

Faith Christian School
Protestant Reformed

Randolph, Wisconsin

Constitution and By-laws
Board Rules
School Policy

2011

Article 1. Basis

- A. The Bible* as the infallibly inspired, written Word of God, the doctrine of which is contained in the Three Forms of Unity**, and as such forms the basis for administration, instruction, and discipline in the school.
- B. Our Sovereign, Triune, Covenant God has from eternity chosen, and in time, forms a people unto Himself, that they may stand in covenant relation to Him and live in His praise in fellowship and loving service in all spheres of life, in the midst of a sinful world.
- C. The training of the covenant children in the school as well as in the home and in the church, must serve to prepare them to follow their life-long calling, to reveal the glory of their God in a life lived from the principle of regeneration by grace.

*The supreme standard of the Society shall be the Scriptures of the Old and New Testament, as translated and preserved for us in the King James (Authorized) Version of the Bible, herein confessed to be the infallibly inspired written Word of God.

**The Three Forms of Unity are the Belgic Confession, The Heidelberg Catechism, and the Canons of Dort

Article 2. Educational Principles

- A. Because our Christian faith encompasses every aspect of our lives, it is not sufficient that religion or Bible instruction be only a separate subject in the curriculum; but the teachings of the Bible must be the basis for the entire educational program and must permeate all subjects of study.
- B. In order to maintain an atmosphere fitting for Christian education, principles of biblical discipline will be maintained, the written policy of which will be the responsibility of the Board, with signatures of agreement required by parents of all children attending the school.

Article 3. Purpose

The purpose of this Society is to establish and maintain a non-profit organization providing a system of primary education maintaining and developing the principles set forth in Articles I and II.

Article 4. Name

The name of this Society is the Faith Christian School-Protestant Reformed.

Article 5. Membership

- A. Full membership with right to vote at Society meetings is limited to male members in good standing at Randolph Protestant Reformed Church, who subscribe to Article I of this constitution and are willing to pay an annual membership fee as determined by the Society. Application for membership can be made to any Board member Application to the board should be made at or before the last board meeting prior to the Society meeting. A reminder will be published periodically of this fact. Such application must be approved by the Board, subject to the final approval of the Society.
- B. Non-Protestant Reformed fathers of students can apply to the Board for associate membership in the Society, which application must be approved by the Board, subject to the final approval of the Society. Associate membership also carries with it the same obligation of an annual membership fee and gives such member the right to speak, but not vote, at Society meetings.
- C. At the annual Society meeting the secretary shall notify the Society of those members who, during the past year, have requested termination of membership, died or moved outside the geographical area. Termination shall be either by resignation or 2/3 majority vote of the Society. Members failing to attend 3 consecutive Society meetings (a proxy vote constitutes attendance) will have their membership terminated.

Article 6. Administration

This Society shall be governed by a Board of six members elected to 3-year terms, two members to retire each year. Those retiring shall not be eligible for re-election for one year. Board members are to be elected by ballot from a nomination made by the Board. A majority of the votes cast is required for election. This nomination may be amended by the Society at its regular meeting. Those eligible to hold office must be full members of the Society.

Article 7. The Board

- A. Officers of this Society shall consist of President, Vice-President, Secretary, Treasurer, and Vice-All. These officers shall be elected by the Board.
- B. Duties of Officers:
 - 1. The President shall open and preside at all meetings of the Board and Society. The President has the rights delegated to him according to "Robert's Rules of Order." In case the President is absent, the Vice-President shall assume the duties of President.
 - 2. The Secretary shall maintain accurate records and correct minutes of the Board and Society meeting, and shall give a general report at the annual meeting.
 - 3. The Treasurer is entrusted with the receipt and disbursement of funds of the Society, and shall give a financial report whenever requested at a Board meeting and at the annual meeting of the Society. All bills payable shall be

- submitted to the Board for approval before payment is made. The Vice-All shall assume the duties of Treasurer or Secretary in their absence.
- C. Meetings of the Board shall be held at least once every month after school is in functioning stage. If necessary the President or any three members of the Board may call a special meeting of the Board.
 - D. The Duties of the Board shall include the following:
 - 1. Determining the various school policies, including educational policies, as well as policies of admission and discipline.
 - 2. Selecting a principal and teaching staff which is qualified to carry out the educational purpose of the school.
 - 3. Assuring that the educational purpose of the school is being carried out.
 - 4. Governing the financial operation of the school.
 - 5. Assuring that state requirements are met in areas that do not conflict with our biblical basis or principles.
 - E. The first board meeting of each fiscal year shall be attended by both the outgoing and incoming board members. The election of officers will take place at this meeting. The outgoing members will have the privilege to vote during this meeting.

