianity vs. humanism.
- j. Demonstrate a high level of self-discipline.
- k. Demonstrate a high level of respect for people and for government.
- l. Evidence a high level of academic competence and acquisition of needed skills:
 - i. All students will reach high standards of learning and comprehension; at a minimum attaining proficiency or better in reading and mathematics by 2013.
 - ii. All limited English proficient students will become proficient in English
 - iii. All students will be taught by highly qualified teachers.
 - iv. All students will be educated in learning environments that are safe, drug free, and conducive to learning.
 - v. All Students will graduate from high school.

- m. All students will be instructed in a program that is characterized by as broad a field of learning as is possible, including exposure to liberal arts, fine arts, and industrial arts if possible.

NOTE: Much of the material in this statement is borrowed directly from “*The Philosophy of Christian School Education*”, ed. Paul A. Kienel, Association of Christian Schools International: Whittier, CA 90807

Approved: December 11, 1978

Revised: June 9, 1986

Revised: August 4, 1986

Revised: December 6, 1993

Revised: May 17, 2005

Statement of Doctrine

Due to our interdenominational position at Valley Christian School and our awareness that the church, the bride of Christ, is composed of saints from all denominations, we desire to have a doctrinal position that will not offend that Body, but rather will edify regardless of denominational preference. Therefore, the Board has seen that the following five doctrinal areas could lead to division among us and they will be handled as stated:

1. **Baptism:** The Board supports the Scriptural teaching that baptism is a step of obedience by one who wishes to identify with the death, burial, and resurrection of Christ. They will direct teachers to avoid the controversies related to this doctrine.
2. **The Gifts of the Holy Spirit:** We recognize that the Spirit gives gifts to men as He chooses. We also recognize the controversies associated with these gifts. Teachers will be instructed to avoid these controversial areas.
3. **The Filling of the Holy Spirit:** In this matter, we will take a stand on Romans 8:9, which teaches that any person who does not have the Holy Spirit living within him is not of Christ. Therefore, to be born of God is to have His Spirit dwell within. We will go no further than this and will not seek to teach anything about a second blessing or successive filling by the Holy Spirit.
4. **Eschatology:** Here our teaching will be limited to Christ’s statement in John 14 that He will come again. We will not go beyond this in terms of establishing a timetable or a sequence of events. We will not seek to establish a position relative to a tribulation or a millennia period of time.
5. **Eternal Security:** The Board recognizes the two major doctrinal positions on this matter and takes no official position on this doctrine.

Questions or concerns in these areas expressed by students will be warmly received. Teachers will be prepared to accept such a question in the following positive manner: “That’s a very important question, Jim, and I want to be sure you find an answer. The people best able to answer your question are your parents and your pastor. I will be sure to inform them of your concern.” This response will be followed by communication between the teacher and the parents and pastor, referring Jim and his question to them.

Approved: July 9, 1979

Revised 2/25/14

Relationship of VCS to Local Church Bodies

Our Statement of Purpose states that we are committed to providing a sound basic academic education in a Christian environment. We believe God to be the source of all Truth. We want Him to be preeminent in all things (Col. 1:18). We know that God has called us to this ministry of providing a Christ-centered education. Thus, our relationship to the local Christian community is one of service.

We believe in and support the Christian community and our doctrinal statement speaks to that. We see the Christian school as but one aspect of the Kingdom of God on earth among many others and certainly not one area above all the other areas of life. Hence, for us the Biblical church, the Kingdom of God on earth, is to be identified with the reign of God in the hearts of men wherever they are. Consequently, we must hold that the Christian school is part of the visible church, as is the Christian home, (and) ... the Christian man in his calling.

Thus, at Valley Christian School, we will minister to Christian families within the parameters of the ministry God has given us. Included in this work will be unreserved support for the local Christian community as we work with it in its various denominational formats. Never will we seek to supplant its work or ministry. Always we will attempt to strengthen it, pray for it, encourage it, and work with it. We desire and call for that same support from the local Christian community toward us.

Approved: October 3, 1983

Revised: January 11, 1994

\$10.55.802 & 803 Non-discrimination/Equal Opportunity & Learner Access Policy

Valley Christian 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 at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletics, extra-curricular activities, or any other school-administered program.

The School Board continually strives to guarantee equality of educational opportunity to each student regardless of sex, race, marital status national origin, or physical or mental disability to the extent to which facilities and resources allow. In the pursuit of this equal opportunity to learn and its integration throughout the educational program the Board leans heavily on the information provided by its annual survey of first year, fifth year, and tenth year graduates. Several of the survey questions provide specific feedback on the student's perceived educational needs and the student's opinion as to the degree to which those needs were met during their years at Valley Christian.

Based largely on the survey data as well as on data received via parent responses obtained from the Parent Portal the Board and administration will study how best to provide learning experiences which take into account student interests and the cultural diversity of its student population. Cultural and language differences are viewed as valuable and enriching resources. The unique needs of American Indians and other minorities should be taken into account at all times. To

that end the Board encourages the pursuit of foreign exchange students and the admission of minority students as is appropriate.

The Board will seek to foster a school environment, which will continually seek to provide students opportunities for individual self-direction and decision-making as well as provide equal access to learning resources, including technology. Administrators and teachers will be encouraged to be especially sensitive to the identification of the needs of students who may be at risk and in need of special encouragement and available services. In this regard the Board is especially pleased with its Discipleship program, which is a small group-mentoring program in which one teacher mentors the same group of 8-10 students throughout their four years of high school.

Approved: November 8, 1978

Revised: June 6, 2005

\$10.55.1003(a-c) Board Policy on Program Foundation Standards

- I. Valley Christian's goal is to glorify God in all we do. In addition to that major goal, we also want to develop and apply knowledge and skills necessary for our students to pursue lifelong goals and opportunities. Our program at Valley Christian will follow the content and performance standards in the accreditation rules of Montana. All programs will
 - a. Include meeting the following conditions:
 - i. Incorporate in curricular programs the distinct and unique cultural heritage of American Indians;
 - ii. Provide physically, emotionally, and educational safe and supportive learning and working environments;
 - iii. Ensure an educational climate that promotes academic freedom and respect for diversity (e.g., gender, race, economic status, native language, disability, special gift and talent);
 - iv. Maintain high expectations for student performance and behavior, and challenge every student at his/her level of need that stimulates a desire for lifelong learning;
 - v. Encourage collaboration among school personnel to plan, assess, and support instruction; and
 - vi. Build school calendars and schedules based upon instructional needs.
 - b. Include the following practices:
 - i. Align local curricula with the Montana content and performance standards;
 - ii. Offer engaging experiences that enable students to develop communication skills for fulfillment in their personal lives, workplaces, and communities;
 - iii. Teach ethical behavior and the implications of one's choices;
 - iv. Implement research-based instructional skills and strategies to improve student learning;
 - v. Encourage the use of the inquire process and the application of multiple thinking, decision making, and problem-solving skills;
 - vi. Emphasize common unifying themes or principles that build on students' prior experiences;
 - vii. Provide learning experiences that connect the disciplines and transfer learning from one context to another; and

- viii. Integrate information literacy skills, technology tools, and workplace competencies to support learning in all curricular areas.
- c. Provide the following resources:
 - i. Access to regional, community and school-based resources for teaching and learning;
 - ii. Qualified staff necessary to support the instructional process;
 - iii. Equitable access to all facilities, technology, equipment, materials, and services necessary to support the instructional process;
 - iv. Time for professional development that supports learning for all;
 - v. A well-conceived mentoring program for teachers in the first three years of teaching; and
 - vi. Access to a variety of current technologies and informational resources (e.g., libraries, databases, computer networks, videos).

*Board
Organization and
Government
Policies*



Organization and Government

1. The Board of Trustees of Valley Christian School shall consist of not more than ten persons nor less than five.

2. New Board Members:
 - A. Shall be a male parent of a child, or children, currently enrolled in Valley Christian School. (The original Board of VCS consisted of five men, two of whom did not have children enrolled. However, their calling to this ministry was evident to all. They shall be encouraged to continue in this ministry until such time as God would indicate to them that their ministry should come to an end.)
 - B. Shall be selected on the basis of guidelines set down in 1 Tim. 3:1-13.
 - C. Shall be willing to serve in a six-month discipleship type program before becoming a bona fide Board member. During this time, the candidate should attend all Board meetings and should be free to enter into discussions. However, he should refrain from offering any opinions when final decisions are requested. This six-month period of time is required so that:
 - (1) Both the candidate and current Board members may use this time to determine the Holy Spirit's direction in selecting this person for this ministry or determining that this is not the ministry for this person at this time.
 - (2) The candidate should profit from this time of observation. It is hoped that he will sense a real direction by the Holy Spirit in all that the Board says and does. Specifically, it is not men running the school, but rather God, as his men bring everything into submission and captivity to the obedience of Jesus Christ (2 Cor. 10:3-5). All of one's personal biases, prejudices, and preferences must come under the death of the cross. This is God's work and must be continually understood as such.
 - D. May not be an official, salaried member of the clergy. Wishing to carefully protect our interdenominational status and reputation, we feel having a pastor on the Board may be interpreted by some families as giving greater credibility to one denomination over others.

3. Special Consideration:

When the Board finds itself in a special situation, i.e. the total number of board members is low, or the Lord is directing the Board to this consideration, the Board may ask a Board member who is about to resign because his last child is leaving Valley Christian School to consider staying on for one more year in order to make a smoother transition and to assist in the disciplining of a new member. This special arrangement would last for one year at a time but is renewable for successive years.

The same provision can be made for the guideline limiting Board members to no more than two from one church body. If the school and community demographics support it or if the need exists, the Board may choose to increase that number to 3 or even 4. The board will define the number and length for each special consideration.

4. Method of Selection:
 - A. Existing board members must be continually sensitive to the direction of God's Spirit in the matter of adding new board members.
 - B. As God would direct them, through these guidelines or through other means, they would enter into much prayer regarding new board member selection.

- C. Pastors and/or fellowship leaders will be contacted for an evaluation on each prospective candidate for board membership. This evaluation will be given careful consideration in the selection process.
- D. When the Holy Spirit's direction is clearly sensed by all board members, the person, or persons, decided upon should be invited to enter into the six-month discipleship program.
- E. At the sixth regular meeting attended, the Board shall frankly, in the love of Jesus, discuss the Spirit's leading. Upon a definite sense of God's direction, the candidate shall be asked to enter this ministry as a realized spiritual leader to the VCS community.

Revised: March 3, 1986

Revised: April 8, 2002

Revised: June 5, 2007

Code of Ethics

BOARD OF TRUSTEES

A Board member is expected to:

1. Be faithful in attendance at all Board meetings. If unable to attend, he is responsible for notifying the board secretary or chairman in advance so that materials may be mailed to the absent Board member.
2. Prepare for each Board meeting by reviewing agenda, minutes of past meetings and other materials that 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 school administrators.
5. Commend the staff continually.
6. Refrain from inappropriate discussion of School Board business at any non-business functions or gatherings.
7. Use God-given discretion in deciding what matters can be shared with his spouse so as to cultivate and maintain important partnership with the spouse. Matters pertaining to personnel and other matters of a sensitive nature should not be shared outside of meetings.
8. Place a high priority on attending as many school functions as possible.
9. Support the school program by enrolling all of his eligible children as is financially possible. If he cannot afford to have his children enrolled at VCS, this should be viewed as God's direction to discontinue his Board ministry. There is great potential for harm to God's work when a Board member's children are not enrolled at VCS. An exception to this could be a special education situation.
10. Exhibit the qualities of an overseer, (1 Tim. 3:1-10 & Titus 1:7-9):
 - Above reproach, the husband of one wife (see policy on divorce).
 - Temperate, self-controlled, respectable.
 - Hospitable, able to teach, not given to much wine.
 - Not violent but gentle, and not quarrelsome
 - Not a lover of money and not pursuing dishonest gain
 - Children in obedience and respectful
 - Not a new convert and having a good reputation with outsiders
 - Worthy of respect, sincere and holding on to the deep truths of the faith

- Not overbearing, but self-controlled and loving what is good
- Upright, holy and disciplined

These qualities may not all be in evidence, but the overseer must be desirous of them all and be pursuing them earnestly.

11. Refrain from reprimanding a teacher directly. Even dealing with his own child's teacher, Board members must seek first to speak the truth in a kind way so as to avoid intimidation.

12. Abstain from entering into the day-to-day operation of the school.

13. Comply with the Board's policy on nepotism.

The Board, collectively, is expected to:

1. Be the policy maker for Valley Christian School.
2. Be responsible for making the final decisions on hiring all personnel.
3. Always call 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 that teach Christ-like attitudes and dealings between Christian brothers and sisters.
5. Restrain itself from excessive verbal and nonverbal encouragement of any interest group that has come to express their interest at a Board meeting. The Board should listen attentively and respectfully pursue any questions or discussion. However, to indulge in any display of support, enthusiasm, or emotion could damage the Board's objective pursuit of God's direction in that matter, and/or future relations with that party.
6. There shall not be more than two Board members from one church body or fellowship serving on the Board at any one time.
7. The qualifications of Board members and the code of ethics for Board members are specified on separate entries.
8. This policy on Board organization is based on the Biblical principle of spiritual leadership. Spiritual leadership is the most important responsibility of each Board member. Because the Board believes in a theocracy, with God as the supreme ruler, it cannot accept a democratic basis of free elections for determining Board membership. This procedure speaks to the autonomous Board method of governance and organization. God has, from the beginning, led leaders of VCS in this manner and we see this approach to be the best method of safeguarding those truths God has committed to us and on which basis God has directed, blessed, and glorified Himself.

Approved: March 2, 1981

Revised: February 3, 1986

Board Meetings

Regular meetings of the Board will generally be held on the first Monday of every month, unless this day happens to fall on January 1, July 4, or Labor Day. In such cases, the regular meeting will be held on the following Monday. The Board reserves the right, however, to schedule regular meetings, by Board consensus, on any night that is most convenient for members. Meetings are to begin at 7:00 pm, unless otherwise announced.

