



# **Grace Academy**

**Board of Trustees**

**Grace Academy Policy Manual**

## TABLE OF CONTENTS

<b>1. PURPOSE OF THIS DOCUMENT</b>	<b>4</b>
<b>2. GENERAL PHILOSOPHY AND PURPOSE OF GRACE ACADEMY</b>	<b>5</b>
2.1 PHILOSOPHY	5
2.2 STATEMENT OF FAITH	6
2.3 OBJECTIVES AND STANDARDS OF GRACE ACADEMY	8
2.4 CODE OF ETHICS POLICY	9
2.5 IN LOCO PARENTIS POLICY	10
2.6 SECONDARY DOCTRINE POLICY	11
<b>3. ORGANIZATIONAL STRUCTURE</b>	<b>12</b>
3.1 DEFINITIONS OF ORGANIZATIONAL ENTITIES	12
3.2 POLICY GOVERNING GRACE ACADEMY’S RELATIONS WITH SCHOOLS AND ASSOCIATIONS OF SCHOOLS	13
<b>4. BOARD OF TRUSTEES</b>	<b>14</b>
4.1 ORGANIZATION AND OPERATION OF THE BOARD OF TRUSTEES	14
4.2 MAJOR RESPONSIBILITIES	15
4.3 BOARD CALENDAR	16
4.4 POLICY-MAKING PROCEDURES	17
4.5 INTERACTION WITH LOCAL CHRISTIAN COMMUNITY	18
<b>5. ADMINISTRATIVE PERSONNEL</b>	<b>19</b>
5.1 HEAD OF SCHOOL	19
<b>6. POLICIES CONCERNING BOARD FUNCTIONS</b>	<b>20</b>
6.1 GRACE ACADEMY BOARD COMMITTEE POLICY	21
6.2 CHURCH DISCIPLINE POLICY	22
6.3 GRACE ACADEMY AND PARENT COUNCIL POLICY	23
<b>7. SCHOOL OPERATIONS AND EQUIPMENT POLICIES</b>	<b>24</b>
7.1 SERIOUS DISEASES POLICY	25
7.2 SCHOOL CALENDAR POLICY	26
7.3 RECORD RETENTION POLICY	27
<b>8. FINANCIAL MANAGEMENT POLICIES</b>	<b>31</b>

8.1 COMPENSATION AND BENEFITS	32
8.2 FUNDRAISING POLICY	33
8.3 OVERDUE BILLS POLICY	34
8.4 FEE COLLECTION POLICY	35
8.5 PREPAID TUITION POLICY	36
8.6 TUITION PAYMENT AND TUITION REFUND POLICY	37
8.7 CAPITAL EXPENDITURE POLICY	38
8.8 RETURNED CHECK POLICY	39
<b>9. PERSONNEL POLICIES</b>	<b>40</b>
9.1 HIRING POLICY	41
9.2 ASSIGNMENT OF PERSONNEL POLICY	42
9.3 CERTIFICATION POLICY	43
9.4 SEPARATION POLICY	44
9.5 SUSPENSION POLICY	45
9.6 CHURCH ATTENDANCE POLICY	46
9.7 COMPREHENSIVE GRIEVANCE POLICY	47
9.8 EVALUATIONS/PERSONNEL FILE POLICY	49
9.9 PUBLICATIONS POLICY	50
9.10 PROFESSIONAL LEAVE POLICY	51
9.11 CONSULTING POLICY	52
9.12 STUDENT TEACHERS POLICY	53
9.13 MANDATORY ENROLLMENT POLICY	54
9.14 WHISTLEBLOWER POLICY	55
<b>10. POLICIES REGARDING EDUCATIONAL PROGRAMS</b>	<b>57</b>
10.1 REVERENCE POLICY	58
10.2 SCHOOL SPONSORED EVENTS POLICY	59
10.3 CLASS SIZE POLICY	60
10.4 DRESS CODE	61
10.5 LEARNING DISABILITIES	62
10.6 FACULTY/STAFF AND STUDENT RELATIONS	63
10.7 NON-DISCRIMINATION POLICY	64

APPENDIX I. DEFINITION OF TERMS	65
APPENDIX II. SUMMARY OF CHANGES TO POLICY MANUAL	67

## 1. Purpose of this Document

Grace Academy of Georgetown, a non-profit corporation located in Georgetown, Texas, is managed by the Board of Trustees of the school (hereafter referred to as the Board) and its appointed Head of School. This policy manual is intended to provide guidelines and directives from the Board to the Head of School in regard to general policies, operations, and guiding philosophy of the School. As such, this document contains critical information for implementing management plans and operations essential to meeting and maintaining the school objectives stated in the Grace Academy Bylaws.

## 2. General Philosophy and Purpose of Grace Academy

### *2.1 Philosophy*

Grace Academy was established on August 6, 1998 as a private, Christian school committed to providing a classical and biblically-based education to young people in elementary and secondary grade levels. Education at Grace Academy is intended to be inherently different in philosophy and content from that offered in the public schools. Grace Academy strives to operate as an extension of the family under the assumption that the education of young people is the responsibility of parents and the immediate family rather than the responsibility of the state. Grace Academy provides a biblically-based curriculum and teaches all subjects as parts of an integrated whole with the Scriptures at the center.

In conjunction with the biblical emphasis, Grace Academy strives to follow a classical and Christian education, as described in the following documents:

1. The Lost Tools of Learning by Dorothy Sayers
2. Classical and Christ-centered/The Grace Academy Philosophy
3. The Seven Laws of Teaching by John Gregory
4. Recovering the Lost Tools of Learning by Douglas Wilson

## 2.2 Statement of Faith

The statement of faith adopted by Grace Academy is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Christianity apart from other faiths. The following statement of faith is taken directly from the Grace Academy Bylaws:

Grace Academy is an independent school without institutional ties to a particular church or denomination. Our Statement of Faith is focused on the truths that have bound orthodox Protestant Christians together through the ages, across the boundaries of time, place, race, denomination and tradition. As such, our Statement of Faith distinguishes between primary and secondary doctrine.

Primary doctrine is defined as doctrines we believe constitute the core beliefs central to Protestant Christian denominations, and which set Protestant Christianity apart from other faiths. Primary doctrine, as summarized in this Statement of Faith, will be dogmatically taught in various ways through all grade levels and forms the foundation for all other academic inquiry at the school. Secondary doctrine is defined as non- primary doctrines and represents those doctrinal areas where various Protestant denominations may differ. While we believe there is no liberty to disagree where the Bible speaks clearly, we recognize our own fallibility, and acknowledge that sincere Christians hold differing views on certain issues that are not essential to salvation, our community life together, or our pedagogy. Particularly in the dialectic and rhetoric stages of our curriculum, treatment of the Statement of Faith may lead to the study of secondary doctrinal issues. When this occurs, the instructor will strive to teach the various views of orthodox Protestant Christianity from an objective, unbiased, balanced view. We reserve for the parents and by extension their church the final responsibility to search the Scriptures with their children to resolve such issues.