Article 8. Meetings

A meeting of the Society shall be called by the Board. The time, place and purpose of the meeting shall be announced in Randolph Protestant Reformed Church at least one Sunday in advance. A special meeting may also be called by petition of Society members. Such petition must be signed by at least one-fourth of Society members and must state the reason for such meeting, besides being announced in advance. An annual meeting shall be called by the Board during June in each year, at which meeting Board members shall be elected and reports given. Fifty percent of the total membership shall constitute quorum at any Society meeting, unless the Society itself decides by vote to require a 2/3 quorum for the business at hand.

Article 9. Finances

The expenses incurred to attain to the purpose of this Society shall be met by funds raised through tuition, donations, membership fees, and pledges. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

Article 10. Staff

Principal and teachers in the school operated by this Society must be communicant members in good standing of Randolph Protestant Reformed Church.

Article 11. Dissolution

In case of dissolution of this organization, the property and money belonging to the organization as a body shall be donated to other Protestant Reformed educational causes as the Society may direct before dissolution takes place.

Article 12. Legislative or Political Activities

No substantial part of the activities of the Association shall be the carrying of propaganda or otherwise attempting to influence legislation and the Association shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article 13. Operational Limitations

Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or (b) by an Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Article 14. Amendments

This constitution, with the exceptions of Articles I and XII may be amended by affirmative vote of 2/3 of the membership of the Society, provided that such proposed amendments shall have been submitted to the Board and have been publicly announced before the meeting of the Society

This copy of the constitution includes all changes made prior to this date.

January 1993,
July 31, 1998,
June 2012.

Board Rules and Procedures

I Board Committees

The standing committees of the School Board are established by Board Decision. The membership of each committee is determined by appointment of the Board chairman subject to regulations of Board policy. Each committee may adopt rules for its own government, not inconsistent with the Constitution or Rules adopted by the Board.

A. Building and Grounds Committee

This committee shall consist of a Board member, and three members of the Association, who shall serve three years, with one retiring each year. Duties shall consist of:

1. Seeing to the maintenance and adequacy of the school buildings, grounds, and equipment.
2. Hiring help as needed for lawn and shrubbery maintenance and snow removal subject to Board approval.
3. Managing the rentals of the school properties.
4. Evaluating and supervising custodial work.
5. Submitting a proposed budget to the Finance Committee for anticipated building and ground expenses before the April Finance Committee meeting.

B. Education Committee

This committee shall consist of at least three Board members, the first two being the Board President and Board Secretary; the Administrator, and two other members, the latter two to be appointed on a yearly basis. Duties shall consist of:

1. Recommending and/or hiring qualified professional personnel including: administrator, full-time teachers, part-time staff, teacher aides, and clerical staff. The Education Committee is also to meet with each teacher (*in October and*) before the January Board meeting to discuss the teacher's contract intent for the next school year.
2. Seeing that the purpose and basis of the school as expressed in the Constitution are satisfied in the course of study.
3. Investigating changes and improvements in the school curriculum.
4. Seeing that requirements of state laws are met.
5. Approving the introduction of new textbooks.
6. Reviewing periodically the progress of slower students, and recommending to the Board ways and means for corrective measures.
7. Resolving discipline problems that may arise, insofar as possible. (Causes of permanent dismissal require Board approval)
8. Adjudging difficulties which may arise among the faculty.

9. Making provisions for substitute teaching as required.
10. Reviewing the written reports of school visitors.
11. Interviewing new non-members who want to enroll their child(ren) in our school and recommending such enrollees to the Board for approval.
12. Preparing a student handbook for distribution at the time of enrollment.
13. Submitting a proposed budget to the Finance Committee for anticipated Educational Committee expenses before the April Finance Committee meeting.
14. Meeting at least every other month during the school year. Before the conclusion of each meeting a date for the next meeting shall be set.