The Chairman of the Board upon his decision that such a meeting is warranted may call special Board meetings. Need for any other Board member or the Superintendent may present special meetings to the chairman. The chairman will take the matter under

advisement and make a decision as to whether there is sufficient need to schedule a special meeting. If possible, special meetings should be announced two weeks in advance. Minutes from the preceding regular meeting will not necessarily be available prior to the special meeting, unless so specified by the chairman. No final decisions will be made at special meetings unless time is an issue. Official decisions stemming from the discussion at special meetings will be made and recorded at the following regular meeting.

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

Approved: January 7, 1980

Revised: May 5, 1986

Revised: September 13, 1999

Executive Sessions

The Board recognizes that periodically, during its scheduled meetings, it will encounter matters of a highly sensitive nature. This will include, but not be limited to such things as personnel matters, student matters, parent matters, etc. At such times, the Board shall call an executive session. Executive sessions shall have in attendance all Board members present at said meeting, the superintendent of the school, and any other persons who are specifically asked to attend this session by the Board chairman. Any Board member can call for an executive session. No official business shall be transacted in the executive session. Rather, the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session, the decision shall be made and stated officially so that the Board secretary can record such decision in the official minutes.

Approved: November 5, 1979

Administrator

The superintendent is the main on-the-job administrative officer of the Board and is delegated to carry out the policies and directives established by the Board. He is the professional administrator operating within the confines of the school constitution. The Board's predominant attitude toward the superintendent should be one of respect and hope for continued progress. Mutual respect and confidence are a necessary basic commodity among all persons at all levels of the school operation to make possible an effective school program.

The superintendent's authority as the administrator must be commensurate (no more, no less) with the responsibility entrusted to him by the Board. Behind every successful superintendent is a Board that upholds him in prayer and gives him complete support publicly and in private.

Relationship between Superintendent and the Board

The board hires the Superintendent. The Superintendent functions as the Board's chief administrative officer, professional education advisor, and executive secretary. He is given the responsibility to execute and administrate the operation of the school and he is given the authority commensurate with that responsibility. They will support his decisions and help him in every way he needs primarily by giving him the policies needed to run the school according to the philosophies and policies in the Board Policy

Handbook. The Board does not perform the administrative functions of the school and will not be involved in the daily operation of the school.

The Superintendent will make the daily decisions necessary for the operation of the school. If he needs the Board's guidance on an issue, he will bring it before the Board at their next business meeting. If time is of the essence, the Superintendent can bring an issue to the Board Chairman for a decision. The board Chairman will function as the collective Board but will confer with other Board members as deemed necessary and time allows.

The Superintendent will function as the Board's Secretary. He will be expected to write the rough policy drafts, which the Board will modify and approve as needed. He will prepare the Board's meeting agenda and materials with the Chairman's input. He may also draft the Board's official correspondence for the Board's approval.

The Board will look to the Superintendents' recommendations for the hiring and firing of teachers and personnel. He has the primary responsibility of staff evaluation, development and leadership and they will support him in this role. Individual Board members will refrain from discussing school problems and decisions with personnel without the Superintendent's involvement but will refer such issues to the Superintendent.

Approved: October 11, 1978
Reviewed: June 9, 1986
Reviewed: June 5, 2007

Committees

Philosophically, the Board does not place a great deal of emphasis on committees. In contrast to the world's excessive preoccupation with setting up committees to address every issue, the Board has made two commitments:

1. To be totally open itself to receive any suggestions and comments any concerned parents have in any area of school life, and (2) to hire only those people to minister here who have been called by God, and, therefore, prepared by Him to minister in that capacity.
2. Teachers and administrators are also expected to receive all suggestions and comments openly; to pray over them and see if God would have them incorporated into the program. We believe that God has sent us spiritual and educational leaders to minister here. We trust them to be equipped for the work of that ministry, to have the heart of a servant and the openness to receive from others a word that God has required them to share (Eph. 4:1-13). Our emphasis is on the discernment, meekness, and understanding of true leadership.

In those instances in which the Board elects to use a committee, the following guidelines apply:

- 1) The Board has direct authority over every committee. Individual committees do not have authority to establish school policy on their own. Their responsibility is to recommend policies to the Board, but the Board reserves to itself the authority to establish policies.
- 2) A Board member or a Board appointed chairman shall chair all school-related committees. The Board may decide which committees need to be initiated, some of these may be standing committees, and others may be ad hoc. The Board chairman and administrators are ex-officio members of all committees.

- 3) All committees of the Board shall record the minutes of their meetings; copies shall be made for the secretary of the Board.
- 4) The Board must approve all committee members.

General Responsibilities of all Board Committee Chairmen

1. Spread all matters out before God with prayer that His will shall be made clear.
2. Recommend prospective committee members to the Board for its approval.
3. Preside over committee meetings.
4. Coordinate the work of the committee.
5. Present recommendations of the committee to the Board.
6. Advise the committee of Board action.
7. See that the committee works its budget for the coming fiscal year.
8. Sign purchase requisitions for items purchased by the committee.
9. Work within the approved budget, asking Board approval for expenditures beyond the budget.
10. Appoint subcommittees if and when needed.
11. See that all work required of the committee, and all work done by others under the sponsorship of the committee, is accomplished well.
12. An annual written report is expected from each standing committee, and a final written report is expected from each ad hoc committee.

Approved: September 5, 1978

Revised: January 5, 1987

\$10.55.701(1)(2) School Safety

The School Board is committed to ensuring that Valley Christian School complies with all local, State, and Federal laws and regulations. A facility safety and code compliance inspection shall be conducted by the Missoula Fire Department each year. The resulting inspection report shall be carefully studied by the Board and adequate actions taken to address the recommendations and requirements. The safety, protection, and comfort of students and staff alike is a Board priority. They are committed to doing whatever possible to insure the same. The Superintendent is responsible for ongoing and continual inspections of all the facilities and to address immediately any safety concerns that are noted.

Approved: May 3, 2005

Emergency Procedure

In the event of any emergency, such as, but not limited to, blizzards, fires, floods, earthquakes, etc., the Board of Valley Christian School invests in the superintendent all its authority and the responsibility to make all the needed, immediate decisions. The superintendent is expected to report to the Board chairman or vice chairman as soon after an emergency decision has been made as is possible.

In response to the evil in the world today, the Board prayerfully seeks the Lord's daily protection upon us. We recognize that we may not always be spared disaster. He is able. In keeping with the wisdom of God, we enact the following policy:

All exits into both buildings must remain locked throughout the day beginning with the first bell at 8:25am each morning, with the exception of the two entrances at the top of the ramp going into the North Building and the North/East entrance to the South Building.

In addition, all visitors and guests must register in the North Office and no loitering on school property will be allowed at any time.

Teachers will be asked to keep their classroom doors locked at all times even though they may choose to block their doors open.

Administrators will design an emergency response program that will address all possibilities as best as possible. This program, in addition to the fire-drill program, will be practiced several times throughout the year.

Signs spelling out this policy will be posted on the outside of each entrance.

In the interest of safety and security these doors are locked throughout the school day. All visitors and guests must register in the North Office.

Approved: November 4, 1985

Revised: May 3, 1999

Board Responsibility & Function

1. The Board's primary responsibility shall be in providing the entire school program with its spiritual leadership. The evidence of this function in action will be a group of men who are sensitive to the leading of God's Spirit. There will be a quiet confidence about them that will permeate all their deliberations and decisions. They will continually seek God with their whole heart. There will be a strong humility about their discussions as they wait on each other and the Lord. They will prefer each other before themselves, and there will always be a calm sense of direction. There will be no axes to grind, no power struggle, and no self-aggrandizement. They will not be anxious about anything, but in everything, by prayer and supplication, with thanksgiving, make their requests known to God. (Ph. 4:6) They will prayerfully encourage and exhort their administrators and, through them, their teachers. They will deal meekly and patiently with parents and children alike. Their conversation will always be full of grace and seasoned with salt. (Col. 4:6) They will be bold in their faith, having a time-tested understanding of pursuing the "prize" without always seeing the way (Heb. 11:6). They will always rest confidently in their blood-bought position in Christ in Whom they have perfect completeness (Col. 2:9, 10). Above all else, the peace of God, which transcends all understanding, will guard their hearts and minds in Christ Jesus (Ph. 4:7).
2. The Board's secondary responsibilities shall be:
 - A. The formulation and adoption of all policies by which Valley Christian School operates.
 - B. Hiring of all staff, teaching and non-teaching alike. These decisions will generally be based on the Superintendent's recommendation and much prayer and seeking of God's direction. Releasing staff is also the Board's responsibility, and such decisions too will generally be based on the Superintendent's recommendation after much prayer and seeking of God's direction.
 - C. Complete oversight of, and responsibility for, all financial matters including budget, receipting and disbursements, all of which will generally be based on the Superintendent's recommendation.
 - D. Complete oversight of, and responsibility for, all student/family admission and for all removal of any students/families for cause.
 - E. Complete oversight of, and responsibility for, all major facility matters.
 - F. Complete oversight of, and responsibility for, the transportation program.

Approved: November 3, 1988

Scholarship Monies

The Total Scholarship Fund Program shall be the umbrella over any other scholarship program at Valley Christian School. All scholarship monies and all designated gifts to be applied toward tuition shall first of all be deposited in the Total Scholarship account, which shall be an interest-bearing account established in the school's Development Fund Account. This account shall serve as a holding account to receive scholarship monies and to hold them until they can be distributed to the proper recipients as determined by the Board upon the recommendation of the superintendent and/or a specific scholarship committee.

In order to receive a tax-deductible receipt for a specific contribution, a donor must allow the Board to make all decisions as to actual application of the gift. The donor may make a specific request, but all final decisions are at the discretion of the Board. Also, if a tax-deductible receipt is desired, the donor must fill out the appropriate memo, which the school will keep on file in case of an IRS audit.

The purposes of this program shall be: (a) the orderly distribution of scholarship monies; (b) to guard against any seeming impropriety or circumvention of the law as it applies to tax exempt gifts, etc., (c) to remove the seeming impropriety of a single individual making these types of decisions.

Approved: July 11, 1988

Revised: January 5, 1998

Building and Development Fund

This fund, referred to as the B&D Fund, was established to be an interest-bearing account for the purpose of handling all new construction and development of Valley Christian School.

Monies in this fund are to be used for all new building and development expenditures to include: New construction, purchase of property (including closing cost, title insurance, etc.), salaries related to new construction, indirect construction costs such as tools, equipment, and transportation of materials, etc., original equipment required to occupy a new facility, and in-and-out monies (e.g., auction monies, Faith Challenge Banquet monies, etc.).

B&D Fund monies are not to be used for regular monthly mortgage or for land payments, or for remodeling of facilities, or for new equipment purchases (except as an in-and-out function), or for program or regular staff salaries.

Approved: August 7, 1989

Building Contingency Fund

The Board shall set aside and deposit into an interest-bearing account, \$25.00 each month for each teacher and administrator employed. This money shall be budgeted in each year's budget and shall follow the following guidelines:

a. These checks can be held in our "held checks file" so that teacher paychecks can be released.

b. As is financially feasible, the administrator may release these checks to be deposited in the designated bank account.

c. Once in its account, these monies can be borrowed against in order to pay for capital expenditures such as equipment and/or facility expenses, or for the purchases of property or to pay off such commitments.

d. The Board may also choose to use these funds to assist teachers or administrators in personal ways - such as unexpected health expenses or housing costs.

Approved: November 2, 1998

Business Records Retention

The materials listed below need to be retained according to the retention schedule listed:

<u>Item Description</u>	<u>Retention Period</u>
Accident reports and claims	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports	permanently
Bank reconciliations	1 year
Cash books	permanently
Charts of accounts	permanently
Checks (canceled, but see exception below)	7 years
Checks (canceled for important payments) <i>(i.e. taxes, purchases of property, special contracts, etc.)</i> <i>(Checks should be filed with the papers pertaining to the underlying transaction.)</i>	permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	permanently
Correspondence (routine) with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	permanently
Depreciation schedules	permanently

<u>Item Description</u>	<u>Retention Period</u>
Duplicate deposit slips	1 year
Employee personnel records (after termination)	3 years
Employment applications	3 years
Family tuition account sheets	permanently
Financial Statements (end-of-year, other months optional).	permanently
General ledgers.	permanently

Insurance policies (expired)	3 years
Insurance records, current accident reports, claims policies, etc.	permanently
Internal reports (miscellaneous)	3 years
Inventories of products, materials, and supplies	7 years
Invoices to customers	7 years
Invoices from vendors	7 years
Journals	permanently
Minute Books of Board Meetings, including bylaws and charter.	permanently
Payroll records and summaries	7 years
Petty cash vouchers	3 years
Property records, including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans.	permanently
Purchase orders	1 year
Requisitions	1 year
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability.	permanently
Voucher register and schedules.	7 years
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses).	7 years

Approved: June 3, 1991

OPERATIONAL POLICIES

A. Procedural

B. Program

C. Students & Families



A. PROCEDURAL

§10.55.801 (a-b) School Climate

The School Board is continually concerned with doing whatever is necessary to establish a positive school climate. We benefit from a built in evaluation mechanism that helps determine how well we are doing in this matter. Since our families must pay for two school systems we receive regular input as to how well we're doing. If we do poorly we loose enrollment. If we do well our enrollment stays steady or increases.

In our understanding of the matter, the joy of the Lord is our strength (Neh. 8:12). We will seek to promote that joy in the student body at all times. According to God's Word we believe that special joy can only be found by way of obedience to that Word. To that extent we want our teachers to continually teach the Word and require their students to obey. Daily Bible study and weekly chapels are part of that effort. Incorporating the Truth of God's Word into each content area whenever possible throughout the day is critical, as is the personal testimony of each teacher so that they can model that obedience and the joy it produces.

This obedience will generate such additional positive attributes as encouragement, forgiveness, love, and gentleness. We will seek this kind of fruit in the lives and hearts of students and staff alike. If we succeed even the casual visitor to our campus will note the harmony and cooperation among staff, parents, School Board, and school community.