### Primary Doctrines

1. The Bible. We believe that the Bible is God's written revelation to man, and thus the sixty-six books of the Bible given to us by the Holy Spirit constitute the plenary (inspired equally in all parts) Word of God. We believe that the Word of God is objective, propositional revelation, verbally inspired in every word, absolutely inerrant in the original documents, infallible, and God breathed. We teach that the Bible constitutes the only infallible rule of faith and practice (John 17:17, 2 Timothy 3:16, 2 Peter 1:20-21).
2. God. We believe that there is but one living and true God, an infinite, all knowing Spirit, perfect in all His attributes, one in essence, eternally existing in three Persons—Father, Son and Holy Spirit— each equally deserving worship and obedience (Deut. 6:4; Mat. 28:19; 2 Cor. 13:14).
3. God the Father. We believe that God the Father, the first Person of the Trinity, orders and disposes all things according to His own purpose and grace. He is the Creator of all things. As the only absolute and omnipotent Ruler in the universe, He is sovereign in creation, providence, and redemption. His fatherhood involves both His designation within the Trinity and His relationship with mankind. As Creator He is Father to all men, but He is spiritual Father only to believers. He has decreed for His own glory all things that come to pass. He continually upholds, directs, and governs all creatures and events. In His sovereignty He is neither author nor approver of sin, nor does He abridge the accountability of moral, intelligent creatures. He has graciously chosen from eternity past those whom He would have as His own; He saves from sin all who come to Him through Jesus Christ; He adopts as his own all those who come to Him; and He becomes, upon adoption, Father to His own (Gen. 1; Rom. 8:14; 1 Cor. 8:6; Gal. 4:5; Eph. 1:4-6,11; Eph. 3:9).
4. God the Son. We believe that Jesus Christ is the pre-existent and eternal Son of God who became man in order to reveal God and redeem man. We believe He was supernaturally conceived of the Holy Spirit and born of the virgin Mary. In His person, we believe the Lord Jesus combined forever full and undiminished deity with true and perfect humanity to become the God-man. We believe Christ died on the cross as a substitute for sinful man, was buried, arose bodily from the tomb, ascended into Heaven where He

ministers on the behalf of saints, and someday will come again for His own (John 1:18, 8:58, Matt. 1:23, Col. 1:15-17, 1 Tim. 1:15, 3:16).

5. God the Holy Spirit. We believe that the Holy Spirit is the third Person of the Trinity, fully equal with God the Father and God the Son. Although He is of the exact same essence, we believe He is a personality distinct from the other members of the Godhead. The Holy Spirit, we believe, has an active ministry to the world in general which includes the restraining of evil, convicting of the unsaved and bestowing of God's goodness on all mankind. We also believe He has a ministry to every Christian which consists of regenerating, sealing, indwelling baptizing into the Body of Christ, and the giving of spiritual gifts. Ministries to obedient Christians include filling, assuring, teaching, guiding and comforting (Acts 5:3-4, 2 Thes. 2:3-9, John 16:7-11, Matt. 5:45, Tit. 3:5, Eph. 1:13, 1 Cor. 6:19, 12:13, Eph. 3:20, 1 Cor. 14, James 5:14, Eph. 5:18, Rom. 8:16, 14, John 16:13, 7).
6. Creation. We believe that the Triune God, according to His sovereign will and for His own glory, created the heavens and the earth without the use of pre-existent material. All living things, we believe, came into being by a direct creative act of God and not by an evolutionary or random process, and thus have an existence distinct from Him and yet always dependent on Him (Gen. 2:4, Prov. 16:4, Acts 17:24, Col. 1:16-17).
7. Man. We believe that man was directly and immediately created by God in His image and likeness. Man was created free of sin with a rational nature, intelligence, volition, self determination, and moral responsibility to God. We teach that God's intention in the creation of man was that man should glorify God, enjoy God's fellowship, live his life in the will of God, and by this accomplish God's purpose for man in the world. We believe that in Adam's sin of disobedience to the revealed will and Word of God, man lost his innocence; incurred the penalty of spiritual and physical death; became subject to the wrath of God; and became inherently corrupt and utterly incapable of choosing or doing that which is acceptable to God apart from divine grace. With no recuperative powers to enable him to recover himself, man is hopelessly lost. Man's salvation is thereby wholly of God's grace through the redemptive work of our Lord Jesus Christ. We teach that because all men were in Adam, a nature corrupted by Adam's sin has been transmitted to all men of all ages, Jesus Christ being the only exception. All men are thus sinners by nature, by choice, and by divine declaration (Gen 2:16-17; Gen 3; John 3:36; Rom. 3:9-18, 23; Rom. 6:23; Eph. 2,1-3).
8. Salvation. We believe salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works (John 1:12; Eph. 1:7; 2:8-10; 1 Peter 1:18-19).
9. The Church. We believe in the spiritual unity of all believers in the body of our Lord Jesus Christ, of which He is the head. We agree with the admonition of Scripture not to forsake the gathering together with fellow believers and therefore advocate active participation in a local church. The purpose of the church is to glorify God by growing in faith and knowledge of God through instruction in the Word, fellowship, keeping the ordinances, and advancing and communicating the gospel to the entire world (Mat. 28:19; Acts 2:38-43; Eph. 1:22; Eph. 4:5, 13-16; Eph. 5:23; Heb.10: 24-25).

As a matter of firm policy, it is mandatory that all members of the Board subscribe to the above statement of faith in a manner and method prescribed by the Board, either by written statement or by oral testimony before the Board.



### *2.3 Objectives and Standards of Grace Academy*

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, Grace Academy strives to:

1. Develop Christian worldview thinking, so that students learn to evaluate their entire range of experience in light of Scripture.
2. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ. (Matthew 28:18-20).
3. Provide a clear model of biblical Christian life and culture through our faculty, staff, and Board. (Matthew 22:37- 40).
4. Teach all subjects in the curriculum as parts of an integrated whole with the Scripture at the center (II Timothy 3:16-17).
5. Emphasize the tools of learning -- grammar, logic, and rhetoric -- in all subject matter. (Grammar is to be understood as the fundamental rules and data of each subject. Logic is to be understood as the ordered relationship of particulars in each subject. Rhetoric is to be understood as the means by which the grammar and logic of each subject may be expressed clearly.)
6. Emphasize the development and flow of western civilization: history, science, math, government, art, literature, philosophy and the historic Protestant faith.
7. Encourage every student to develop a love for learning and to achieve maximum academic potential.
8. Provide an orderly and secure atmosphere conducive to maintaining these standards.