C. Finance Committee

This committee shall consist of the Treasurer of the Board, plus the Vice-All and two other members of the Association. The Treasurer and Vice-All shall serve the length of their terms as such in the Board; the term of the other Association members shall be for three (3) years. Duties shall consist of:

1. Recommending the annual budget to the Board including the following: Operating Budget, Building Maintenance Fund, Future Building Fund.
2. Giving recommendations regarding sources and amount of income needed.
3. Supervising expenditures of school funds.
4. Recommending salary scales for professional staff.
5. Conducting studies and making recommendations in special financial matters.
6. Enforcing regulations regarding indigent and delinquent parents in tuition payments and other school obligations. Special arrangements with families who are delinquent must be reported to the Board.
7. Recommending other employee benefits such as: sick leave, pensions, insurance, etc. for employed personnel.
8. Submitting a monthly financial report to the Board regarding all school funds.
9. Preparing and publishing the annual financial report to the Association.
10. Receiving and acknowledging all contributions to school funds and pledges from drives.
11. Devising ways and means, within the limitations of the constitution of the Association, to raise funds to pay for building needs and to help reduce tuition costs.
12. Submitting reports to school supporters by way of new letters and church bulletins on the status of collections and envelope receipts.
13. Getting Society approval on all expenditures over 1.25% of the Operating Budget.

D. Audit Committee

An Audit Committee shall consist of at least two (2) qualified individuals (non-Board members) and shall be appointed by the Chairman of the Board annually. Duties shall consist of:

1. Reviewing the check registers and account balances to prove that the Funds are in balance for the fiscal year end.
2. Reviewing all Funds including: General, Building Maintenance Fund, Future Building Fund, Rollover Fund, Student Activity Fund
3. Reviewing Inter-Fund Transfers.
4. Reporting to the Board, in the form of an Audit Report, their findings by Fund.

E. Insurance Committee

The Insurance Committee shall consist of the Vice-President, one other Board member, and two other members of the Association to be appointed by the President. The Vice-President and other Board member shall serve the length of their terms as such in the Board; the term of the other Association members shall be for three (3) years. Duties shall consist of:

1. Annually reviewing the different insurance policies of the school.
2. Submitting a health insurance proposal to the Finance Committee prior to its April Finance Committee meeting.
3. Meet annually with staff members to review their coverage.

F. Technology Committee

The Technology Committee shall consist of one member of the Board who shall serve the length of his term while on the Board, and the Principal. Two (2) other members from the Association shall be appointed by the President; their term shall be for three (3) years. Duties shall consist of:

1. Maintaining the technology and computer infrastructure.
2. Recommending and reviewing new technology for school.
3. Making decisions regarding internet/computer use policies.
4. Helping with keeping the software and computers updated.
5. Checking with teachers that the technology is being used, that it is properly working, and if any changes need to be made to the current technology.

II Board Visits to the School

A. Purpose

1. To better inform the visiting Board member concerning the daily operation of the school and concerning the classroom instruction.
2. To serve as a basis for the Board to better establish school policy and to determine whether the school is providing a Christian education according to its purpose.
3. To demonstrate the Board's interest in the day-to-day operations of the school.
4. To promote a positive program with the staff and with the constituency.

B. Areas of Concern

1. Biblical and Reformed character of the instruction – evidence that the teacher’s instruction is sensitive to and in conformity with the Protestant Reformed tradition.
2. Atmosphere of love and respect – evidence that students and teachers love and respect each other.
3. Student discipline – attitude of students and ability of teachers to handle student attitude and conduct problems.
4. Teacher as a communicator – effectiveness and clarity of class presentation.
5. Student participation – evidence of active student involvement in class discussion, response to questions, listening, on playground, etc.
6. Physical appearance and school conditions – school-wide functions, chapels, bus operations, cleanliness

C. Rules

1. All school visiting is to take place prior to the monthly Board meeting, and the visitors must present their written reports at the next Board meeting. If there is a matter that requires immediate attention, they are to request the calling of an Educational Committee meeting as soon as possible.
2. Two Board members are to conduct visits together.
3. If necessary, a teacher can be called before the Educational Committee.
4. All problems not resolved by the Educational Committee shall be referred to the Board for their consideration and decision.