The School Board will monitor staff turnover and always be interested in determining why staff and families leave. Survey results from our 5 different annual surveys will be the principle method of gathering that information.

The love of God obviously knows no boundaries and crosses all traditional lines of discrimination such as gender, race, denomination, national origin or handicapping conditions. Here too, survey responses will inform the Board as to our success in promoting this kind of positive climate and learning environment.

In particular, surveying exiting parents provides helpful data and insights for the Board as to the degree of success we are actually achieving in our effort to offer equal opportunity and educational equity in an environment that is characterized by a positive climate and an atmosphere of encouragement and love.

The Board will use the annual surveys as well as information gathered from their frequent parental contacts in the many school programs and assemblies to ensure continuous educational improvement. In addition, each Board member is required to be the parent of students enrolled in the program so there will be that intrinsic evaluation of the program as they see first hand the challenges and successes their children have in the world of work or pursuit of college and/or career choices they make. Are they prepared? What are the weak areas and what are the strong ones? Other encounters Board members have with school families will help shape that school improvement process as well.

Admissions

Premise: The primary purpose of Valley Christian School is that of discipling young people for Christ. That is, we desire to take Christian children and assist the family and the church in bringing them up in the nurture and admonition of the Lord. We are quite aware of our potential for evangelism and even desirous to enter into it whenever opportunity is provided. However, our first priority is in discipling rather than evangelism. The following requirements address this:

1. The child and/or at least one parent must know Jesus Christ personally as Lord and Savior; that is, they must have accepted Christ's forgiveness personally, if old enough to understand, and have a verbal expression (testimony) of the same.

2. At the 7th grade level and above, the student seeking admission must convincingly convey his/her desire to attend. Parental desire for a child is not sufficient by itself. At the very least, the student must demonstrate an attitude that desires to be obedient and submissive to his/her parents' desire to have him/her attend VCS. The Board in no way wishes to risk damage to the ministry of God's Spirit in the hearts of VCS students by admitting a child who is defiant, rebellious or otherwise stubbornly resistant to God's work in their lives.

3. Both parents have read and understood the purpose of this school, its statement of faith and its philosophy and can support the same.

4. The child seeking admission, if of understanding age, has read and understood the purpose of this school, its statement of faith and its philosophy and can support the same.

5. The purpose of this school does not include the correction or rehabilitation of problem children and the school is not equipped to work with such children. Problem children will not be admitted if refused admission or asked to leave by any other school, public or private, unless such child is in fact truly repentant.

6. Each parent and child shall be aware of all school policies that apply to them and shall support the same. It is of special concern that all parents have read, understood, and support the Board's policy on discipline.

7. Each child shall participate in whatever testing program the school may require for admissions.

8. The parent(s) of each child as well as the child himself shall fill out the required forms and be interviewed by an admissions committee comprised of at least one administrator and one board member.

9. The admissions committee will make admission recommendations to the Board of Trustees. The Board will make all final decisions regarding student admissions.

10. There is always the possibility that not every family will agree with every decision made by the administration and/or the Board of VCS. For the purpose of maintaining a spirit of harmony in the school family, we request that any parent who has a disagreement with any aspect of VCS immediately pursue the matter with the administration and/or School Board. If the disagreement is not resolved the Board asks that the family either choose to submit to the Board's decision in the matter or drop from enrollment.

11. The Board reserves the right to remove any family from enrollment at any time. Any family that is divisive, contrary, or disruptive in the Board's opinion may be removed by board action.

12. The application procedure requires the registration fees to be paid before a family is scheduled for the Parent Orientation or for the admissions interview and that all the procedures and requirements listed in the application packet be followed closely.

Approved: April 15, 1982

Revised: August 1, 1988

Revised: October 2, 1995

Revised: November 6, 1995

Revised: September 13, 1999

Revised: August 4, 2003

New Student Admissions

Beginning with the 1992-93 school year, the Board of Trustees of Valley Christian School has decided to control the entrance of new students in grades 7-12. The Board has always had a limit on the total number of new students in each grade, and will continue those limits. This policy refers to a different concern. We believe that when a child has been “parented” (taught) in an ungodly system for a number of years, generally he/she has developed a deep-rooted world orientation. We are very concerned about the work God is doing by His Spirit in the lives of students at Valley Christian. That work, fundamentally, includes planting a God-orientation in a child’s heart instead of a world-orientation. The Board is strongly committed to preserving that work and is very much aware of how easily children who are followers can be tempted to leave the God-orientation way and follow the worldly orientation. That “voice” has so much appeal and speaks so loudly to certain children.

At a certain age, this life orientation issue becomes a very difficult matter to impact or change for the better. When we add too many students who have a worldly orientation to a specific class, those attitudes and behaviors and way of thinking become increasingly contagious, infectious, and overbearing and the entire class begins to suffer.

Our understanding of this matter serves only to increase our deep desire to admit children in kindergarten and the primary grades where we guarantee our ability, in Christ, to impact that life orientation.

Please understand that the Board will consider each application in grades 7-12 very carefully and prayerfully. They are committed to seeking God’s will regarding the admission of every new student. They want everyone to know, however, that they will not guarantee any new student admissions into those grades. Students in grades 7-12 are routinely admitted on probation for the first semester. The Board will review their progress after the first semester and if all is well, they will be removed from probation status.

The Board will annually set dates after which they will not receive new applications.

Approved: December 7, 1992

Revised: August 4, 2003

Registration & Tuition Fees

Tuition, registration, high school fees, discounts, etc., will all be determined annually by the Board in accordance with the stated purpose of the school, that in all things Christ might have the preeminence (Col. 1:18). The Board will prayerfully consider the data available, making the decision based on the direction it receives from the Lord. All teaching staff will receive tuition waiver based on the amount of their employment with the school. Non-teaching staff may be considered for tuition waiver on a case-by-case basis.

Tuition waivers do not include registration nor high school or junior high fees. Tuition payments must be made in accordance with the FACTS Program requirements and stipulations.

Approved: July 14, 1980

Revised: October 3, 1988

Revised: July 10, 1989

Revised: August 4, 2003

Refund Of Registration & Tuition Fees

Registration fees are required for each student application. Registration fees are not refundable unless a student is refused admission. In that case, all but \$25.00 of the registration fee are returned.

Tuition refunds will be prorated based on a nine-month school year. The total tuition will be divided by 9 to arrive at the monthly tuition amount. Then the monthly amount will be multiplied by the number of months the student has been in school to determine the amount of tuition to be assessed. Three weeks or more of any month will be considered a full month for tuition computation.

Approved: July 13, 1982

Revised: November 4, 1985

Reviewed: October 3, 1988

Reviewed: September 12, 1994

Revised: August 4, 2003

Delinquent Tuition

1. The Board recognizes the reality of financial hardships. There are definitely times of testing which God allows His children to pass through. Often these tests are financial in nature. Recognizing this, the Board still expects these things of Valley Christian School families: a.) That they do their very best before the Lord to address their financial obligations here at Valley Christian School, b.) That they communicate with the Superintendent or the Board quickly and regularly whenever they encounter financial difficulties. It is the family's responsibility to communicate with the administration, to tell them of their difficulty and to share their plan of how they hope to address the problem.
2. In addition, the Board will carefully and prayerfully decide when to give the family who is falling behind financially specific direction as to a payment plan. Such a plan, drawn up as a formal contract between the Board and the family experiencing the financial difficulty and signed by both parties, may include the stipulation that if any of the payments are missed, the student(s) will immediately be dropped from enrollment. Copies of this contract are available in the school office. (upon request)
3. Student records will not be transferred until all accounts are paid in full or other arrangements are made with the Board.
4. If a family has left the school with a balance owing on their account, the following options may be exercised: If no payments are received, the Board will consider contacting the Credit Bureau and may report the delinquency of the account(s) to an appropriate agency for collection.
5. The Board of Trustees is open to meet with any family in regard to their financial situation. They are open to considering before the Lord, a financial arrangement which addresses the commitment they feel before the Lord that the family needs to evidence. The Board does not want a family to incur more indebtedness at Valley Christian School than can be reasonably handled by one family. Therefore, they may at any time request a conference with a family who is getting further and further behind to determine if their continued enrollment here is more than they can cope with financially.
6. Late or delinquent tuition accounts are subject to and responsible for all fees and/or penalties assessed late tuition accounts. Parents are expected to pay those fees and/or penalties along with all the tuition and other fees owed.

Approved: March 5, 1985

Revised: October 3, 1988

Revised: April 8, 2002

Reviewed: August 4, 2003

Tuition Assistance

The Board may, as the need arises and as the Lord directs, offer employment to parents who definitely need assistance in order to cover the tuition charged them for their children. Payment for these services will be designed specifically to assist the family in meeting their financial obligations to Valley Christian School. However, since this is a special program designed specifically to assist the family in meeting their financial obligations to Valley Christian School, it will not fall under regular employment, and no fringe benefits other than those mandated by law will be paid for these services.

Generally, the Superintendent, both in terms of the job description and the person to be given the job, will recommend these assistance type programs. All of this will depend entirely upon the direction of the Holy Spirit as He points out the services needed and indicates the family that needs assistance.

It is expected that monies earned in this program will be deposited in the family's FACTS Tuition account.

Approved: August 11, 1980

Revised: February 7, 1983

Revised: November 14, 1988

Reviewed: August 4, 2003

Homeschoolers Attending Select Classes at Valley Christian

The Board has decided to admit home school students to special Valley Christian classes on the following basis: (Special classes in grades 4-8 are limited to music, art, home-ec, and/or industrial arts classes. In grades 9-12, all classes are open to this consideration.)

1. The home school student may not displace an on-sight Valley student.
2. The administrator and the teacher must agree to allow the student to enter that particular class.
3. The \$50 registration fee must accompany the application for admission to that class, or classes, and at least 50% of the total tuition for that class or classes requested must be paid up-front. That tuition amount must be equal to 1/6th of the total full-time tuition for that semester or year, including junior high and/or high school fees. The balance must be paid in full within two months of the first day of enrollment in that class.
4. The application form for this policy is the same one used for full-time students. Administrators will evaluate the application and determine whether or not a Board member interview is necessary.

Approved: October 4, 2004

School Immunization, Health, and Screening Programs

1. IMMUNIZATIONS:

All students are required to have documentation of immunization according to the Montana Immunization Law of July 1, 1989, upon date of entry into Valley Christian School. The Certificate of Immunization on every student is assessed and recommendations made to the parents where a student does not meet the requirements. A

report is submitted by December 1, listing the names of students who are categorized according to:

- a. Conditional Attendance: These students who have not met the admission requirements and are in the process of receiving immunization.
- b. Religious Exemptions: A notarized affidavit is required annually.
- c. Medical Exemption: A Certificate of Immunization signed by a physician is required.

2. VISION SCREENING:

The following grades of students are screened in the fall using the Titmus Vision Tester, which is borrowed from the School District 1 school nurse, Renae Herbst:

- a. Grades K, 1, 3, 5, 7, 9
- b. All transfer students
- c. Any teachers' referrals

Debbie Kanduch, from the Rocky Mountain Eye Clinic, retests any student who fails the test according to School District 1 standards. She makes all recommendations for referrals.

3. HEARING SCREENING:

Any audiologist for the Hearing Conservation Program trains 3-4 volunteers (mother of our students) to use their equipment to do initial screening on our students. The following grades of students are screened:

- a. Grades K, 1, 5, 9.
- b. All transfer students.
- c. Any teacher's referrals.

Approximately 6 weeks later, the audiologist performs follow-up on all students who filed the original test and then makes referrals.

4. HEAD LICE:

Each year, in the month of October, the school will send home in a school mailing, a packet of information on head lice. This material will present and discuss facts about head lice and recommend specific treatment, including notifying a school administrator of the occurrence and treatment of the head lice. If the school becomes aware of a significant number of head lice cases among its student body, a program of screening students for the lice may be activated. The school administration will make any decisions to have students screened and will determine which grades and/or students will be screened.

5. SCOLIOSIS:

Also in the month of October, the school will mail out information about scoliosis to parents of students in grades 5, 6, 7, & 8. This material will include information about the disease and how to detect it. Any parents who have any questions at all about the disease, or whether or not their child might have it, should contact their family physician immediately.

6. DISPENSING MEDICATION TO STUDENTS:

The Board of Valley Christian School strongly discourages teachers from taking on the responsibility of dispensing any medications. However, in emergency situations, teachers may dispense medications to students given the following guidelines: Teachers may not dispense any medication to students without a signed letter from a parent. This letter must include information about the student's situation and state the schedule for dispensing those specific medications. All drugs and medicines must be given to the

teacher or to the school secretary for safekeeping. Students should never carry their own medications around with them. (Except in such cases where a doctor has instructed a patient in the use of some specific medication.)

Non-aspirin ‘aspirins’ may be dispensed by the secretary in the school office only if the secretary has a signed note from the parents for that current school year, which specifically states that the secretary may give their child the school’s standard non-aspirin medications upon the request of the child. Dosage shall never exceed two pills per incident.

7. IN-SERVICE:

The school nurse shall, in cooperation with the school principal, strategically schedule some In-service time with teachers regarding school health items such as head lice, the health screening program, scoliosis, etc.

Approved: June 18, 1979

Reviewed: November 14, 1988

Revised: January 8, 1990

Student Records & Transcripts

To comply with the Family Education Rights and Privacy Act, Montana Accreditation Standards, and to serve the higher purpose of the parents’ God-given responsibility of bringing up their children in the training and instruction of the Lord, the following procedure will be used regarding student records:

Valley Christian School shall keep a permanent record of each student enrolled. These records will include personal information about health, family, testing results, attendance, academic performance and spiritual growth. Parents may inspect these records at any time. This inspection is especially encouraged when information is desired as to how this student is progressing in their walk with the Lord. This spiritual walk is easily discerned from a study of academic and social reports. “Even a child is known by his actions, whether his conduct is pure and right.” (Proverbs 20:11) Our first purpose is that in all things Jesus Christ may have the preeminence (Col. 1:18). Student records and policies regarding same must also serve that purpose.