## *2.4 Code of Ethics Policy*

**Objective:** To maintain the testimony of Grace Academy as a Christian school.

**Scope:** This policy applies to all individuals who represent Grace Academy in any capacity.

**Guidelines:**

All teachers, staff members, and representatives of Grace Academy are expected to conform to biblical standards of behavior at all times.

## *2.5 In Loco Parentis Policy*

**Objective:** To ensure that parental authority over the education of their children is respected at Grace Academy.

**Scope:** This policy applies to all teachers and staff who exercise authority of any kind over the students.

**Definitions:** *In loco parentis*: in place of the parents

**Guidelines:**

Teachers are to remember that they do not function above parental authority, but rather with delegated authority (*in loco parentis*) from the parents.

## *2.6 Secondary Doctrine Policy*

- Objective:** To establish the limits of doctrinal teaching at Grace Academy
- Scope:** This policy applies to all Grace Academy teachers in their capacity as teachers at Grace Academy.
- Definitions:** Secondary doctrine: Doctrinal issues which are not addressed in the Grace Academy Statement of Faith (2.2)

**Guidelines:**

Classroom discussion of secondary doctrine should be on an informative, non-partisan level in the School of Grammar. Teachers in the Schools of Logic and Rhetoric may take a position on secondary doctrine within orthodox Protestant Christian doctrine to encourage classroom discussion. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.

Presentation of all sides of an issue is encouraged.

The teacher should encourage the students to follow up any questions they have with their parents and pastor.

### 3. Organizational Structure

#### *3.1 Definitions of Organizational Entities*

*Grace Academy of Georgetown* is a non-profit corporation operating as an elementary and secondary educational institution in Georgetown, Texas. The school is owned and operated by the Board of Trustees, who are elected and serve in accordance with the Articles of Incorporation and the Bylaws of the school.

*The Grace Academy Board of Trustees* is the duly elected and governing board for Grace Academy, elected and governing in accordance with the Grace Academy Articles of Incorporation and Grace Academy Bylaws.

*The Grace Academy Head of School*, chief administrator of Grace Academy of Georgetown, is hired by the Board and is appointed to oversee the day-to-day operations of the school and to provide timely information to the Board .

*Grace Academy administrators* may be interviewed and hired by the Head of School.

### *3.2 Policy Governing Grace Academy's Relations with Schools and Associations of Schools*

- Objective:** To establish Grace Academy philosophy and guidelines governing our relations with schools and associations of schools
- Scope:** This policy applies to any institutional relationship Grace Academy may establish with any other school or association of schools.
- Definitions:** School: Any institution of education  
Association of schools: Any affiliated collection of schools

**Guidelines:**

Grace Academy will not compromise its educational mission (Policy 2.1 and 2.3) or program, or its responsibility to the parents of children enrolled at Grace Academy.

To the extent possible, Grace Academy will seek to help other schools or associations of schools according to the following set of priorities:

1. Grace Academy will seek to further the cause of classical and Christian education as a ministry to families.
2. Grace Academy will always seek to benefit its constituency from the educational, procedural, financial, and ministerial aspects of its relationship with other schools or associations of schools.

Grace Academy administrators and staff may offer informal help to inquirers by answering questions that may be briefly answered, or by referring the inquirer to the resources that are available elsewhere.

Grace Academy Head of School may offer formal help to inquirers, provided that help is defined and determined by contract made with the Board.

Grace Academy administrators, staff and Board may offer individual help within the parameters of the Consulting Policy 9.11.

## 4. Board of Trustees

### *4.1 Organization and Operation of the Board of Trustees*

- Objective:** To define the organization and operating structure of the Board of Trustees
- Scope:** This policy applies to all activities of the school.
- Definitions:** Board of Trustees: The duly elected and governing board for Grace Academy, elected and governing in accordance with the Grace Academy Articles of Incorporation and Bylaws

**Guidelines:**

At any one time, there shall be serving on the Grace Academy Board no more than nine elected members. Qualifications for Board members are described in Article V, Section 2, of the Grace Academy Bylaws. The Board will interview all nominees for open Board positions to ascertain their qualifications as described in the Grace Academy Bylaws (Article V, Section 2).

Each of the up to nine members is elected to a three-year term, with terms established so that up to three new Board members may be elected each year. Board members may serve a maximum of three terms (nine years), at which time a mandatory one-year sabbatical is required before the member becomes eligible for nomination to serve additional terms. Procedures for nominating and electing a Board member each year are prescribed in Article V, Section 1, of the Grace Academy Bylaws. When a vacancy occurs in one of the elected seats due to resignation, extended illness, death, removal by Board action, or other reason, such vacancy may be filled for the unexpired portion of the term by an affirmative vote of a two-thirds majority of remaining Board members.

The Board also may designate non-voting, ex-officio members of the Grace Academy Board by a majority vote. Their terms of service will continue at the discretion of the Board. Additional guidelines are given in Article V, Section 4, of the Grace Academy Bylaws.

The Board shall elect annually from its ranks a Chair, a vice-Chair, a Treasurer and a Secretary. The Board may elect additional officers as specified in Article VI of the Grace Academy Bylaws. Procedures for these elections and the responsibilities of each office are discussed in Article VI of the Grace Academy Bylaws. Regular meetings of the Board will be held at intervals of not less than once per quarter, at regularly designated place(s), and at pre-announced times. Such meetings shall be open to any member of the Grace Academy constituency (staff, faculty, parent, donor, etc.) and shall be conducted from a published, printed agenda, which shall be posted in a conspicuous place near the administrative offices at least two days in advance. The quorum required for official Board action is as defined in Article VII of the Grace Academy Bylaws. All meetings shall be conducted according to *Robert's Rules of Order*, and the minutes of each meeting shall be recorded and maintained in a permanent binder in the school offices. In addition, the Board may adjourn to a closed, executive session as the need arises to address spiritual, personnel, or disciplinary issues.

The appointment and operation of committees established by the Board for specific purposes is described in Article VII of the Grace Academy Bylaws.