III Administrator

The Administrator is the Chief Administrative Officer of the school subject to the direction of the Board. He shall work with the Board and its committees to advise the Board and carry out the policies of the Board in the daily operations of the school. He shall recommend the course of study and propose the textbooks to be used. He shall advise the Board and carry out decisions of the Board regarding the school’s faculty. He shall supervise the employees of the school. He shall perform such other duties as shall be incident to the position of administrator as well as those specific duties which the Board has enumerated.

A. Supervision

1. Supervising the staff of the school and keeping the staff informed of Board policies.
2. Presiding at staff meetings.
3. Maintaining a spirit of cooperation and unity among the faculty members. (Difficulties are to be treated by the administrator and, if need be, reported to the Education Committee.)

4. Establishing proper discipline within the school and insuring that the playground is properly supervised. He has the right on behalf of the Board to dismiss a student, after having notified the parents.
5. Visiting each room periodically and reporting to the Education Committee about such visits.

B. Administration

1. Serving as a member of the Education Committee.
2. Bringing to the attention of Board committees any changes in school policy.
3. Informing the Education Committee concerning problems that relate to the actual education of the students.
4. Seeing that all state and local regulations are met in the administration of the school as long as these do not conflict with the basic principles of the Constitution of the school.
5. Administering the standardized testing program and reporting educational trends to the Board.
6. Keeping record of any problem a parent has, especially one of dissatisfaction, and reporting it to the Education Committee.
7. Determining the need to cancel school for emergencies or inclement weather.

C. Management

1. Managing the distribution of school supplies and in consultation with the Treasurer and in agreement with the school's budget, maintaining an adequate stock of necessary supplies.
2. Reporting monthly to the Building and Grounds Committee concerning needed repairs and proposing improvements for building and grounds.
3. Arranging for substitute teachers when needed from a list of substitutes approved by the Education Committee.
4. Preparing the annual school calendar in conjunction with the faculty, subject to the approval of the Board.
5. Obtaining the Board's approval on all extracurricular activities before these are introduced.

D. Communication

1. Assisting in the publication of the school annual.
2. Reporting to the Education committee early (before the problem is a huge one) on any problems with behavior and/or difficulties with learning of any pupil.
3. Submitting monthly written reports to the Board (copy for each Board member) concerning any matters that need Board approval.

IV Secretary

The secretary shall assist in the daily running of the school. They will help relieve some of the work of the principal while also assisting teachers.

A. Duties

1. Managing the daily milk program.
2. Maintaining, in conjunction with the faculty, a cumulative health and academic record for each student, in the school's files.
3. Preparing a weekly note on all school functions and sundry regulations, to go home with the students on the same day each week, so that parents are informed.

School Policies

Mission Statement

The instruction provided at FAITH CHRISTIAN SCHOOL will be a Christ-centered education of high academic quality. Because our Christian faith encompasses every aspect of our lives, it is not sufficient that religion or Bible instruction be only a separate subject in the curriculum; but the teachings of the Bible must be the basis for the entire educational program and must permeate all subjects of study.

This instruction will be given by godly teachers in an atmosphere where the principles of biblical discipline are maintained. These teachers, striving to show compassion and sensitivity, and giving instruction which shows the relationship between Christianity and education, will guide the children in developing their God-given talents to the service of God, their Redeemer.

Basis of Belief (as spelled out in the Constitution of the Society of Faith Christian School-Protestant Reformed)

1. The Bible is the infallibly inspired, written Word of God, the doctrine of which is contained in the Three Forms of Unity (The Belgic Confession, the Heidelberg Catechism, and the Canons of Dordt), and as such forms the basis for administration, instruction and discipline in the school.
2. Our Sovereign, Triune, Covenant God has from eternity chosen, and in time, forms, a people unto Himself, that they may stand in covenant relation to Him and live in His praise, in fellowship and loving service in all spheres of life, in the midst of a sinful world.
3. The training of the covenant children in school, as well as in the home and in the church, must serve to prepare them to follow their life-long calling to reveal the glory of their God in a life lived from the principle of regeneration by grace.

I Admission Policy

The Society of Faith Christian School-Protestant Reformed maintains that Christian education is founded upon the covenant which God established with His people as expressed in the Holy Scripture, Genesis 17:7, “And I will establish my covenant between me and thee and thy seed after thee in their generations for an everlasting covenant, to be a God unto thee, and to thy seed after thee.”