The records will not be disclosed or forwarded to other school districts or agencies unless authorized by the parents or legal guardian. Student records will not be transferred until all accounts are paid in full or other arrangements are made with the Board.

Students and/or parents may see their own files upon request any time. Teachers and administrators may review files at any time when the good of the individual student is under consideration. Any persons outside these two categories may not review any individual student’s permanent record data unless authorized by such student or his/her parents. The only exception to this is the school secretary or person in charge of student records who must record this information. This will be done discreetly and with utmost respect for the privacy of each individual. May Jesus Christ be praised!

Materials To Be Transferred:

When an office request for transcripts is received, the following materials will be sent to the requesting institution:

- 1) A copy of the Official Transcript
 - The original always remains in the file.
 - The date and requesting institution should be recorded in the Official Transcript.

- The COPY should be signed by an administrator (principal or superintendent) and embossed with the Valley Christian School corporate seal.
- 2) Health Record: the original 'blue' immunization form must be sent.
- A copy of the 'blue' form will be made and retained in the student's file at VCS. Special records (psychological, counseling, etc.) are not sent unless requested.

Materials To Be Retained:

Materials to be retained in all files (both for transfers and graduates) include:

- 1) The original Official Transcript.
- 2) Original copies of Health Records.
- 3) Original copies of Report Cards.
- 4) Miscellaneous Materials.

All other materials pertaining to the student (test scores, notes, correspondence, etc.)

Disposition Policy:

Two years after attendance at Valley Christian School ceases (from transfer or graduation), materials in the miscellaneous category may be edited and/or destroyed upon the recommendation of the administration.

*Approved: November 4, 1985
Revised: December 5, 1988*

TRANSPORTATION

A. Bus Routes:

The Lord has enabled us to enter into a limited transportation program. The school board will seek the Lord and make all final decisions pertaining to bus routes under consideration.

The Board has agreed to run the entire bus route on a contribution basis. Each family involved will be made aware of a suggested rate of contribution. Records will be kept on the income and expenditures for each route. Reports will periodically be sent to participating families, making them aware of our income/cost concerns and encouraging them to contribute to the transportation program.

The Board realized the risks involved. On occasion, a family may be unable to, or may decide not to, contribute while still riding the buses to school. Although we will monitor those situations carefully, we are confident the Lord is able to deliver in those situations, too. In fact, this entire program will give us yet another opportunity to address and work with parental commitment, which is such a mandatory ingredient in successful Christian education. Families who consistently demonstrate lack of commitment will eventually be encouraged to drop from this program.

B. Bus Drivers:

The Board asks that all teachers work toward obtaining and maintaining a CDL, Class "C", driver's license. The Board will cover any costs which are in excess of a normal Class "D" license, and will also cover up to \$50.00 of the required physical. Teachers are expected to maintain a current physical, renewable every two years. The Board requires that any teacher who, for whatever reason, does not have at least a Class "C" CDL, never be allowed to transport school children in any school vehicle. Valley

Christian is committed to abiding by and supporting all laws of the State of Montana in the matter of transporting students.

C. Vehicles & Usage:

The Board requires that the transportation of more than nine students at a time always be done in a regular school bus type vehicle. Normal 15-passenger vans may not be used to transport more than nine students at any one time, except in the case of an emergency. Fifteen-passenger vans will not be used to transport students outside of the immediate Missoula area. When using 15-passenger vans, seat belts must be used at all times.

Approved: March 7, 1983

Reviewed: December 5, 1988

Revised: May 8, 1989

Revised: November 3, 1997

Revised: April 8, 2002

FUND-RAISING

A) School Fund-Raising

The Board of Valley Christian School has a very keen awareness of Valley Christian being God's school. From the very outset we understood that God has called us and given us a very specific direction to follow. Our purpose and mission are to see Jesus preeminent in the heart of every child who attends Valley Christian School. Education, if it is obedient to the truth, will consistently and continually speak to that purpose.

Finances have been a challenge and blessing from the start. God has entrusted us with a test in this area that is new each month, but just as regularly predictable is the excitement of His deliverance. We want to be found faithful in this matter and therefore speak officially to the topic of the raising of the funds.

We trust God to meet our needs. We confess our great concern at times but have purposed in our hearts to faithfully seek God to deliver to this end we have determined that we will do two main things:

- 1) Continually encourage friends and families to seek God in earnest prayer that He might meet our needs, and
- 2) Continually be praising God—for His tests as well as His blessings—praising Him because He is simply worthy not in order to earn merit or favor.

In addition, we want to encourage our parents in this matter. Don't be anxious. Be joyful; remember the joy of the Lord is our strength. Never do we want to foster a spirit of anxiety or a feeling of being forced to do something to raise money. If we have a PTF, we suggest that, at most, PTF have not more than two official fundraisers per year. However, we stress that even these should be immediately canceled if they become a burden in any way.

Our singularly most important request of parents is that they become increasingly known as a prayer fellowship. The value of spending ten hours in prayer for our needs as compared to 100 hours reluctantly working a rummage sale, or some other fundraiser, is incomprehensible. Rather than solicit ideas for a fundraiser at a monthly meeting, if parents were to call for ten people to commit themselves to ten hours of prayer for the next month, we believe the world has not yet seen the profit that would come from such a commitment.

One other area of note is that the student body is encouraged to keep the same direction in mind as that discussed above. Student fundraisers should be approved by school administration and carefully monitored by the Student Leadership organization. The Board certainly retains the responsibility to give direction here too through the school superintendent at such time as deemed necessary.

B) Other Fund-raising Activities

In addition, there will may be occasion when God by His Spirit would lead a parent or family to take on a fund-raiser as their own ministry. If God should call someone to such a ministry, which would be recognized and approved by the School Board, then we would not want to squelch that direction. However, it should follow the same direction as that discussed above. These activities must be brought to the School Board for approval.

C) Principles Governing All Fund-Raising

- 1) We never want to bring offense to the Name of Christ in any matter including fund raising. 1 Thess. 1:11,12
- 2) To the best of our ability, in Christ, we desire never to offend one another as brothers and sisters in Christ. Romans 14:13; 1 Cor. 8:9
- 3) God has called us as His people to separation from the world, and we believe that should be evidenced in fund-raising matters as in all other aspects of life. 2 Cor. 6:17,18
- 4) We want to be know as a people of prayer and praise—not busybodies, scurrying about to harass someone for a dime here and a quarter there. 2 Peter 3:11-14; 1 Thess. 5:16-18
- 5) We always want to learn anew the Truth—not by might nor by power, but by my Spirit saith the Lord. Zech. 4:6
- 6) We want to know the peace and joy of being true sons and not the “peace” and worry the world has to give.

“Beloved, Now we are we the Sons of God...” 1 John 34:2

*Approved: March 7, 1983
Revised: December 5, 1988
Revised: August 7, 1989
Revised: December 1, 1997*

Use Of School Furniture & Equipment

Valley Christian School is constantly aware of this truth; God has provided every single item of furniture and equipment that we have. Nothing is “ours”. **All is His.** Therefore, we feel responsible:

- a) To ensure the availability of God’s provision maximally in God’s work.
- b) To be good stewards of all God’s blessing to us.

These concerns lead us to the following regulations:

- 1) All use of any school furniture or equipment must be appropriately checked out in the main office.

- 2) Typewriters may not be moved from their appointed stations. Qualified persons may use typewriters at these stations during times that do no conflict with scheduled school use.
- 3) Items that may be removed from the school premises are: chairs, tables, 16 mm projectors, cassette players, coffee pots, silverware, and similar items.
- 4) Items that may not be removed from school premises: record players, library reference materials, calculators, custodial equipment, duplicating equipment, school dishes, computers, all curriculum materials and similar items.

The office will have a checkout procedure that may be followed before any items may be borrowed.

*Approved: August 8, 1983
Reviewed: January 8, 1990*

Classroom Size

The Board desires to limit all self-contained classrooms to 22 students. If an extreme need exists, conditions are favorable, and administrators recommend accordingly, the Board would consider an additional student or two for a maximum of 24 students in a self-contained classroom. The Board wishes that the “22-student rule” be a guideline in determining departmentalized class sizes as well.

*Approved: December 7, 1981
Reviewed: January 8, 1990
Revised: December 1, 1997*

Visitors

1. All visitors must check in at the office upon coming on the school’s property.
2. We encourage parents to visit classrooms at any time. Short, informal visits may happen spontaneously; however, longer visits should be cleared in advance. Teachers may need to be aware of the possibility of having guests. Obviously, no visits that provide disruption to a class will be tolerated.
3. Students are required to ask permission of their teachers at least one day in advance of bringing a guest with them to their class(es).
4. Students who are enrolled at Valley Christian School will always be held accountable for the behavior of their guests.

*Approved: May 4, 1987
Reviewed: January 8, 1990
Revised: December 1, 1997*

§10.55.701(i) Academic Freedom and Materials Selection

We are committed to providing materials and learning experiences for our students that are godly and consistent with scriptural principles. We do not accept materials into our curriculum that would teach unrighteousness. We are committed to a broad, Christ-centered, educational experience for each child, and at the same time, a select, guarded exposure to learning that is consistent with our first priority, which is to address the souls of men first, and then their minds.

For further discussion of this topic, please refer to the Library Policy and the Literature Policy.

Teachers and administrators are responsible for the selection of curriculum materials. Whenever major, primary curriculum materials are being considered for adoption, the Principal must make that announcement on the Parent Portal and invite parents to make comment and to evaluate the materials under consideration. Teachers are required to approve any use of primary and secondary resources with the grade-appropriate Principal before implementation. Principals are strongly encouraged to consider any input from parents and students in the adoption of curriculum materials on an ongoing basis. All decisions about curriculum resources are subject to Board approval.

Approved: November 7, 1979

Reviewed: July 8, 1991

Reviewed: December 1, 1997

Revised: May 3, 2005

\$10.55.701(k) Copyright

Staff at VCS may not duplicate copyrighted materials for the purposes of resale or for making a profit on any such materials or with the intent of eliminating a potential sale by the owner of such materials. The intent of this policy is to comply with copyright law.

Reviewed: July 8, 1991

Reviewed: December 1, 1997

Student Placement

The placement of students in classes will be done very carefully and prayerfully. The administrator assigned to this task will consider many different variables, such as: student needs, teacher load, teacher strengths, teacher/student personalities, teacher ministry effectiveness, composition of the class, student friends, parental preferences, balance of gender within the classroom, etc.

The Board will not guarantee that parents will get the teacher of their choice for their child, but they will guarantee that their preference will be given careful consideration.

We encourage parents to allow the Lord to determine which class their child will be in. Each of our teachers has been called of the Lord to minister at Valley Christian School. Each of them has strengths and weaknesses, but we believe that each of them has been prepared to minister to the individual needs of the children who have been prayerfully assigned to them. The Lord has never failed us in providing just the right teacher/student combinations as we have sought His will in this matter!

Student placements will be done as early in the spring as is possible. Once assignments have been made, changes will be considered by the Board only by having parents meet with the Board to discuss their concerns. The Board will discuss these concerns with the administrators and prayerfully make a decision. We must remind parents that the Board has the overall needs of the total program to consider along with the needs of all the individual students. Therefore, any changes that might be considered will be done with much prayer and the consideration of all the variables involved.

In cases where a grade may be split late in the summer due to enrollment warranting such a decision, this process becomes more difficult and as a result, less responsive to the preferences of individual families. Again, the administrators will carefully make the decisions as to which student are assigned to which class and parents may appeal that decision to the Board if they believe that they have substantial reasons for doing so. The fact that one of the teachers is new to Valley Christian School is not sufficient reason for such a request.

§10.55.908 School Facilities

The Board recognizes how God has provided in such a wonderful way in the matter of our facilities. Both of our two main facilities are finished and completely paid off. Our third “Deep South” facility remains in a holding pattern as we await the funds necessary to complete that facility. All have been constructed in accordance with all applicable local, state and national codes regulations and laws. As the Lord provides the Board’s intent is to provide for educational facilities, which are pleasant and reasonably safe for the conduct of the educational and extracurricular activities of students and of the school community. The school shall provide within those facilities the necessary equipment for emergency nursing care and first aid.

The Board expects the Superintendent to manage the use and maintenance of all school facilities. His office is also responsible for the rental of those facilities as often as possible in order to supplement school income. All use of the facilities by groups or organizations that are not a direct part of the school program should generate necessary income at least to cover the cost of such use as determined by the Superintendent and managed by his office. The Superintendent’s office will generate the necessary paper work to address such rentals, is responsible for adequate management of those rentals, and assure proper use and upkeep of the facilities. That management includes the requirement of adequate insurance by any group using the facility. No non-school use of the facilities should occur without proper and adequate reimbursement for such use.

1. §10.55.701(m) Parental Involvement

In its ongoing commitment to involving parents in the total program at Valley Christian School the School Board has instituted and continues to fund and monitor the following programs:

1. The Board requires that both parents attend the Parent/Teacher/Child Conferences scheduled twice each year. This requirement is further addressed in the PTC Board Policy Statement.
2. The Board requires that each family is represented by at least one parent at the annual Spring FC Banquet where the financial and operational issues of the school are addressed and each family is encouraged to participate in the affairs of “their” school.
3. The Board requires that a note home from the administration is sent to parents at least once each week. In compliance the Superintendent’s office sends a Wednesday Note Home to each family on every Wednesday of the school year.
4. Additional communication is accomplished quarterly with the printing and mailing of the school’s “Newspaper” in which all departments, teachers, and services of the school are represented and reported on.
5. **§10.55.714, §10.55.701 (I), and §10.55.701-7 (a) and (b).** The most recent addition to the Board’s home-communication package is the Valley Portal Website (www.valleyportal.org). Parents can contact their child’s teachers using the portal email and view their children’s grades and course syllabus in all classes. Our research estimates that approximately 80% of our families have Internet access and we promote use of the Valley Portal actively during our Open Houses, PTC Conferences, quarterly newsletter and posters around the school. The Website is much more than an electronic grade book as it lists activities, calendars and school announcements for grades 7-12, as well as an electronic version of the Wednesday Note Home. Teachers may access the

Valley Portal from home or school and keep in touch with fellow teachers and parents using the built in email capabilities of the Portal. The Portal information is kept current by being synchronized with our computer grade book. Parental response over the last few years has prompted us to continue to look at ways to expand the scope of the portal to better serve our school families. In fact, parental response combined with strong recommendations by Sue Dandliker, Accreditation Consultant, have challenged us to make this resource available to our larger school community as a resource to evaluate and solicit input into the design and implementation of the Professional Development Plan which the Board adopts annually. The Advisory Committee would design the way in which information could be disseminated to parents, teachers, and Board members and responses tabulated in such a way to involve the entire school community in the planning of that Professional Development.