## *4.2 Major Responsibilities*

- Objective:** To define the specific duties of the Board
- Scope:** This policy applies to all activities of the Board of Trustees.
- Definitions:** Head of School: The chief administrative officer of Grace Academy, hired by and reporting to the Board

### **Guidelines:**

The overall responsibility of the Board is to operate Grace Academy according to biblical guidelines and in accordance with the objectives and mission of the school as stated in the Grace Academy Association Bylaws. As stated in the Articles of Incorporation, the broadest authority is vested in the Board to direct and conduct the business and spiritual operations of the school, so long as such activities do not violate biblical principles, or federal, state, or local laws. As part of this task, the Board will be responsible specifically for:

1. Encouragement of the Head of School, as well as any others who make significant contributions toward the advancement of the school's goals;
2. The hiring and continued evaluation of the Head of School;
3. Receiving and reviewing the hiring of all staff and faculty;
4. Ensuring that a prudent budgeting process allows for funding the day-to-day operations of the school; thus, the Board will evaluate and approve annual operating budgets for the school;
5. Authorizing any officer(s) or agent(s) to enter into a contract or to execute and deliver any instrument in the name of and on behalf of the School;
6. Approving school policies in regard to such matters as hiring and firing of staff, maintenance of facilities, acquisitions of property and equipment, curriculum, student conduct, discipline, and fundraising.
7. Each Board member must recognize that the authority of the Board is corporate. Individual Board members, in dealing with administration, staff, or parents, may not represent the Board as a whole unless specifically instructed to do so by the Board, or required to do so by the Bylaws or this policy manual.



### 4.3 Board Calendar

- Objective:** To establish a general calendar of events for the Board of Trustee activity
- Scope:** This policy applies to all activities of the Board of Trustees.
- Definitions:** Board of Trustees: The duly elected and governing board for Grace Academy, elected and governing in accordance with the Grace Academy Articles of Incorporation and Bylaws  
 Head of School: The chief administrative officer of Grace Academy, hired by and reporting to the Board of Trustees

**Guidelines:**

The following events or benchmarks summarize the time-table for major activities of the Board during a one-year period beginning in July:

July	Review CTP-4 results; elect Board officers; review approved budget based on enrollment to date; make any changes in development goals; policy review approval; approve Faculty-Staff Handbook
August	Receive Readiness Report from Head of School; Board Education –self-assessment and mission review; review Strategic Plan; end of year financial review
September	Board candidate discussion; conduct State of School meeting; Board Policy review - 10 pages; Head of School formative review; Independence and Conflict of Interest Disclosure (Summer)
October	Determine facility needs for next year; quarterly financial review (July – September) receive 990; Board policy review - 10 pages; set tuition costs
November	Board Education; set tuition costs; approve Parent-Student Handbook Board policy review - 10 pages
December	No meeting
January	Board candidate review; quarterly financial review (July - December); Board policy review - 10 pages; Head of School formative review (Fall)
February	Proposed budget for the next school year (cf. Bylaws, Article IX); Board training; Board policy review - 10 pages
March	Approve school calendar; review budget for the next year; approve Parent Council officers; Board Policy - 10 pages
April	Release Board candidates for Grace family comment; quarterly financial review (July - March); approve budget for next year; review administrative goals; Board Policy review- 10 pages
May	Review B.O.T. goals; set data for annual Board strategy summer work day; Board Policy review - 10 pages; Head of School formative review (spring)
June	Board candidates submitted to Board for approval; policy review submission; receive survey

#### *4.4 Policy-Making Procedures*

**Objective:** To establish policies and guidelines for the Board in formulating governing policies and procedures for the school

**Scope:** This policy applies to all academic, administrative, and spiritual policies and procedures of the school.

**Guidelines:**

The Grace Academy Bylaws may be altered, amended, or repealed as per Article XIII of the Grace Academy Bylaws

Policies set forth in this document may be altered, amended, newly established, or repealed by a majority vote of the Board at any regular or special meeting.

#### *4.5 Interaction with Local Christian Community*

**Objective:** To establish policies and guidelines for the Board in interacting with the local Christian community

**Scope:** This policy applies to all members of the Board.

**Guidelines:**

The Board shall strive to develop and maintain open channels of communication with local Christian churches. Each Board member shall be an active advocate of Grace Academy and be willing to discuss openly the purpose and mission of the school with church leaders and laymen. The Board also shall follow the practice of referring students and parents to their pastors and elders in matters of doctrine or counseling not specifically included in the Grace Academy Statement of Faith.

## 5. Administrative Personnel

### 5.1 Head of School

**Objective:** To provide policy and procedural guidance to the Head of School.  
**Scope:** This policy pertains to the duties and functions of the Head of School.

**Guidelines:**

The Grace Academy Head of School is hired by the Board to manage and administer the school in line with the stated philosophy and goals. The Head of School's responsibilities can be grouped into the following general areas, which form the basis for the Head of School's performance evaluations:

1. Overall organization and management (day-to-day operations, school programs, school calendar, orders supplies and equipment).
2. Financial management (overseeing income and expenses, preparing annual budgets, maintaining timely and accurate accounting records).
3. Development and fund-raising efforts.
4. Promotional and public-relation efforts.
5. Facility maintenance/usage and coordination of plans for capital improvements.
6. Regular communication with the Board, implementation of Board policy, and working closely with the Board in hiring of new staff.
7. Regular communication with parents and assisting the Grace Academy Parent Council in organizing and planning efforts.
8. Leadership for the instructional and curricular programs (Kindergarten through 12th grade), and plan development for continued improvement and growth in these areas (including teacher training).
9. Safety and security of campus.

## **6. Policies Concerning Board Functions**

The policies presented in this section deal with the organization and functioning of the Board.

### *6.1 Grace Academy Board Committee Policy*

**Objective:** To outline the organizational structure of the Grace Academy Board Committees.

**Guidelines:**

**Finance Committee:**

The responsibilities of the Finance Committee of the Grace Academy Board are defined as follows:

1. Regularly inform the Board of the financial activity of the school.
2. The Finance Committee is invested with the authority to request information from the Head of School.
3. The Treasurer shall serve as the chairman of the finance committee.

Each committee:

1. Is responsible for proposing and reviewing policy within its defined area;
2. Will include at least one Board member;
3. Is responsible for contacting the Chairman of the Board to place items on the agenda at least one week prior to the next board meeting;
4. Is responsible to report directly to, and be under the direct authority of the Board. The Head of School may, when directed by the Board, assist or serve on a committee, but he does not normally report to the committees nor the committees to the Head of School.

## *6.2 Church Discipline Policy*

- Objective:** To establish a procedure to follow when people with whom Grace Academy has dealings come under church discipline.
- Scope:** The church discipline policy is to be followed whenever an individual in contact with Grace Academy comes under church discipline. There are no geographic or time limitations.
- Definitions:** Christian Church: Any church in basic agreement with Grace Academy's statement of faith.  
Honor: To comply with, respect, implement.