The covenant established by God with believing parents and their children obligates Christian parents to provide for their children Christian education for every aspect of their life. Deuteronomy 6:4-7, “Hear, O Israel: The LORD our God is one LORD: And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and

with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.” And Psalm 78:4, “We will not hide them from their children, shewing to the generation to come the praises of the LORD, and His strength, and His wonderful works that He hath done.”

Therefore, all reformed, Christian parents and guardians, regardless of race, nationality or ethnic origin, are eligible to enroll their children in FAITH CHRISTIAN SCHOOL. Children shall be considered for enrollment when at least one parent (or legal guardian) is a believing and faithful member in good standing of a reformed, Christian church, which has adopted the Heidelberg Catechism, Canons of Dordt, and Belgic or Netherland Confession as their official creeds, and who is ready to express a willingness to support his or her child with the necessary parental guidance and prayer. Children of non-Christian parents (including those who are not faithful church members) or those who belong to cults and other non-Christian religions are not eligible for enrollment in this Christian school. These include, but are not limited to, Jehovah’s Witnesses, Unitarians, Mormon, Muslim, Jewish, Christian Scientists, Roman Catholics, and Atheists.

When someone who is divorced and remarried asks to enroll a child in Faith Christian School, we will refuse the request for enrollment.

Faith Christian School does not and will not accept funds and/or vouchers from federal, state, or local governments for tuition payment.

A. Student Requirements

1. Children who will be five (5) years old on or before September 1 may enroll in Kindergarten in September of that year.
2. The September 1 cut-off date for Kindergarten enrollment is strongly recommended to parents. However, if the parents are insistent on sending their child who is born after this date, the child will be required to take a Kindergarten readiness test. The child must also be deemed ready for Kindergarten by a licensed psychologist at the parents’ expense. There must also be openings available in the upcoming class in order to make an exception to the September 1 date. Parents will then meet with the Education Committee to explain why they feel their child should be granted this exception. All decisions will be forwarded to the Board. Board decisions will then be final.
3. A student who has been suspended or expelled from another school will not be considered for admission to this school during the same semester of his or her suspension or expulsion. No student will be admitted if any tuition is owed to a previous school.

4. If there are no standardized test scores available in a transfer student's record, or in the records of one who has been Home-Schooled, a reading test and a mathematics test must be required within the first month after enrollment.
5. In order to gather additional information, the administrator may also contact one or more of the following: previous administrator, teacher, pastor, psychologist, or guidance counselor.
6. Students must fulfill the State of Wisconsin requirements including immunization records and attendance requirements.

B. Enrollment Procedure

The following are the steps to be followed when parents or guardians apply to enroll their children at Faith Christian School for the first time.

1. All parents and guardians shall be given a copy of the Parent Information Packet containing at least the following:
 - a. Admission Policy
 - b. Enrollment Policy
 - c. Student Requirements
 - d. Application for Enrollment
 - e. Constitution and By-laws
 - f. Parent Handbook
 - g. Tuition Payment and Policy Requirements
2. An application for enrollment shall be filled out and submitted by the parent or guardian.
3. After the application has been submitted, a conference with the Education Committee may be arranged at the committee's request.
4. During the conference the Education Committee shall discuss with the parents or guardians the following:
 - a. The applicant's reason for desiring Christian education.
 - b. The goals, purposes, programs, and governance of the school.
 - c. The Christian commitment and lifestyle of the applicants.
 - d. The applicant's understanding of our Reformed distinctives and how they are taught in Faith Christian School.
 - e. The needs of the student being considered for enrollment.
 - f. Determination of the applicant's financial commitment to Christian Education.
 - g. Tuition payment policies and requirements.