6. Valley Christian has also designed and maintains its own web site at www.valleychristian.org. This site is used to advertise the school for prospective families, students and especially for teacher candidates. We list all introductory information about the school and we are attempting to maintain a very current student testing results section for our current clientele and interested parties to view on line. Alumni are also featured and important news of our expanded school family is maintained. The goal is to keep this site current and dynamic.

II. §10.55.701 3(m) (I) Parenting Skills

The Board is also very committed to the promotion and support of Biblical parenting skills. Teachers are regularly in-serviced and trained in the matter of godly parenting so that they can not only model good parenting skills but also may assist and advise parents as they interact with them in this matter. We are especially concerned with and supportive of single parent families and find an abundance of opportunities to assist them in the raising and the nurture of their children. We are aware that Valley Christian has admitted a disproportionately large number of single parent families over the years and continues to do so realizing the need and the great opportunity to minister to those families. In addition, the administration is active in presenting a Godly Parenting curriculum to parents who are interested. The Board actively promotes this program and encourages parents to participate.

III. §10.55.701 (m) (i.-vi.) Parents Welcome

The Board has a Tuition Assistance Policy & Program (Tuition Assistance Policy) that provides for all support positions at the school to be filled by school parents who wish to earn money to help with the high costs of tuition. At any one time during any day of the week this program provides for anywhere from 25 to 60 parents to be on campus. All support positions: custodial, maintenance, bus driving, Student Store, Copy Shoppe, lunch and playground supervision, are staffed by parents who have children in the school. In addition, the School Board, teachers, and administrators encourage parents to volunteer in classrooms and to visit the school at any time. Parents are encouraged to come and eat lunch with their children and to participate in field trips whenever possible. The Board's intent is to get parents comfortable in the school facilities and begin to take on an attitude of ownership. This leads to increased volunteerism and that brings greater participation by parents in the actual learning process within classrooms. Parents volunteer to read one-on-one with students or help with the memory of math facts etc. We find that eventually we get increased numbers of extended families; grandmas and

grandpas, in listening to children read and recite their lessons. The Board believes this program to be very successful.

In addition, all regular, monthly board meetings are open to the school community. Often the Board welcomes guests at board meetings

\$10.55.701(k) Transfer Student Assessment And Placement

New students who come to us in the Fall or transfer students who come during the school year will be prayerfully evaluated and placed in appropriate grades and classes based on the following considerations:

- 1.) Transcripts and/or official Report Cards indicating work done, grades earned and credits completed.
- 2.) The grade most recently completed or transferring from.
- 3.) The ages and birth dates of the student(s) in question.
- 4.) Parent's wishes and requests
- 5.) Class size and availability of space in a certain grade.
- 6.) The outcome of any testing that may be required by the administration.
- 7.) Assessment by the administration of any other pertinent information or circumstances.
- 8.) Home School students must provide an official transcript showing work completed and grades earned. The appropriate administrator will evaluate that transcript and grant credit where appropriate.

Reviewed: July 8, 1991

Revised: May 5, 2005

Foreign Exchange Students

The Board of Valley Christian School is interested in participating in foreign exchange programs on the basis of the following guidelines:

1. We much refer to work with legitimate foreign exchange student organizations and, while not eliminating other considerations; it is likely that the Board will not accept students who do not go through such organizations.
2. The Board will generally not admit more than two foreign exchange students per year.
3. The Board prefers that in years where they admit more than one foreign exchange student that they not come from the same country and certainly not from the same area or locality.
4. Foreign exchange students are expected to pay, in advance, the full tuition and fees assessed for a single student for that school year. Foreign exchange students are eligible for scholarship funds on the same basis as other students at Valley Christian.
5. The Board will not admit foreign exchange students for less than a full school year commitment.
6. Foreign exchange student applications must be received by **July 1**, for admission to the following fall term.
7. Foreign exchange students will be eligible to graduate with our senior class provided they have the required number of credits by the end of their year in our program and take the following required courses in their year at Valley Christian: Junior Bible, American Government and/or American History, and

one year of high school English. They may not have more than two study halls in that senior year.

Approved: February 7, 1994

Reviewed: August 3, 2003

Board Policy on Board Government & Conflict Resolution

If parents find themselves in significant disagreement with school related matters the following recourse is available to them. Individual Board Members or Administrators may be contacted by phone, in writing, or in person, and the matter discussed with him or her. Board members and administrators welcome input, comments, and questions at any time. No decisions or official responses will be made at that time. The input will be carefully considered and prayed over and the Lord's will sought in the matter. The parent will be expected to wait patiently and pray for the right decision to be made.

Valley Christian is not a parent society school so the Board is under no obligation to decide the matter in favor of parents' request or expectations. Rather, the will of God will be earnestly pursued so that our number one priority, the pre-eminence of Jesus, may be maintained. Parents have the responsibility to trust the Lord and the Board in this matter (Heb. 13:17) or to voluntarily withdraw from the school. Since the beginning of the school, Valley has had a Board autonomous form of government. This is built on the principles of the parents being in submissions to the Board and likewise the Board in submissions to the Lord.

The Board understands that this form of government is not for everyone. Some people cannot be content with trusting others to make decisions that impact their lives. The Board understands that and has always prayed that the Lord would send us only those families that He wants to be here. The Board is committed to continuing this foundational structure which is scripturally based.

Within this governmental format, the Board takes all its decision making and problem solving very seriously and with earnest humility before the Lord. They will not quickly or easily divulge information to anyone about any matter. They will answer questions addressed to them as simply and succinctly as possible and then expect parents, teachers and staff to trust them. This is especially true in the matter of personnel. Legal rights of privacy are a high priority in Montana law and the Board will be very careful to honor those rights. Again, if parents simply cannot support the Board in these decisions and feel the Board and/or Administration cannot be trusted they need to make other arrangements for the schooling of their children. This is a private school, incorporated as such with the State of Montana.

Approved: June 5, 2007

B. PROGRAM

High School Graduation Requirements

Students who attend Valley Christian High School must complete a minimum of 25 credits in order to graduate. Students will be advised to schedule their high school coursework along one of two available programs to fulfill these requirements. The first program is the **General Core Program**, and it requires a minimum of 25 credits for graduation. The second program is the **Advanced Studies** program and is geared for the

college bound student. This program includes many upper level advanced courses and recommends a student take 28 credits prior to graduation. It is important to note that any student who wishes to try for senior class valedictorian and or salutatorian must complete the *Advanced Studies* program. **Included** in the high school graduation requirement for each student is a community service requirement and a senior portfolio.

Credits given per course

Year long courses =1 credit Semester courses =1/2 credit

General Core Program: 25 credits required to graduate

Advanced Studies Program: 28 credits recommended to graduate

The General Core Program

The core program is required of all students who graduate from Valley Christian School. It provides a solid academic base with opportunities for further development in several areas. Within the core program are two parts. Part one consists of core classes that are required to be taken by all students. Part two consists of elective classes that students may select in order to meet graduation requirements. Students and their families should work closely with their discipleship teacher and the administration to design a program that meets their personal needs. The following list contains classes that are required to be taken by all students:

Part I: The core classes (required of all students)

<u>9th Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
English 9	American Literature	British Literature	English 12
Algebra I	Geometry	Algebra II	US Government
Physical Science	Biology	US History	Bible/ Disc.
Health/PE (1/2 cr)	Health/PE (1/2 cr)	Bible/Discipleship	
Bus. Tech I (1/2 cr)	Bus. Tech II (1/2 cr)		
Foreign Language	World History		
Bible / Discipleship	Bible / Discipleship		

Total credits or required core classes: 19 credits

Part II: Elective Requirements

(Each student must complete 6 electives to complete the 25 required graduation credits)

**Fine Arts*

Students must complete a minimum of 1 elective credit of fine arts coursework.

Elective courses: Art I, Art II (Advanced Art), Concert Band, Concert Choir, Jazz Band, Vocal Ensemble

Foreign Language - (1 credit per course)

Elective courses: German II, German III,

Math - (1 credit per course)

Elective courses: Advanced Math (Math 12)

English - (1 credit per course)

Elective course: AP English and Composition

Science - (1 credit per course)

Elective courses: Chemistry, Physics, AP Biology, AP Chemistry

History - (1/2 credit per course)

Elective courses: Montana History (semester - fall)
Political and Physical Geography (semester - spring)
Pieces of History and World Issues

Vocational / Technology Education- (1 credit and 1/2 credit courses)

Elective courses: Business Math, Accounting, Home Economics (1 credit),
Advanced Business Technology (1/2 credit - semester course)

**Community Service*

This program is designed to allow students to make a positive impact for Christ in our community. Students are required to accumulate a minimum of 100 hours of community service over four years of high school.

Four years at VCS:	100 hours required
Three years at VCS:	75 hours required
Two years at VCS:	50 hours required
One year at VCS:	25 hours required

* Students may complete more than 25 hours in one year and count that towards the 100-hour total.

**Senior Portfolio*

In cooperation with the guidance counselor, students will complete a senior portfolio which includes: career education planning, employee skills, project and work samples, test scores and records, as well as information regarding the students spiritual growth during high school

***Required for graduation (fine arts credits, senior portfolio, community service)**

Required Elective credits for graduation:

6 credits for General Core Program

9 credits recommended for Advanced Studies Program

Advanced Studies Program

(Additional 2 credits required for graduation)

The Advanced Studies Program is a challenging academic program designed to prepare students for future work and successful study at the college or university level. Students desiring to be valedictorian or salutatorian must meet the requirements for the

Advanced Studies Program. In addition to the General Core program, students in the Advanced Studies Program must successfully complete:

- **An additional year of foreign language for a total of two years minimum. (2 credits total)**
- **At least one additional year of science for a total of three years. (3 credits total)**
- **Complete a minimum of 1 Advanced Placement course (These may count toward Core class credit)**

Required Credits Per Content Area For Graduation (minimum)

English: 4 credits
Fine Arts: 1 credit
Foreign Language: 1 credit
Health and PE: 1 credit
Math: 3 credits
Science: 2 credits
Social Studies: 3 credits
Elective requirements: 6 credits
Total: 21 credits

* all of the above requirements are OPI allowed courses for graduation requirement credit

Additional requirements

Bible/ Discipleship: 4 credits
Total credits: 25 credits

Community Service

Average of 25 hours per year of attending Valley Christian High School

Senior Portfolio

Revised: July 14, 1986
Reviewed: August 6, 1990
Reviewed: December 3, 1990
Revised: April 7, 2003

Early Graduation

The Board of Trustees discourages early graduation, but will allow a student to graduate early provided the following criteria are met:

1. The parents of the student in question request early graduation in writing, stating the reason they desire their son or daughter to graduate early.
2. The Board and administration agree with these reasons.
3. The student has met all the graduation requirements.
4. The Board is convinced that early graduation is in the best interest of the student and of the school in general.

If a student is allowed to graduate ahead of this class, he automatically forfeits eligibility for salutatorian or valedictorian honors.

*Approved: August 5, 1984
Reviewed: December 3, 1990*

Library Selection Policy

Philosophy:

We believe that only such materials as are consistent with scriptural principles are suitable educational materials for any library. As we refuse to accept materials that would present unrighteousness we will be consistently preparing our students for the real world – God’s world.

We advocate:

- 1) A broad Christ-centered educational experience for each child, and
- 2) A select, guarded, nurtured exposure that is consistent with our first priority, which is to address first of all the souls of men and then their minds.

In this manner the purpose of Valley Christian School, which is “that in all things He might have the preeminence” (Col. 1:18), comes to bear upon the selection of library materials.

Objectives of Selection:

- To provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interest, abilities, learning styles, and goals of Valley Christian School.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information that will assist pupils in making intelligent judgments in their daily lives.
- As Long as the above-stated philosophy is not violated, we will seek to provide materials on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis.
- To provide materials that will encourage children in their walk with Jesus.
- To provide materials that specifically brings honor and glory to God.
- To provide materials that present evidence of our God-given heritage in America.

Responsibility for Selection

The school Board of Trustees is responsible for the entire operation of Valley Christian School and the ultimate authority for selection of library materials rests with them. However, the specific selection of materials involves many people, including library/media specialists, teachers, students, supervisors, administrators and parents. When such persons are actually employed by Valley Christian School, the library/media personnel will be responsible for the actual coordinating, recommending and purchase of library materials.

Procedure for Complaints of Material Contained in Library

When, within the concern and understanding of the above-stated philosophy, a parent, student, or staff person objects to material in the library, an attempt should be

made to settle such complaint at the lowest possible level. First, the complaint should be presented to the library/media specialist, then to the building principal, then to the superintendent, then to the Board of Trustees. At each level a prayerful sincere attempt should be made to resolve the issue. All such complaints should be presented in writing so that the problem is clearly stated and understood. More importantly, such complaints should be presented and dealt with only in the manner of Christ and His Word as pertaining to a matter between two of God's children. Passages such as Deut. 18:10,11 will be used to serve as the basis for these decisions. Meekness, tenderness and forgiveness must be the controlling spirit of such a matter.

Approved: February 4, 1980

Revised: December 3, 1990

IV. §10.55.701 3(n) American Indian Education Policy

High School Teachers are required, under the leadership of the administration, to develop Indian Education units within at least 3 different curriculum content areas: such as music, art, and history. These units of study should be based on original research by the teacher, input by Native American parents within our school family and drawing heavily on resources and materials available at the Office of Public Instruction in Helena. The Board's intent is for students to develop a more global view of culture and to develop greater understanding of American culture by this study of a native people group, which has contributed much to the history, and culture of the United States.