**Guidelines:**

If any Christian church exercises church discipline over any member with whom Grace Academy has any dealings, the following procedure will apply:

1. The leaders of the church in question will be contacted, and asked to supply the Grace Academy Board with a written outline of the case, and the procedures which were followed. Any other believers who wish to present information to the board may do so.
2. The Grace Academy Board will meet to consider the facts of the case. The operating assumption of the Board will be that the church in question did in fact exercise biblical discipline, unless facts are presented which clearly demonstrate violation of the Scriptures in substance or manner. The Grace Academy Board will honor the discipline as needed.
3. When any church's discipline is honored, the Grace Academy Board is solely responsible to determine how the discipline will be honored at Grace Academy. That is, the Board will set the procedures and limits to be followed by Grace Academy personnel in the implementation of the discipline.

### *6.3 Grace Academy and Parent Council Policy*

- Objective:** To establish the limits of the Grace Academy Board's authority over the Grace Academy Parent Council
- Scope:** This Parent Council policy applies to all activities of the Grace Academy Parent Council.
- Definitions:** Basic Christian doctrine: The doctrine presented in Grace Academy's statement of faith  
Basic Christian morality: The standard of morality represented in 1 Corinthians 5:11-13

**Guidelines:**

Grace Academy will exercise no day-to-day authority over the Grace Academy Parent Council activities, except as specified in the items below. The Grace Academy Parent Council is self-governing.

1. Because the name and reputation of Grace Academy is closely linked with the Parent Council, the Grace Academy Board reserves the right to intervene on any question that involves basic Christian doctrine or basic Christian morality.
2. Parent Council must receive approval from the Grace Academy administration to:
  - a. Be on campus for any event or function.
  - b. Solicit or raise funds for any activity associated with the students or the name of Grace Academy.
  - c. Schedule events or activities that are to be placed on the school's academic calendar so as not to conflict with other events.
  - d. Solicit student or faculty involvement in any event or activity.
3. Neither the Parent Council nor its representatives have any authority over any staff or faculty at Grace Academy.



## **7. School Operations and Equipment Policies**

The policies presented in this section deal with the operations, management and maintenance of Grace Academy facilities and equipment (including instructional equipment and buses), as well as guidelines for the usage and rental of school facilities by outside organizations.

## ***7.1 Serious Diseases Policy***

- Objective:** It is the purpose of this policy to establish procedures which are to be followed whenever a serious disease might be introduced into Grace Academy.
- Scope:** This policy applies to all students enrolled at Grace Academy, all volunteers at Grace Academy, and all employees of Grace Academy.
- Definitions:** Serious diseases: those diseases which are potentially life-threatening, or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically). Spinal (or viral) meningitis, AIDS (Acquired Immune Deficiency Syndrome), and pneumonia are examples of the type of diseases herein referred to. Common colds, influenza (mild forms), chickenpox, strep throat, etc., though unpleasant and contagious, are not to be considered serious diseases.

***Guidelines:***

The Head of School will take every appropriate precaution to reduce the risk of infection of any student, volunteer, or employee by any known serious diseases. This will include isolating infected or exposed individual(s).

Grace Academy cannot be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.

Upon receiving reliable information that a student, volunteer, or employee at Grace Academy has contracted, or has been in contact with, a serious disease, the Head of School will immediately contact local health officials and the Center for Disease Control in Atlanta, Georgia to obtain more information.

The information sought should answer such questions as:

1. To what degree is the disease communicable?
2. How is it transmitted?
3. What is the incubation period for the disease?
4. What are the disease symptoms?
5. What precautions should the school take?
6. What information would be helpful to the school's families?

Based upon the answers to the above questions, the Head of School will determine what actions are necessary. He will then contact the affected adult or the parents of the affected student(s) and share with them the information he has received, as well as the decisions he has made.

The affected individual(s) may be asked to remain home for a specific or undetermined length of time.

Closure of the school may be necessary in extreme cases.

If the Head of School determines that a deviation from this policy is necessary, the matter will be presented to the Grace Academy Board as soon as possible for a decision.

All cases of serious diseases that have affected or could affect the school will be reported to the Board.

## 7.2 School Calendar Policy

**Objective:** To set guidelines for the administration of Grace Academy regarding the construction and execution of the school's yearly calendar.

**Scope:** This policy applies to the construction and execution of the annual calendar of all programs related to the mission of Grace Academy.

**Guidelines:** In constructing and carrying out the annual school calendar of Grace Academy the following guidelines are to apply:

1. Each year, no later than the March Board meeting, the administration will construct and submit for Board approval an annual school calendar that includes the elements below:
  - a) Two semesters divided into four quarters. (These are also to be the grade/progress reporting periods.)
  - b) As often as possible, given the above standard, starting and ending dates that fall between the beginning of September and the end of May.
  - c) At least two parent-teacher conference days.
  - d) Recognition, by having vacation days, of the following holidays: Thanksgiving, Christmas, and Easter. Other holidays are subject to board approval.
  - e) A week-long spring break that preferably coincides with the Georgetown ISD schedule.
2. After Board approval of the annual calendar, the administration has the authority to make the following decisions related to the calendar:
  - a) To construct other extra-curricular and school program calendars that coincide with, but do not impinge upon the basic educational calendar.
  - b) To plan and execute teacher-training/workdays, without student attendance, totaling no more than two half-days per year.
  - c) To close the school for emergency or other unforeseen circumstances (e.g. death of a faculty member, national crisis, etc.). The most common emergency necessitating closure will likely be severe weather. In such an event, the Head of School, with whatever other advisory services he chooses, will determine as early as possible in the day, whether to close the school or not.
  - d) Should conditions necessitate more than two days of unplanned school closure during the school year, the Head of School will determine whether and how best to make up the additional days missed. Should he recommend that the school year extend further into the summer months, the Board must give its approval prior to implementing this plan.

### 7.3 Record Retention Policy

- Objective:** To ensure necessary records and documents are adequately protected and maintained, and to ensure records that are no longer needed or of no value are discarded at the appropriate time
- Scope:** This policy applies to all records generated in the course of the school's operations, including both original documents and reproductions. It also applies to records stored on computer and microform, as well as paper records.
- Guidelines:** The Grace Academy Board of Trustees is responsible for developing and implementing policies governing the retention and disposal of Grace Academy's records.

The Grace Academy Board of Trustees will designate others, on an ad hoc basis, to assist in implementing the record retention policy, including the following:

- a. Identify and evaluate which records should be retained;
- b. Publish a retention and disposal schedule that is in compliance with local, state, and federal laws;
- c. Monitor local, state, and federal laws affecting record retention;
- d. Annually review the record retention and disposal program;
- e. Develop a training program for personnel responsible for record storage and maintenance;
- f. Monitor for compliance with the record retention and disposal program.