II Discipline Policy

All parents who enroll their children in this school shall express written agreement at the time of registration with the following policy regarding discipline:

- A. The teachers bear God-given authority over the students and are to be honored by the students with all respect and obedience, according to the Fifth Commandment of God's law (Exodus 20:13; Heidelberg Catechism, Lord's Day 39).
 - 1. Although we recognize parents as the God-appointed authority in the lives of their children, the teachers are the extensions of that authority. Parents are expected to uphold the authority of the teachers in the exercise of biblical Christian discipline.
 - 2. In view of this God-established relationship, the teacher will inform the parents if serious problems arise, and explain present and potential measures of discipline.
- B. The Exercise of Discipline:
 - 1. Our children have depraved natures that occasion sin (Psalm 51:5). Therefore discipline is necessary as a means of correction and instruction.
 - 2. The exercise of discipline by Christians is done out of the principle of love, with the purpose of showing the seriousness of sin before the Holy God, and seeking the repentance and proper behavior and attitude of the sinner.
 - 3. The degree of the corrective measure should correspond with the degree of the offense, with the first measure being that of reproof or admonition.
 - 4. As Scripture requires, the teacher is authorized to spank a child when warranted. (Proverbs 13:24; 19:18; 29:15). If such should become necessary, another teacher will be called in to witness the discipline and the parents will be notified and give approval prior to the spanking. This spanking will take place by means of a stick or paddle administered to the backside of the student, and will be accompanied by counseling and instruction according to biblical principles.
- C. Parents dissatisfied with any act of discipline shall follow this procedure:
 - 1. Contact the teacher or teachers involved, preferably making contact in person.
 - 2. If satisfaction is not attained, contact the principal, again preferably in person.
 - 3. If an understanding of the situation and satisfaction is not obtained, contact the School Board.
 - 4. Under no circumstances should such cases be discussed with persons other than the parties involved.
- D. The School Board reserves the right to refuse admission to, or to suspend for a period of time, or to expel from school any student whose conduct or influence fails to conform with the biblical principles of the school, or its rules and regulations.
- E. Any damage to school property, whether intentional or through carelessness (such as broken windows, plumbing fixtures, or damaged desks, books, etc) shall be repaired or replaced at the expense of the student or parents.

III Dress Code

- A. The clothes children wear to school must reflect the Christian values of decency and moderation. Although parents are primarily responsible for the dress of their individual children, the school reserves the right to determine dress standards in the school and at school functions.
- B. To that end, we require neat, modest, and appropriate attire suitable to an academic setting. Clothing that is distracting, attention getting, or which promotes themes in conflict with our Christian values may not be worn. The Administrator (principal) and staff will determine what is acceptable attire and set the standard for the school.

IV Weather Cancellations and Delays

- A. If the Randolph Public Schools close due to weather, Faith Christian School will also close. Cancellations are announced on area radio stations, television and the Internet.
- B. On the occasions where there are busing delays because of weather, Faith Christian School will open as follows:
 - 1. With a one-hour delay, we will begin at 9:00a.m.
 - 2. With a two-hour delay, we will begin at 10:00a.m.

V Tuition Policy

- A. Tuition payments are due on or before the first day of the month.
- B. Should a parent desire other arrangements, contact should be made with the Board directly or through the Finance Committee. If special arrangements are made, they must be reported to the Board by the Finance Committee.
- C. Last year's tuition must be paid in full by registration.
- D. Failure on the part of the parents to comply with the above requirements will necessitate the Board to dismiss the student(s).

VI Fund Raising

- A. To support the school program and to supplement the funds raised by the Board through regular means – dues, tuition, donations, drives and endowments, and fundraisers – money is raised by the other school organizations, i.e. the Ladies' School Circle, the graduating class, the band boosters, etc.
- B. The Board is responsible for the financial direction of the Society and the school. It promotes the financial needs directly through the work of the Finance Committee.
- C. The Ladies' School Circle is an organization "to unite the women" and to raise funds to "aid the Board financially." Ladies' School Circle sponsored fund-raising activities are under their own direction. The group works cooperatively with the Board and the Administrator in activities involving the use of the school building, the student body, the teaching staff, and the use of school time. The

expenditure of the group's funds for school needs is based upon the request of the Board.

- D. The graduating class each year raises funds for the Student Activity Fund. Money earned by the class is used as a class memorial gift to school, for Board-approved projects, for the publication of the school yearbook, for class excursions, and for the graduating class trip. The Administrator and/or class sponsor is responsible for the funds. The Administrator reports to the Board all activities involving use of the Student Activity Fund. Class gifts to the school receive the approval of the Board before purchase. Each graduating class is required to leave a minimum balance of \$200 for the next year's class
- E. The use of student class time for fund-raising is discouraged. Projects involving the students in fund-raising or involving the use of school time must be approved by the Board.