Literature Curriculum

In grades K-8 our reading/literature curriculum will be composed primarily of Christian materials. Use will be made of secular materials for supplemental purposes, but these will be screened carefully by the teacher to be sure they contain no objectionable teachings. Especially through the 6th grade, we will make every effort to shelter children from all non-Christian influence in what they read.

Beginning at the 7th grade, we will be open to the use of secular reading/literature materials. Even here, we will endeavor to ensure that if the selection is not Christian, at least it is a moral, character-building selection.

In high school we recognize the impossibility of teaching American or British Literature without exposing students to thought, life-styles, and attitudes that are certainly not Christian. This exposure will be done very carefully. Teachers will prepare students for it before it takes place, and will continually direct their thoughts to a biblical explanation of the unregenerate heart as this study is made.

The staff will develop a list of suitable books grades K-12. Each title will be reviewed by a group of three people: The teacher recommending the book, the principal in charge of curriculum, and the superintendent.

Some philosophical thoughts:

- a) We are committed to our purpose of seeing Jesus preeminent in all things. We believe this policy is consistent with this purpose.
- b) We agree with all that the Word says about separation: Isa. 52:11; Acts 2:40; 2 Cor. 6:17; Eph. 5:11, Ph. 4:8, etc. We believe this policy to be consistent with these teachings.
- c) We believe true Christian education does not ignore sin or pretend it is not there. We believe our Lord, who is our model teacher, faced sin head on, knew it as sin, dealt with it openly and was not embarrassed by it though He hated it

completely. We believe the student who is educated in a truly Christian education program will have the ability to anticipate sin and to recognize it for what it is even as Jesus did (Jn. 2:24, 25). At a certain level of maturity and understanding, it is appropriate to include in one's study an exposure.

- d) What the world views as literature even though the Christian realizes it is not a fitting representation of the creativity of one made in the very image of God. To the child who has been taught in a truly Christian school this need pose no threat or challenge to his walk in the Lord; in fact, if properly instructed, it can strengthen that walk.

*Approved: June 4, 1984
Revised: March 11, 1991*

Significant Writing Policy

Writing is an important part of our curriculum and requires considerable teacher time to evaluate in a meaningful way. Faculty members will not be assigned more than 100 student contacts in courses requiring significant writing.

Courses involving a significant writing program include: Introduction to Literature, American Literature, British Literature, and Great Books.

Approved: December 13, 1994

§10.55.701(j) Curriculum Materials Selection

The Board expects the administrator in charge of curriculum to work together with the teaching staff in the matter of selecting curriculum materials. The administrator is expected to provide leadership in this matter based on the purpose and philosophy of Valley Christian School as stated in the Board policies.

*Approved: July 8, 1991
Reviewed: January 11, 1994*

§10.55.701(d) Program Evaluation

Our high school program is divided into eight main departments—Bible, Communication Arts, Fine Arts, Health Enhancement, Math, Science, Social Science, and Vocational/Practical Arts.

Evaluation of programs is an ongoing process at Valley Christian School. The evaluation takes place on two primary levels—Annual Course Reviews and Departmental Reviews.

1. Annual Course Reviews: At the end of each year, teachers are required to submit a written evaluation of each course they taught during the year. These evaluations include analysis of the course in terms of the stated course objectives, texts and supportive materials, and allow for the teacher to share concerns and recommendations.

2. Departmental Reviews: At the department level, each program in the high school will be reviewed in depth every three years. This will be a comprehensive review of program goals and objectives, and will include the approval or modification of individual course curricula, including required texts.

Scheduled Departmental Reviews

School Year

97-98

Areas Reviewed

History, P.E., and Fine Arts

98-99	English
99-00	Math & Vocational/Practical Arts
00-01	Science & Bible
01-02	History, P.E., and Fine Arts

The evaluation team will consist of the principal, department chairperson, and selected staff members. Primary emphasis will be placed on seeking God’s guidance and direction regarding the program under study.

In addition, the evaluation team will use the Annual Course Reviews, standardized and criterion-referenced test results, student comments, Board comments, and teacher comments to determine the effectiveness of the program and specific courses within the program.

Approved: September 9, 1985

Revised: August 6, 1990

Revised: January 11, 1994

Human Sexuality

1. Philosophy: We believe instruction in human sexuality is primarily the responsibility of the Christian home. Godly parents are the best possible instructors of the entire propagation program as God has designed it. To the believer, the entire plan of begetting children is one of God’s greatest gifts. Our commitment is to an emphasis on personal growth and development as taught in God’s Word.
2. Procedure: Therefore, at Valley Christian School, we hold parents responsible for teaching their children all of the specifics of that special gift of procreation. In turn, we see our obligations as the following:
 - a) Throughout grades K-12, varying the content to suit the maturity level, we will teach the uniqueness of God’s creation of man. First, He made us all special. Secondly, He made male and female different—equal, but different.
 - b) In K-10 grade, there will be special instruction on health and hygiene. This instruction may be departmentalized at times and at other times it will be integrated into school life, and/or other content areas.
 - c) At the 6-9 grade, there will be specific instruction given separately to boys and girls, dealing with grooming, physical development, interest in the opposite sex, specific peculiarities related to girls and boys, warning against worldly propaganda, pornography, advertisement, music, etc. Our students will be taught an awareness of the devil’s intent in all these and encouraged to guard the door of their mind and heart and to purpose in their heart “not to defile themselves with the King’s meat” (Dan. 1:8).
 - d) In grades 10-12, in a class specifically designed for this purpose, we want to teach a Biblical approach to marriage and the family. Some of the content covered here will deal with dating, engagement, weddings, parenthood, pregnancy, family rearing, facing tests in marriage, management of home needs and developments, etc.

In addition, the Biology class required of all students at the 10th grade level, will specifically treat biological information pertinent to all of the animals and people of God’s creation.

3. Parental Involvement: Two seminars for parents will be offered annually, if possible: Godly Parenting Basic and Godly Parenting for Teens. Parents will be urged to attend a Godly Parenting Session.

4. Notes:

- a) Parents would be welcome to attend any sessions offered by the school in any of the areas listed above.

- b) All instruction in these matters will be handled with utmost respect and regard for privacy.

- c) Parents may ask that their children be excused from any specific instruction in the areas mentioned above.

Approved: August 8, 1983

Revised: September 9, 2002

Activities

As with every other part of the program at Valley Christian School, activities too must serve the school's primary purpose, which is the preeminence of Jesus Christ. The activities program will be maintained and developed with this purpose in mind at all times. Any part of the program that does not meet that requirement must be dropped immediately.

It is recognized that if properly managed and directed, and if held in proper perspective, activities can provide Christian children with one more opportunity to learn to become more like Jesus. Because Valley Christian School is committed to that objective, we see justification for an activity program that adheres to the guidelines stated below.

In addition, it is the schools position that, comparatively behavior, attitudes, and academics always come before activities in value and importance. Participation in any activity shall always be a privilege and understood as such. No student has an automatic right to participate in any school activity. Only if that privilege has been earned, as witnessed by the student's behavior, attitude, and academic performance, shall he or she be granted the privilege of participation.

Therefore, the following regulations apply at all grade levels:

- 1) Scholastics: Two D grades, as considered cumulatively, in any two subjects, make a student ineligible. One F grade (cumulative) in any subject will make a student ineligible. Administrators may make allowance to accommodate the individual uniqueness of a student.

- 2) If at any time a teacher or any other staff person considers a student's attitude or behavior inappropriate or unbecoming a child of the King, he/she shall be considered ineligible to participate in an activity until such condition is satisfactorily corrected.

- 3) The amount of time and effort given to activities will be a matter of continual administrative evaluation. We are committed to a Christ-honoring balance here. In this matter the following guidelines apply.

- a) Valley Christian School will consider its primary athletic program to consist of three main athletic programs for both boys and girls: basketball, track and tennis, volleyball for girls and soccer for boys.

- b) In each sport a decision will be made as to which grades will be included. However, the priority of such offerings will generally follow these guidelines:

- i) Grades 9-12 " First priority

- ii) Grades 7-8 " Second priority

- iii) Grades 5-6 " Third priority

- 4) VCS will not offer organized athletic activities below 5th grade.
- 5) Grades 5 & 6 should generally not be involved more than three days in any week; grades 7 & 8 not more than four days in any week and grades 9-12 not more than six days in any week. These limits include both practices and games played.

Budget

The school's general budget should not be responsible to fund any part of the activity budget other than transportation. Student leadership will be responsible for funding the activity budget other than transportation; i.e., uniforms, officials, entry fees, equipment, etc. The student store, sale of hot sandwiches, and student body fund-raisers should provide the needed money to cover expenses. The administration will provide the direction and will monitor these activities and needs. Travel costs in addition to immediate costs should be covered by Student Leadership if the administration chooses to do so.

General

A) Tackle football is not deemed an appropriate sport. The nature of football as well as its cost doesn't seem to fit well with the philosophy, goals, and objectives of Valley Christian School.

B) Cheerleading is completely incompatible with the direction God has called us to. A pep club that has good leadership and direction could seemingly be Christ-honoring and also meet the cheering needs of any athletic activity.

C) Drill team is another activity that appears unprofitable and inconsistent with the goals and objectives of Valley Christian School at this time.

D) We believe God has created boys and girls equal, but different. Because of this and because we want young men to learn a special, God-honoring respect toward women, we always wish to discourage boys and girls from competing or playing together on the same Valley Christian School team. (The administration will define this rule more specifically in its student activity handbook.)

*Approved: March 7, 1983
Revised: August 6, 1990
Revised: January 11, 1994*

P.E. Participation

Students are required to participate in a minimum of 75% of the P.E. classes in any one quarter to receive P.E. credit for that quarter.

*Approved: March 5, 1984
Revised: March 11, 1991*

§10.55.701 (A) Student Evaluation

Each teacher is responsible to develop their own grading system for their own classrooms. That system must be reasonable, defensible, and approved by the building principal. Teachers must be willing and able to explain and reasonably defend their grading system. The office cannot alter the grades turned in by teachers on quarter or semester reports.

Each teacher is also responsible for the development of a fair plan for the makeup of work for absent students. Unless made up, an incomplete grade, “I”, turns to an “F” after two weeks, or the time allowed by the building principal.

Honor Roll

A student must maintain a cumulative 3.0 grade point average (“GPA”) to be on the honor roll. A cumulative GPA of 4.0 must be maintained to earn Highest Honors recognition. All courses taken count toward honor roll calculations.

The Board’s Policies on P.E. Participation and Valedictorian & Salutatorian Selection are printed elsewhere.

Study Halls

No high school student may schedule more than one study hall in a seven-period day. Any exceptions must be in the form of a board petition accompanied by a letter of recommendation from the H.S. principal.

Approved: October 4, 1999

§10.55.805 Special Education Services

The Missoula County School District shall provide a free, appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals With Disabilities Education Act (IDEA) and implementing provisions in Montana law, and the Americans With Disabilities Act. Parents who, by personal choice, opt to enroll their children at Valley Christian School do so with the understanding that services to students with disabilities may be limited to those services by the Missoula County Public Schools (MCPS) as required by law. The Missoula County Public School District plan will contain procedures for identifying suspected disabled students (Child Find ARM 10.16.3125(1)) in private schools within the geographic boundaries of the District. To facilitate this plan Valley Christian School will refer students suspected to be in need of special education services to the Missoula County Public School Special Education Department. The person responsible to coordinate this service at Valley Christian School is the Superintendent. Staff at Valley Christian High School will participate in the evaluation process as requested by the psychologist assigned to evaluate the student. Valley Christian staff will also participate as needed in the Child Study Team (CST) meeting and Individualized Education Plan (IEP) development meeting. This “Child Find” process will be at no cost to Valley Christian High School other than time required of staff. Services recommended by the CST and developed through the IEP will be coordinated with MCPS staff and Valley staff. Services supporting the IEP may be financially supported by the Missoula County Public Schools up to the limits prescribed by law. To the extent possible within the resources available, Valley Christian School will provide services to a student identified through the Child Find process. The public district and Valley staff will develop a “Service Plan” in place of the IEP form for students receiving special services while enrolled at Valley.

§10.55.804 Gifted & Talented Program

To the extent possible within the resources available, all gifted and talented students shall have the opportunity to participate in appropriate educational programs. The term “gifted and talented” means students in grades 9-12 who are exceptional by virtue of

markedly greater than average potential or demonstrated abilities in specific academic areas, visual/performing arts, leadership, general intellectual abilities, or creative thinking and whose exceptionality requires special educational programming to supplement the regular core curriculum. Valley Christian's Philosophy of Education (p.9), further addresses this matter when it begins by saying that "each child is unique and has been created so by God. Teachers must continually address that uniqueness and individuality... we will pursue two distinct Biblical principles: a.) We will challenge each student to do his/her best as unto the Lord (1Cor 10:31; Col.3:23; Ecc. 9:19), and, b.) We will not be satisfied with mediocrity. We will pursue maximum achievement from each student." (Mt. 25:14; Lk. 12:48, 19:15; Rom. 14:12). Further development of that philosophy can be found in the Board's policy statement on page 9 in its policy handbook.

In addition programs may be provided which:

- 1) Provide identified gifted students with flexible pacing options and opportunities designed to encourage their individual progress. Challenging Advanced Placement courses are available in at least 3 different curriculum areas with other to be added.
- 2) Provides support for the social/emotional needs of identified gifted students.
- 3) Identifies, utilizes and involves parent and community resources to expand opportunities for gifted students.
- 4) Provides services and materials, which will serve as a resource for teachers and parents of identified gifted students.

Legal References §20-7-901 through 904, MCA Gifted and Talented Children §10.55.804, arm Gifted and Talented

C. STUDENTS & FAMILIES

Discipline

From cover to cover God's word deals with child rearing. God is in the process of "bringing many sons unto glory" (Heb. 2:10), and thus the Bible exhaustively treats the entire matter of raising children. At Valley Christian we want always to relate to children only on the basis of the model God gives in His Word.