In the event of school closure, responsibility for retention of school records will be delegated to the Board Chair.

In the event of a governmental audit, investigation, or pending litigation, record disposal may be suspended at the direction of the Headmaster. In addition, the Headmaster should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent.

#### Retention Periods

ACT=while active, employed, or enrolled

LIFE=life of affected employee

PERM=permanent

#### Document

#### Retention Period

#### General

#### *Institutional and Legal Records*

Articles of Incorporation

PERM

By-Laws	PERM
Minutes of Trustee's Meetings	PERM
Minutes of Trustee's Committee Meetings	PERM
Licenses	PERM
Expired Licenses	6 years
Deeds and Titles	PERM
Attorney Opinion Letters (property)	ACT + 4 years
Leases	ACT + 6 years
Policy Statements	10 years

### Admission and Financial Aid

#### *Application Materials for Students who enter*

Acceptance Letters	6 years after date of last attendance
Applications	6 years after date of last attendance
Correspondence	6 years after date of last attendance
Entrance Exams	6 years after date of last attendance

#### *Application Materials for Students who are accepted but do not enter*

Acceptance Letters	3 years after application term
Applications	3 years after application term
Correspondence	3 years after application term
Entrance Exams	3 years after application term

#### *Application Materials for Students who are not accepted*

Rejection Letters	3 years after application term
Applications	3 years after application term
Correspondence	3 years after application term
Entrance Exams	3 years after application term

#### *Financial Aid Records*

Applications	6 years
Scholarship Awards	ACT + 6 years
Other documents in Financial Aids files	ACT + 6 years

### Provost

#### Registrar

##### *Student Records:*

Academic Records	PERM
Class Rolls	1 year after end of semester

Faculty Evaluations	6 years
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### Fiscal Affairs

## Human Resources

*Employment Applications*

Applicants who are not hired	1 year
Applicants who are Hired	PERM
Background Investigation Results	1 year
Employment Applications	1 year
Letters of Recommendation	1 year

*Faculty Files*

Correspondence	ACT + 5 years
Course Evaluation Forms	3 years

*Individual Employee Files*

Beneficiary Designation	ACT
Disciplinary Warnings and Actions	3 years
Emergency Contacts	ACT
Employee Evaluations	3 years
Employment Applications and Resume	ACT

*General Files*

IRS Form I-9	3 years
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*Employee Health and Safety*

Accident Reports	6 years
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## Business Office

*Payroll Records*

IRS Form W-2	6 years
IRS Form W-4	6 years
Payroll Deductions	6 years
Salary or Current Rate of Pay	6 years
Time Cards	5 years
Payroll Registers	6 years

*Account Receivable Records*

Accounts Receivable	4 years
Receipts	4 years
Uncollected Accounts	4 years

*Accounts Payable Records*

Accounts Payable Ledgers	4 years
Expense Reports	4 years

Invoices	4 years
Payment/Disbursement Records	4 years
Purchase Requisition/ Work Orders	4 years

*Financial Records*

Annual Budget	20 years
Auditors Reports	PERM
Bank Deposit Records	6 years
Bank Statements and Cancelled Checks	6 years
Endowment Reports	10 years
General Ledger Journal Entry Forms	6 years
General Ledger Summary Account Balance	PERM
General Ledger Transaction Detail	20 years
Gift Contracts	PERM
Grant Proposal (unsuccessful)	3 years
Grant Proposal (successful)	ACT + 4 years
Monthly Financial Reports	6 years
Trust Documents	PERM
Wills and Estate Documents	PERM

*Federal Tax Records*

IRS Form 990	PERM
IRS Form 990 - Detailed Supporting Working Papers	3 years
IRS Form 1099 Misc., 1099R, 1099E	3 years

*Loan Documents*

Promissory Notes - Paid in Full or Cancelled	ACT + 3 years
Transaction Journals	3 years beyond paid in full

*Litigation Records*

Claims	ACT + 10 years
Court Documents and Records	ACT + 10 years
Deposition Transcripts	ACT + 10 years
Discovery Materials	ACT + 10 years
Litigation Files	ACT + 10 years

**Physical Plant***Facilities Records*

Building Permits	ACT + 1 year
Building Plans	PERM

*Capital Property Records*

Blueprints	PERM
Equipment Inventory	ACT
Depreciation Schedules	ACT + 4 years
Mortgage Records	ACT + 4 years

*Insurance*

Fire Inspection Reports	6 years
Insurance Policies	PERM

**Advancement**

Employee Directories	5 years
Student Directories	5 years

**Student Services***Health Services*

Health Records	ACT + 7 years
Vaccination Records	PERM



## **8. Financial Management Policies**

The policies presented in this section address financial issues, such as budgeting, financial operations, accounting and reporting practices, capital expenditures, and fund raising guidelines.

## ***8.1 Compensation and Benefits***

- Objective:** To define the compensation and benefit program provided to the faculty and staff members of Grace Academy.
- Scope:** This policy contains the salary administration program, and benefit program for the full-time and part-time faculty and staff. All direct employee benefits should be addressed herein.
- Definitions:** Full-time employee: Faculty and staff who work at least 2/3 time  
Part-time employee: Faculty and staff who work less than 2/3 time  
Administrative staff: Staff whose main responsibilities are administration

### ***Guidelines:***

#### ***A. Full-time Employees***

Each year the Head of School will determine a compensation schedule for faculty and staff that will take into account experience and workload, as well as other components, e.g. increases related to degree attainment, professional certification, etc. This schedule will be submitted for approval to the Board.

Paydays occur twice monthly.

Full-time employees are eligible for available benefits.

#### ***B. Part-Time Employees***

Each year the Head of School will determine a compensation schedule for faculty and staff that will take into account experience and workload, as well as other components, e.g. increases related to degree attainment, professional certification, etc. This schedule will be submitted for approval to the Board.

Paydays occur twice monthly.

Part-time employees may be eligible for available benefits.

#### ***C. Administrative Staff***

The guidelines for administrators will be the following:

The salary of the Head of School will be set annually by the Board.

## *8.2 Fundraising Policy*

- Objective:** To establish guidelines for the fundraising activities of Grace Academy.
- Scope:** This policy is limited to the fundraising activities of Grace Academy. It does not apply to the generation of assets through the provision of educational or ancillary services to patrons.
- Definitions:** Fundraising activities:
1. Direct sales: activities generating assets by the provision of goods or services to the donor.
  2. Gifts: assets received without regard for the provision of goods or services to the donor.

**Guidelines:**

Funds are not to be raised for purposes prohibited by Scripture.

In its development and fundraising activities, Grace Academy will seek to cultivate cheerful giving, so that time and other resources are given in a godly manner out of godly motives.