VII School Building Use Procedure

- A. Use of the school property is granted for all regular Association related activities (such as School Board, Ladies' School Circle, etc.)
- B. The school will not be made available when a function would interfere with regular school activities.
- C. All activities must be concluded by 11:00 p.m.
- D. No alcoholic beverages are permitted.
- E. Monies received shall go to the General Fund.
- F. No chairs, tables, or any school equipment shall be removed from the school without permission from the Building Committee.

VIII Professional Advancement Policy

In order to help our teachers develop a greater awareness of their role and responsibility, and to help them be as effective as possible in Christian education, the school holds the following minimum standards appropriate for professional advancement.

- A. Teacher's Convention
 - 1. "We believe that the conventions that we hold can be extremely valuable to all those in attendance as well as to their schools. There is abundant opportunity for spiritual and academic growth as speeches are given and ideas shared. In addition, throughout the course of the convention, a deeper sense of community of the covenant and a commitment to the cause is developed. The rewards of attending conventions also reach to the schools that the teachers represent. Fresh ideas and broader perspectives help the teachers in their day to day interactions with the students, parents, and administrators. Protestant Reformed teacher's conventions should be an important part of every Protestant Reformed teacher's year" (Protestant Reformed Teacher's Institute). "The School Board strongly encourages all teachers to attend the

teacher's conventions. In light of Christian stewardship, teachers are encouraged to make the following travel arrangements" (School Board):

- a. Teachers attending the Protestant Reformed Teacher's Convention will be given a set amount from the continuing education rollover to cover the costs of attending convention (hotel and travel) depending on the place of the convention. Any unused portion of this amount should be used by the teacher for their classroom.

B. Other Conventions

1. Each year a teacher should actively participate in at least one workshop applicable to his professional situation. The term "workshop" implies that a teacher personally helps plan or critically evaluates a curriculum program. A workshop can include demonstrations, discussions of new materials or methods, simulated teaching, observing classes in other school. A workshop can be organized by teachers, administrators, the PRTI, the Federation of PRCS, CSI, or other professional organizations. Requests for reimbursement for costs of attending workshop must be presented to the Education Committee for approval.
2. Conventions and other gatherings of teachers in an attempt to gain, give, and seek information and ideas about teaching are of a great value. The Board asks that pre-eminence always be given to our own Protestant Reformed Teacher's Convention. There is great covenantal value given to this conference in which the teacher is not only edified from a teaching standpoint, but also from a spiritual standpoint. Therefore, it is the policy of the Board, that if teachers want to attend other conferences, not associated with our PR schools, they should first make a commitment to our own Protestant Reformed Teacher's Convention by attempting to attend.

C. Continuing Education

Teachers are encouraged to show evidence of professional growth in continuing their education by taking courses at an accredited institution. Every 5 years of their teaching career, each teacher should earn at least six semester credits. Teachers are encouraged to seek advanced degrees and maintain their license in their teaching areas. All courses must be applicable to the particular subject area in which the teacher is teaching or be applicable to an on-going approved program of study. The teacher should gain approval from the Education Committee. The Education Committee shall determine the applicability of a particular course and the budget constraints at the time of the request. This evaluation shall be made prior to the teacher's taking the course. Upon completion of the course, an official transcript of all credits must be submitted to the administration and kept on file.

IX Student Promotion Policy

A. Regular Promotion and Retention

Promotion is regularly based on a student's satisfactory mastery of the requirements of their grade assignment. Retentions are made by the Board upon recommendation of the staff after consultation with the parents

B. Special Consideration for Promotion

Parents who desire advancement for their child in spite of lack of demonstrated competence may do so by requesting the Board to classify their child as a special student. The Board decision considers both the welfare of the student and that of the school.

C. Transfers from Non-Standard Programs

Students who are transferred without credits from non-graded or home education programs must establish competence by testing for grade equivalency. The cost of such testing by a school-approved testing service is the responsibility of the parent. Students from non-standard programs will be accepted at entry level provisionally until such time as they establish competency in the grade which they are assigned.

D. Graduation

The Board awards a diploma at graduation based on satisfactory completion of the course of study and an appropriated certificate to special students who do not meet grade requirements.