The first principle to see is that with God, love and discipline are not two separate matters. Love is discipline and Godly discipline is love. (Deut. 8:5; Ps. 94:12; Pr. 3:11, 12; Heb. 12:5-11; Rev. 3:19).

A second principle God shows us is that love is not conditioned by behavior. God loves His children equally when they obey or disobey. Disobedience causes the heart of God to grieve, but His love remains constant. So it must be with us. We must discipline in love and only because we love our children. Careless anger or reactionary physical abuse has categorically no place in godly love. (Jer. 31:3; Mal. 3:6; Jn. 3:16; Rom. 5:8; Eph. 2:4,5; Heb. 13:8; Jam. 1:17; 1 Jn. 3:1)

A third Biblical principle is that every Christian child has God's Spirit living in him (Rom. 8-9; Ez. 36:26, 27; Jn. 14:17, 20, 26; 1 Jn. 2:27). We will constantly and consistently appeal to that condition. We will relate all behavior to that relationship, i.e. "Did you obey or disobey God's voice in your heart?" A young child who has been exercised in this matter in a Christian home and who has not had this dynamic influence

dulled by years of a pagan school has a keen sensitivity to that voice. We are committed to nurturing and encouraging that sensitivity.

A fourth Biblical principle is that our most immediate objective in all behavior matters is to arrive at the sacrifices of God - a broken spirit and a contrite heart (Ps. 34:18; 51:17; Isa. 57:15; 66:2; Mi. 6:8; 2 Cor. 7:10). This is why concepts such as self-confidence and self-esteem, etc., have no place in the lives of Christian children. If one's orientation is to the flesh, then contriteness and submissiveness to God cannot be known. (Rom. 8:5-8; Gal. 5:17; Gal. 6:7, 8). True brokenness and contrition at every behavioral level will lead to salvation and life eternal. The proud and haughty, the self-willed and self-confident, cannot know the Lordship of Jesus and thus cannot enter into the joy of the Lord. (Pr. 28:26; Ho. 10:13; Mt. 26:33; Lu. 18:9; Zeph. 2:15; Jer. 48:7; Isa. 14:13, 14; Obad. 4; Mt. 23:12; Prov. 30:12; 12:15).

In all of this the truly Christian teacher and administrator and the truly Christian parent are one. Both have a commitment to the same goal and are compelled by the same motivation. The teacher is only an extension of the parent. The law coldly calls this relationship "loci parenti". The Christian sees it in the warmth of God's love, which prescribes the only motivation of both Christian parent and Christian teacher to be the childbearing travail of desiring to see Christ formed in each child (Gal. 4:19).

All disciplinary measures taken at Valley Christian School will have these underlying principles and perspectives in mind. Such measures will certainly include regular, consistent student counseling - both by encouragement and exhortation. Spankings are entirely consistent with Biblical teaching and are an essential part of Godly love (Pr. 13:24; 19:18; 22:15; 23:13; 29:15). Suspensions, expulsions, probational status, and refusal of readmission are additional measures consistent with this direction and available to the Board or its delegated authority upon appropriate deliberation. All disciplinary procedures will be very deliberate and will be the result of much prayer and study.

Approved: August 14, 1981

Reviewed: March 7, 1994

Student Suspension & Expulsion

The superintendent or principal may suspend a student or group of students for any significantly disruptive conduct. Such a suspension may not exceed a period of five school days. No credit may be given to a suspended student for material covered during the days he/she is suspended. Teachers may, however, require that the missed work be made up.

If severe disagreements and bad attitudes develop between a family and the school, the superintendent may request the children to remain home from school until the Board has an opportunity to meet and resolve the issue. This meeting should take place within one week of the initiating incident.

The Board shall discuss all suspensions. The Board may determine that a suspension should be longer than five school days.

Only Board action may lead to temporary or permanent expulsion of a student or family from further attendance at Valley Christian School.

All of the above actions must be deliberate and prayerfully made. Nothing should be done with an attitude of strife or vain glory (Ph. 2:3).

Approved: June 4, 1984

Reviewed: March 7, 1994

Parent/Teacher/Child Conferences

Because of the emphasis God gives to the institution of the family and the importance of the spiritual leadership role of fathers in that institution, the Board requires that for the fall and spring PTC Conferences, both parents and the child be in attendance. Teachers will be as accommodating as possible and parents will be expected to do the same in order to facilitate this requirement. Given single parent family situations, this requirement will be reduced accordingly.

The Board requires the administration to send a letter to those families who do not completely fulfill the requirement.

Approved: August 14, 1981

Revised: March 7, 1994

Reviewed: October 4, 2004

Attendance, Perfect Attendance & Tardies

Attendance

Regular attendance is fundamental in order for each student at Valley Christian to experience all that the Lord has for him or her. It goes without saying that something of genuine significance happens in each class, every day. Assignments can be made up, but it is our conviction and confidence that the Lord will give each teacher something special in each class that can never be made up. Each teacher prays to that end, and, we believe, that is our distinctive. Therefore, though every student might experience an absence at any given time, it is very important that arbitrary absences be discouraged and kept to an absolute minimum. It is also important to recognize that a student who makes the commitment and disciplines himself to miss no days at all, will have gained more from the Lord, more from his teachers, and more from his studies than one who has missed some days of school. Because of that understanding, we enact the following policy:

Students who miss more than 8 (eight) class periods, not counting school program related absences, in any one class in a semester may not receive credit for that class unless they petition the Board and the Board grants their request. To petition the Board, a student must schedule to attend a Board Meeting together with his/her parents and state to the Board the reason for his/her excessive absences and request that the Board waive the attendance policy and grant credit for the semester in question. The Board will consider the request carefully and decide if there is sufficient reason to grant it. The Board is under no compulsion to grant the request.

- * Teachers are required to include an attendance grade in their grading system, in each class, worth at least 5% (five percent) of the total grade in a given class. *(Any absences or tardies caused by school related activities or programs are not counted in the student's allowable absences. However, they may still result in lost points in a teacher's grading program due to the fact that the student missed something of importance that cannot be made up. Teachers will see to it, however, that such a grade point loss will not, in itself, seriously jeopardize the student's quarter or semester grade. Work missed as a result of any absence, other than a disciplinary suspension from school, may be made up.)*

Perfect Attendance

- In grades K-6, a student is considered absent if he/she is not at school for the majority of the morning or for the majority of the afternoon.
- In grades 7-12, if a student misses one whole period or more, he/she no longer has perfect attendance.

Tardies

Excessive tardies are a sign of being disrespectful, disorganized and irresponsible. As part of your goal to honor the Lord in all things, each student should strive to be on time to every class.

Each Principal is responsible for designing and managing his own “tardies program” for the grades for which he is responsible. The Principals will in-service their teachers in that program and make students and parents aware of the particulars.

Approved: November 4, 1985

Reviewed: May 2, 1994

Revised/Approved: July 10, 1994

Revised: November 2, 1998

Dress Code

Valley Christian’s stated purpose as found in Col. 1:18 applies to dress as well. It is true that God deals much with the principle of individuality and we will certainly not make all our children look alike through a uniform dress code. Children have much that can be learned about the Lordship of Jesus by seeing diversity and difference in God’s family. However, much is also to be learned about the Lordship of Jesus, His preeminence, by how we dress as well. After a certain age, dress may be an outward expression of the heart’s orientation. We welcome the opportunity to minister to that heart too.

Thus, our goal is the preeminence of Jesus in dress as in every other part of life.

Our dress code is: Neat, clean, and modest. Teachers and administrators will be alert to address any questionable choices of dress on the part of any student and are responsible for drawing up such guidelines as will facilitate implementation of this policy.

Approved: August 14, 1981

Revised: August 7, 1989

Reviewed: May 2, 1994

Valedictorian & Salutatorian Selection

The Valedictorian and Salutatorian of a graduating class shall be selected on the basis of Grade Point Average (GPA) based upon all work except the fourth quarter of the senior year of attendance at Valley Christian School.

The following criteria will apply for each graduation (Grades 8-12):

JUNIOR HIGH (Grade 8)

The GPA will be calculated on the basis of all acceptable course work taken in grades 7 and 8, except for the final quarter of 8th grade. Transfer grades will be included in calculating a student’s GPA.

To be considered for Valedictorian, a student must have attended Valley Christian School for both 7th and 8th grades.

HIGH SCHOOL

The GPA will be determined on all acceptable course work taken in grades 9-12. Acceptable high school course work taken prior to grade 9, or transferred from other institutions, will be included in calculating a student’s GPA.

To be considered for Valedictorian, a student must have attended Valley Christian School for at least two years in grades 9, 10, 11, or 12.

Because of the rigorous academic nature of the courses, the Valedictorian and Salutatorian of a graduation class will be selected only from those students in the Advanced Studies Program.

*Approved: August 6, 1984
Reviewed: May 2, 1994*

Student Privacy

Based on the Biblical teaching regarding the respect we should have for one another (Rom. 12:10), we will always make every effort to regard individual students highly and respect each individual's desire to have as much privacy as possible. However, we see privacy as a privilege, not a right. Moreover, we have a higher calling as expressed in our fundamental purpose: "That in all things He (Jesus) might have the preeminence" (Col. 1:18). That purpose speaks to the Lordship of Jesus. We want Jesus to be Lord of all -- every corner of our lives. Therefore, we always withhold not only the right, but the scriptural responsibility to investigate all matters of suspicion. We will pursue all matters that might in any way subtract or detract from our stated purpose and calling.

Such pursuit may include, but is not limited to, the searching of student lockers, requesting a copy of materials photocopied, the searching of handbags, purses, backpacks, desks, etc. To those students who have submitted themselves to the Lordship of Jesus, and who have brought every thought subject to the obedience of Him (2 Cor. 10:5), this policy is a safeguard and encouragement and represents no problem.

The Superintendent or his designated school official will make any such searches and all information gathered will be handled discretely.

Lockers

Students are required to store all valuables in their lockers. Students are encouraged to keep their lockers locked. Students may lock lockers only with the combination locks that may be rented in the Student Store.

*Approved: July 27, 1987
Reviewed: October 4, 2004*

\$10.55.701(f) Grievance, Due Process and Appeal Procedure

The child of God who has been wronged always has a beautiful process of restoration and reconciliation. We adopt this process as our policy on due process. This process should always follow as nearly as possible the steps given below:

1. The grieved person should confront the person who has wronged him, student, teacher, administrator, or parent. The wrong should be honestly and openly explained. Hopefully, in Christ, the wrong can always be righted at this level.
2. If the grieved person has not been listed to and received at this level so that harmony is not restored then, a second level is available. The grieved person may present his grievance again before the person who wronged him in the presence of a teacher and/or administrator. Again, the wrong should be openly and honestly discussed. Hopefully, in Christ, the wrong can surely be righted at this level.
3. If, however, the wrong had not been righted or received at this second level, then the wrong may be appealed before the school's Board of Trustees.

Again, the wrong may be openly and freely discussed in Christ. The Board of Trustees is the final Board of Appeals at Valley Christian School, and their decision will be carefully and prayerfully made in the light of the wisdom they have in Christ and for the profit of all concerned.

Board meeting are open to students, parents, and employees of Valley Christian School. Aggrieved students, parents or employees are expected to process grievances or appeals in the orderly and Biblical manner as laid out above. In matters of dispute or appeal, generally, teachers should be approached first, administrators next and the School Board last. The Board is responsible for all final decisions in appeals and grievances. God's will and wisdom will always be the Board's goal in conflict resolutions of any kind.

Approved: August 4, 1986
Revised: May 3, 2005

Student Attitude Toward Sin

If the Board should become aware of a student who persists in a life of sin -- persisting in the sense that there is no confessing and forsaking of that sin (Pr. 28:13), then the following action will be taken: The student and his/her parents will be called before the Board, and if the Board discerns that there is indeed no evidence of repentance, then the child shall be immediately dropped from enrollment. Due to the incredibly strong modeling potential, this would be especially true in cases of immorality, sexual promiscuity, alcohol and/or drug abuse, disrespect or defiance of parents and authority, or mockery of God or spiritual matters.

Approved: August 4, 1986

Family

The family is God's first and foremost institution. This institution was established in the Garden of Eden, where God instructed the first parents to be fruitful and multiply. (Gen. 1:27, 28).

God designed the role of the parent to be the fundamental role in the family structure and established it as the ultimate measure of God-oriented, human relationship. (Gen. 2:24). To this union God has loaned children. (Ps. 127:3).

The primary method by which this priority of Godly parenting is accomplished is by the "one voice model." This method, illustrated by Samuel's situation in 1 Samuel 1, 2, & 3, and referred to by Jesus in John 10, is the process whereby children are raised consistently by one voice -- the same voice on Sunday as the rest of the week. In this way, children, from their first day, come to know Jesus as Life (De. 30:20). All learning experiences are brought into the circumference of the truth of God's Word (De. 6:6-9; 11:18-21). From day one, a child's natural self-orientation is redirected to a God-orientation, so that finally, as parents transfer a child's accountability from themselves to God, they have learned obedience and submission to God. Of them, God can say "my sheep know your voice," (Jn. 10), and they can say as Samuel: "Speak, Lord, for your servant heareth." (1 Sam. 3:10)

One very basic tenet of the institution of Family is the principle of order and authority. Order is but one attribute of the Nature of God. Final authority is His alone and ultimately every knee will bow to Him (Ph. 2:10). This same principle of order and authority is required of all His creation. Therefore, He took two people, a male and a female, both totally equal in His sight, and made them different from each other so they

would complement each other; and, in their distinctiveness, be blessed by both the order and authority of God's nature. "For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh." (Gen. 2:24)

The fall of man brought sin and chaos into God's perfectly ordered world. God, in His mercy, reestablished that order through the redemption provided in God's perfect Lam (Jn. 1). Sin, however, still carries its wages (Gen. 3:14-19). The curse at the Fall introduced some new male/female differences in addition to those distinctives God had established at Creation. Nevertheless, all of these distinctives speak to the fundamental significance of the principle of order and authority in God's creation. Understanding, honoring, and maintaining these differences, both created and assigned, is basic to the preservation of the institution of Family.