Restricted gifts will be used for the donor imposed restrictive purpose only.

Gifts solicited for a specific purpose will be considered donor-restricted for that purpose. The use of any donor's gift will be explained to the donor at his request.

Where appropriate, the fundraising policy will also apply to direct sales.

Gifts may be received from non-Christians. No gift will be accepted if the condition(s) of such a gift would require Grace Academy to compromise spiritually.

Opportunities for subject-oriented endowments should be encouraged and fully developed.

Significant fundraising activities of the Grace Academy Parent Council and school should be coordinated where possible.

The Head of School or his designee should be apprised of all fundraising activities at or by the school. All gifts should be receipted and acknowledged within two business days.

Emphasis should be on a small number of effective fundraisers rather than a large number of small fundraisers.

Direct solicitation for funds from parents for an in-class purpose is subject to prior permission from the Head of School. This applies both to the classroom teacher and the Parent Council. Parent, student, or teacher directed fund-raisers that provide a service, e.g. a carwash or bakesale, may be allowed, subject to prior permission from the Head of School.

### ***8.3 Overdue Bills Policy***

- Objective:** To establish a procedure for the payment of overdue bills. To establish a set procedure by which the Board will assume its appropriate leadership role in financial crisis.
- Scope:** This policy applies when any money is owed to outside creditors, the government, or staff, and is past due.
- Definitions:** Overdue bill: Any bill that has not been paid by the date upon which we have agreed to pay it. If we have no explicit agreement to pay by a certain date, then the date due shall be determined by the creditor.

Financial Crisis: Any time the Board agrees on the basis of the inability to pay obligations.

***Guidelines:***

The oldest bills will be paid first.

When a bill is overdue, the creditor receives less than payment-in-full, or when the creditor receives less payment than was arranged previously, the Head of School will notify such a creditor immediately.

If it becomes clear to the Head of School that the school will be unable to make payroll, then he will notify the Chairman of the Board. The development of the funds to make payroll will become the Board's responsibility. The Head of School will retain his responsibility for accounts receivable to the school.

If payroll is not completely met, then the Board or Board representative will meet with the staff to work with them concerning our failure to meet our obligations to them.

### ***8.4 Fee Collection Policy***

- Objective:** To ensure that tuition is collected in a timely manner and to establish policy whereby unpaid fees are collected as quickly as possible.
- Scope:** This process is to be followed unless other specific arrangements have been made between the Head of School and the families involved. Good faith will be presumed on the part of these families unless subsequent circumstances indicate no positive action can be expected.
- Definition:** Late fees: Fees assessed when tuition is not paid in full by the fifth working day of the month due.

***Guidelines:***

The following process is to be followed in the collection of applicable late fees:

1. Families choosing the 12 month payment plan will be required to have an agreement set up with a designated tuition management company. In the event a tuition payment attempt is returned this vendor will assess, on behalf of the school, a \$20.00 late fee, and will remit that late fee to the school when collected. Other fees may be assessed per the designated vendor's policy.
2. If fees are still not paid, or written arrangements are not made within 30 days of the date due, the Head of School or his delegate will personally contact the students' parents or responsible party. The essential elements of agreements made at that time will be signed, recorded, and filed.
3. Should payment of fees or written arrangements not be received within 45 days of the due date, a pending expulsion notice will be sent by certified mail to the students' parents or responsible party.
4. If all the efforts noted above have been exercised and a period of 60 days has elapsed from the due date, without payment or written arrangements, the school administration will inform the family that the student(s) are expelled for non-payment of fees.

### *8.5 Prepaid Tuition Policy*

**Objectives:** To set guidelines for the receipt and use of any prepaid tuition

**Scope:** This policy applies to any situation in which a family desires to prepay their assessed tuition amount.

**Guidelines:**

Should a family seek to prepay tuition, the following information will be presented to them:

*Financial:*

For one year of prepaid tuition, a discount of 5% will be granted, if the payment is made by the 1<sup>st</sup> business day of May. This discount will apply only to a full year's tuition prepayment.

*Selection:*

For any prepayment of tuition, the responsible party must sign a registration contract stating their understanding of the conditions under which the monies are accepted.

### *8.6 Tuition Payment and Tuition Refund Policy*

- Objectives:** To set guidelines for the receipt and refunding of tuition
- Scope:** This policy applies in situations in which a family desires a tuition refund at withdrawal from Grace Academy.
- Definitions:** Unused funds: Prepaid tuition monies remaining as a result of a student discontinuing enrollment, for any reason

**Guidelines:**

**Refunds for Approved Withdrawal from School:**

Parents are obligated to pay the full year's tuition, even if they withdraw their child from the school during the school year. Our Lord commands that we pay our obligations in a faithful and timely manner. He also commands that we practice wisdom in assessing the cost of building a tower before beginning the construction of it.

All tuition is non-refundable and non-transferable. The only exceptions to this policy are (1) the family moves its residence from the Georgetown and surrounding area, (2) loss of employment, (3) death or serious illness or injury which would prevent the student from attending school, and (4) in the judgment of the Head of School, Grace Academy is unable to provide effective education to the student.

Approved refunds will be calculated using 9 as the denominator (9-month school year, September through May) and the number of fully-completed months as the numerator, times the applicable annual tuition rate. In the case of a lump-sum payment plan refund, the annual tuition rate used will be the gross tuition rate, excluding the 5% discount for lump sum payment. That is, the 5% discount will be forfeited by the family. This "used" tuition amount will be compared with the amount paid-to-date by the family. Any excess paid amount will be promptly refunded. The family will be obligated to pay to the school any calculated "used" tuition amount in excess of amounts paid-to-date by the family (in the case of the family being behind on payments on an 12-payment plan at the time of withdrawal).

### ***8.7 Capital Expenditure Policy***

**Objective:** To set procedures for capital expenditures

**Scope:** This policy concerns itself with the expenditure of monies that are not allocated as part of the annual operations budget of Grace Academy. Such monies may come as designated gifts, funds from auction or other fundraising activity, grants, etc.

**Definitions:** Capital expenditures: Monies spent generally on improvements or extensive repairs and which are not allocated in the annual operations budget

Projected costs: The total cost of labor and materials associated with the project from start to finish

***Guidelines:***

To be followed for all capital expenditures:

1. Project ideas will come from the most current list of capital expenditures unless a project is specified by the donor or fundraiser and approved by the Board.
2. Urgency should not take priority over quality.
3. Recommendations for capital expenditures will come to the Board for final approval via the Head of School.
4. The Board may appoint ad hoc committees as needed in order to assist the Head of School in making his proposals.
5. Donor-restricted funds will be spent only for those restricted projects.