At Valley Christian School we see both male and female as having been created by God consistent with His order and authority nature. Woman is equal to man, yet different from Him. We will preserve that order. Boys will be taught to treat girls differently than boys. They will, for example, be taught to open doors for girls, offer them their chairs, and never compete against them physically. To do otherwise would be to violate that order and to show disrespect for that God-created difference in male and female.

Boys and girls also have different needs. We are committed to addressing the need of both girls and boys, rather than lumping everything into one and doing something for one of the sexes just because we are doing it for the other. We will treat both sexes the same only insofar as their needs in that matter may be the same. The Board of Trustees always reserves the right to decide the issue of need and will never succumb to the demeaning and diminutive philosophy of the so-called "equity" issue. To do so would be to violate that God-ordained principle of "equal but different," the Biblical principle of order and authority and the "specialness" of God's creation. That, in turn, would strike at the very heart of the family institution where God has designed that the principle of order and authority should be the blessed preservative of relationship. Wives are to submit to their husbands as to the Lord, and husbands are to love their wives as Christ loved the Church and gave Himself for it (Eph. 5:22, 23). This is ultimate equality through difference! The picture is that of each continually being more Jesus to the other, than the other; i.e., Jesus in His obedience (Heb. 5:8) and in His love (Jn. 15:12, 13). What a relationship! Therein are precisely the order and authority on which God built His first institution -- Family. Anything less is chaos. Anything less must bring confusion and eventually divorce; if not literally, then, at least, functionally.

Our commitment to that order and authority principle begins at childbirth, and continues through the various developmental stages in which we believe it is entirely correct to shape the minds of children by directing (indoctrinating) attitudes and behaviors to be compatible with that principle. Boys will be encouraged to play with "boy" toys and girls with "girl" toys. That's not bondage. That's the freedom of God through the principle of order and authority. We believe this should be the commitment of every godly home. Girls should be groomed by their mothers to be the best possible young ladies and wives they could be. Boys should be groomed by their fathers to be the best possible young men and husbands they could be. Each role is different; each is equal.

God, through Paul, puts the final, beautiful "equal" emphasis to this basic principle: "Husbands . . . be considerate as you live with your wives and treat them with respect as the weaker partner and as heirs with you of the gracious gift of life, so that nothing will hinder your prayers" (1 Pet. 3:7).

We believe it is entirely proper for our curriculum and program to continually and consistently reflect this principle of Order and Authority that is fundamental to God's institution, FAMILY.

Approved: July 27, 1987

Alumni

1. Every year during March and April the school will send out surveys to designated alumni classes. The purpose is to help in the evaluation of our program, to be made aware of strengths and weaknesses, and to plan to make changes accordingly, as the Lord directs us.

The survey instrument(s) used will be drawn up by the administration and reviewed by the Board before being put into use.

Each year the following classes will be surveyed:

- a. The most recent graduating class,
 - b. The class that graduated 5 years ago, and
 - c. The class that graduated 10 years ago.
2. The administration will compile the results of the survey and present these to the Board for its consideration in the months of May and/or June of each year.

Approved: December 3, 1990

*Personnel
Policies*



\$10.55.701 (g) Hiring of Academic and Support Staff

The standards for hiring all staff will include spiritual, academic and personal qualifications. The board and administration will assure that there is no discrimination in the matter of race, gender, age, and national or ethnic origin.

Approved: October 11, 1978

Revised: May 3, 2005

Revised: February 25, 2014

\$10.55.701(g) Hiring and Evaluating Coaches (Equity)

All coaches are evaluated on the same basis and in the same way in which all extracurricular ministry positions are handled: The administrators discuss the need and prayerfully consider the abilities and talents of the people we have on staff or who are available in the community. (Our preference always is to find coaches who are already on staff.)

Approved: January 9, 1990

Revised: February 5, 1990

Revised: February 25, 2014

Payroll

Employee payroll will be based on two pay periods per month. The first pay period will come on the 15th day of the month or the last working day before the 15th; the second pay period will fall on the last working day of the month.

Payroll will generally be made out on a ten (10) month basis, beginning in September.

Approved: February 26, 1979

Amended: April 6, 1981

Revised: August 7, 1989

Revised: February 25, 2014

Teacher Leave

Sick Leave: Teachers will be granted paid sick leave. Sick leave may include emergencies, family illnesses and family death. The number of allowable sick leave days per year is eight (8) days however with extended illnesses the administration may request a physician's medical statement. The principal may allow teachers personal leave, if he/she deems that this will result in minimal classroom disruptions.

Personal Leave: Teachers shall be permitted two (2) paid personal days per school year for which the teacher may take leave for any unspecified reason. Personal leave may not be taken during PIR days, the first and last weeks of school, and immediately before or after Christmas, Easter and Spring Breaks. Restrictions to this leave are also contingent on the availability of substitute teachers. A prorated payroll deduction will be made for each day absent over these allotted days.

Approved: May 7, 1979

Amended: August 7, 1989

Revised: May 2, 1994

Revised: February 25, 2014

Board Policy on Sexual Harassment

Valley Christian School prohibits sexual harassment of its employees and applicants for employment by any employee, non-employee or applicant. Such conduct may result in disciplinary action up to and including discharge. This policy covers all employees. Valley Christian School will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, associates, clients or other non-employees who conduct business with the school. Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- submission to, or rejection of, such conduct is used as the basis for promotions or other employment decisions;
- the conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive work environment.

Valley Christian School employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. We recognize sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances.

No manager or supervisor shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect that person's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development. Sexual joking, lewd pictures and any conduct that tends to make employees of one gender "sex objects" are prohibited. Employees who have complaints of sexual harassment should (and are encouraged to) report such complaints to their supervisor. If this person is the cause of the offending conduct, the employee may report this matter directly to the Superintendent or the school board.. Your complaint will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any manager, supervisor, or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee or tutor will be subject to disciplinary action, up to and including discharge.

(Eph. 5:3-10)

Approved: December 6, 1993

Revised: February 25, 2014

§10.55.701 (g) Job Descriptions and Contracts

All employee job descriptions are maintained by the Superintendent, in a separate binder, and are reviewed annually by the Board. The Superintendent is responsible to maintain all job descriptions in a current status and that dynamic quality necessitates this flexible arrangement.

All teachers, administrators, and full time employees shall have valid, written contracts with the Board of Trustees. The Board Chairman needs to sign every contract in order for it to be an official contract.

*Approved: May 7, 1979
Revised: December 1, 1997
Revised: May 3, 2005*

Discipline of Personnel

The Superintendent may suspend any employee for just cause for a period not to exceed one week. The Board must convene within that period of time to consider the suspension and to act on it - either to fire said employee or to reinstate same, if the situation has been corrected. The Superintendent also has the authority to temporarily alter an employee's job description until such time as the Board can meet to review the situation and make the necessary decisions. The Superintendent may not fire or hire employees. He may only recommend such action to the Board for their determination.

*Approved: January 3, 1984
Revised: February 25, 2014*

§10.55.714 Professional Development (Staff In-Service)

A consistent program of staff development is an important part of the educational program at Valley Christian School. The educational leadership of Valley Christian recognizes that professional development must be ongoing and must be sustained. Those who will participate in and facilitate that development plan follow the components of the formal program collaboratively. Substantial time and resources are committed to this plan each year.

Valley Christian School will provide at least seven paid Pupil Instructional Related (PIR) days per year for teachers. Three for professional development, two for parent/teacher conferences, and two for record keeping..

The Daily Morning Session

Teachers and Administrators meet together every school day morning at 7:45am for 20 minutes. Devotions, collective prayers, administrative announcements, spiritual songs and worship are included in this time.

Weekly In-Service Sessions

During the school year, teachers are required to attend approximately 16 weekly In-service sessions in a given school year. These sessions are scheduled from 3:30-5:00-pm on Wednesdays.

Advisory Committee

The superintendent shall appoint a professional development advisory committee to provide input in the matters of:

- 1) Goals and objectives for next year's professional development in-service program.
- 2) Acceptable activities for next year's in-service.
- 3) Private school issues needing to be addressed.
- 4) Suggestions for the content of the 2 days of teacher in-service in October, and,
- 5) Biblical studies that need to be conducted throughout the coming year. In addition, this committee shall evaluate the current year's professional development program and shall keep minutes of their meeting.

The advisory committee will meet in the first two weeks of April and will be comprised of at least two teachers, and at least one administrator. A majority of the committee shall be teachers.

End-Of-Year Evaluations

Teachers are required to attend an end-of-year session one day after school has ended for the year. In addition to sharing what has been accomplished during the year, teachers present a written evaluation of each course they teach, with an emphasis on how it can be improved for the next school year. Teachers will also complete an evaluation of the Professional Development Program they have just completed for the school year being ended. These evaluations are collected by the administration and the results are compiled and studied by the School Board, Administrators, and the Advisory Committee. Parents and teachers at large may review the assessment results as well.

Approved: September 9, 1985

Revised: February 25, 2014

§10.55.701(5) Evaluation of Certified Staff

Due to our understanding of, and a sincere belief in the Body of Christ (The Church), Valley Christian School is committed to maintain and continually foster interpersonal relationships as characterized by that Body. In Christ, there is no hierarchy. All are equal in His sight. In fact, "he who would be first among you let him be the servant of all." (Mt. 20:35; 10:42-45; Lk. 22:26). Administrators wish to be outstanding among staff only insofar as they stand out in their service to every other staff person. Jesus is the perfect model in this. (Phil. 2:5-7)

Within this model, staff evaluation is an ongoing activity. There is to be continual dialogue between all teachers, administrators and other staff members, each exhorting, encouraging, and challenging the other in the pursuit of a better walk spiritually and, thus, a better work professionally (Heb. 10:24, 25; 1 Tim. 5:10; 2 Tim. 1:9, 3:16, 17; and Titus 2:7-8).

All employees at Valley Christian School are considered spiritual leaders and will certainly be evaluated on the basis of the guidelines for that leadership as specified in 1 Tim. 3:1-16 and Titus 1:6-9.

In addition to this, Principals are required to make at least two by formal written evaluations by February of each school year. It is recommended that teachers videotape their classes at least once in addition to these evaluations. The Superintendent shall do

the same with the Principal and the Board with the Superintendent. In the months of March through May, the teachers shall make written evaluations of the administrators. A copy of each evaluation shall go to the person evaluated and an additional copy shall be made and presented to the Board by the superintendent.

Each evaluation shall be made in keeping with the scriptural principles set forth herein and consistent with the mind and nature of Christ (Phil. 2-3; 1 Pet. 5:5). Staff members are entitled to view the contents of their own personnel file at any time.

Approved: September 9, 1985

Staff Children

Teachers and support staff are required to have their eligible children enrolled in Valley Christian School. For this reason, tuition will be waived to the extent of their employment; i.e. half-time staff pay-half of the tuition, etc. Registration, junior high and high school fees are not waived.

Exceptions to this policy will be considered on an individual basis. (For examples, see Board Policy on Trustee Code of Ethics.)

Approved: July 27, 1987

Reviewed: July 11, 1990

§(10.55.706) Teacher Involvement in Curriculum Development and Student Assessment

In addition to the Advisory Committee and their input into the school's Professional Development program, the administration shall solicit teacher input at the conclusion of each year in matters of curriculum development and student assessment. Specifically, each teacher shall complete an evaluation form, which seeks their evaluation of PIR and teacher in-service sessions that were held that year. Suggestions for the next year's in-service sessions shall be solicited and suggestions encouraged as to how to improve school climate that will enhance student learning and well being, and how to make student assessment more responsive to that increased student learning and positive school climate. It is understood that due to the Advisory Committee's input teacher involvement in matters of curriculum development and student assessment will provide regular and ongoing input and the resulting professional development program will be dynamic in nature.

Building Principals shall promote continual interaction with teachers in their specific content areas. Teachers shall be encouraged to continually develop lesson plans to include new and dynamic learning experiences for their students. In addition, the annual emphasis on specific curriculum content areas according to the school's five year plan shall foster vigorous growth and structured curriculum development that is both challenging and invigorating.

§10.55.716 Board Policy on Substitute Teachers

The Board expects school administrators, especially the Elementary and Secondary Principals, to develop lists of eligible substitute teachers. The following guidelines apply:

1. In cases where a regular licensed teacher under contract is temporarily unable, by reason of illness or for other reasons approved by the school board to fulfill the teacher's duties, substitute teachers may be employed to carry on the duties of that teacher's position for a period not to exceed 35 consecutive teaching days. Such substitutes need not hold a current license, but preference shall be given to those substitutes who are properly licensed.

2. If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the substitute may be placed under contract if licensed or the school board shall place a licensed teacher under contract. If the school board makes a written declaration to the Superintendent of Public Instruction that no licensed teacher is available, the school board shall pursue the employment of a teacher authorized under the provisions of ARM 10.57.107.
3. Any non-licensed substitute teacher must have received a high school diploma or have attained a passing score on the general education development assessment.
4. If a non-licensed substitute teacher who has had no prior teaching experience with Valley Christian School is employed, a fingerprint based background check of that individual according to the following procedures is required.
5. The non-licensed substitute teacher must present a complete set of fingerprints to a qualified law enforcement agency to be submitted to the school board.
 - a) The school shall not employ the non-licensed substitute teacher for long term until state and federal authorities have reported the results of the background check or until the school has conducted a reference check of the individual.
 - b) Valley Christian will accept the report of a previous fingerprint-based background check if it is submitted by a Montana university or college for a student currently or formerly enrolled in an accredited Montana professional educator program. The report shall not be accepted if it was completed more than two years prior to the date of submission.
 - c) The school shall consider the information obtained from the results of the fingerprint-based background check under the provisions of Title 37, chapter 1, part 2, MCA, governing the licensure of criminal offenders and under 20-4-110, MCA.
 - d) The trustees in may waive the requirements of this rule whole or in part, if the non-licensed substitute has previous teaching or substitute experience in an accredited public School in Montana prior to November 28, 2002.

Revised: February 25, 2014