### *8.8 Returned Check Policy*

**Objectives:** To set guidelines for the checks returned by banks for insufficient funds

**Scope:** This policy applies to returned checks for any obligation to Grace Academy.

**Guidelines:**

All checks returned by the bank due to insufficient funds will be assessed a \$20 returned check fee.

This fee will be added to the monthly billing statement and must be paid promptly.

If a family writes two returned checks in a year, they will lose the privilege of paying by check for the remainder of the academic year. In this case, payment may be made in cash or by money order.

# **9. Personnel Policies**

The policies presented in this section address personnel issues such as staff qualifications, hiring and firing, compensation and benefits, performance evaluations, grievances, and professional development.

## 9.1 Hiring Policy

- Objective:** To provide a clear policy describing the steps and necessary qualifications by which faculty and staff candidates are interviewed, considered, and hired by Grace Academy
- Scope:** This policy covers the necessary qualifications, interview, and hiring of all faculty and staff candidates. All paid employees of Grace Academy will be hired in line with this policy.
- Definitions:** Evangelical Christian fellowship: Any Protestant church in substantive agreement with the Grace Academy Statement of Faith (2.2)

**Guidelines:**

1. By April of each year, the Head of School will submit a list of recommended faculty and staff retentions and open positions for the next school year to the Board.
2. Interviewing and selection of faculty and staff will be by Head of School or designated representative. It will also be his duty to obtain all appropriate documentation and references regarding the candidate(s).
3. All full and part-time faculty and staff will have work agreements and written job descriptions. Maintaining these documents is the responsibility of the Head of School.
4. The Board is to be informed of all faculty and staff hiring.
5. Grace Academy requires all faculty and staff members to be Christians (*see Spiritual Qualifications below*). There is no discrimination on the basis of race, color, national origin, age, sex, or physical disabilities-provided the person is able to fulfill all requirements of the position (*see Professional Qualifications below*).
6. The Head of School will establish the work calendar for all staff each year, as well as the times of all regular work days.

**Necessary Qualifications for All Faculty and Staff Candidates:** (Other, more prescriptive qualifications are to be included in all job descriptions.)

**Spiritual:**

1. Agreement with the Grace Academy Statement of Faith, indicated by signing same in the application document.
2. From all accounts and appearances, clear evidence of a personal commitment to, and life in the Lord Jesus Christ.
3. Acceptance of the requirement to consistently attend a local evangelical Christian fellowship (Personnel Policy 9.6.)
4. Faculty should have an obvious working knowledge of the Bible, especially in regard to families, marriage, children, and authority.

**Professional:**

1. A working knowledge of the purpose and philosophy behind Grace Academy.
2. Faculty shall be required to have at least a bachelor's degree in the appropriate area(s). This requirement may be waived at the Head of School's discretion.
3. Training and previous experience (paid or unpaid) in the applicable area(s).
4. Good written and oral communication abilities.

## ***9.2 Assignment of Personnel Policy***

**Objective:** To ensure that assignment of faculty and staff members will be in the best interest of the students of Grace Academy, and will advance the goals of Grace Academy

**Scope:** This policy applies to the Head of School in his assignment of duties to the staff of Grace Academy.

***Guidelines:***

1. The Head of School is authorized to assign or reassign faculty and staff.
2. Adequate notice of changes will be given to the personnel involved.
3. All assignments and reassignments will be reported to the Grace Academy Board.
4. Head of School may teach no more than two full credit classes per semester. The Head of School is subject to all policies and guidelines applicable to other teachers in such academic units.
5. Members of the Board, members of a Board member's immediate family, and members of an administrator's immediate family, are not eligible for employment by Grace Academy unless the Board waives the requirement of this policy.
6. If the Board waives the requirement of Guideline #5, then the evaluation of such faculty or staff will be conducted according to the normal evaluation process. If there is any dispute about such an evaluation, or about the faculty or staff member's job performance in general, the normal grievance procedures will not apply. The dispute will be resolved and settled by the full Board, minus the teaching Board member/s in question, or Board members related to the employee/s in question. A simple majority of the remaining Board members will constitute a quorum for the settlement of the dispute.

### *9.3 Certification Policy*

- Objective:** To establish the academic qualifications for faculty at Grace Academy  
**Scope:** This policy applies to all staff members of Grace Academy with teaching responsibilities.  
**Definitions:** ACCS: Association of Classical Christian Schools

***Guidelines:***

A valid state teaching certificate is not required for teaching at Grace Academy.

All Grace Academy faculty and administrators are encouraged to obtain ACCS certification.

## *9.4 Separation Policy*

**Objective:** To provide a clear policy describing the steps by which employees may be separated from Grace Academy

**Scope:** This policy covers the procedure of employment separation.

**Guidelines:**

All employment agreements with Grace Academy are at-will agreements. Separation of employees may take place under the following circumstances:

**Voluntary Separation:** Employees may choose not to renew their agreement at the culmination of a standard work agreement period.

**Unforeseen Circumstances:** Due to events such as death, disability, illness, school closure, etc., the employee may not be able to continue his/her duties.

**Non-Renewal of Work Agreement:** At the normally scheduled time for re-signing the annual work agreements, the employee may not be offered a new work agreement by the Head of School.

**Dismissal:** Reasons for dismissal may include but are not limited to: violation of the law; insubordination; consistently low performance; immorality; mistreatment or blatant disrespect of parents, other faculty, staff or students.

The procedure for dismissal is:

1. A conference with the Head of School that includes a written warning and specifies a correction plan with a deadline.
2. A follow-up evaluation conference with the Head of School to be held at the end of the specified time.
3. If at any time adequate improvement is not apparent, dismissal is in order.
4. The Head of School will communicate dismissal of faculty or staff to the Chair of the Grace Academy Board.

**Immediate Dismissal:** Immediate dismissal of an employee is always an option for the Head of School. The Head of School shall report this action as soon as possible to the Chair of the Grace Academy Board.

### ***9.5 Suspension Policy***

***Objective:*** To provide a clear policy describing the steps by which employees may be suspended from duty at Grace Academy

***Scope:*** This policy covers the procedure for suspension of an employee.

***Guidelines:***

An employee may be suspended with or without pay at the discretion of the Head of School. The Head of School will inform the Chair of the Board of this action as soon as possible.

## ***9.6 Church Attendance Policy***

***Objective:*** To set the standard for church attendance for Grace Academy staff

***Scope:*** This policy applies to all faculty and staff of Grace Academy.

***Definitions:*** Evangelical Christian fellowship: Any Protestant church in substantive agreement with the Grace Academy Statement of Faith (2.2)

***Guidelines:***

All staff and faculty members are required to attend regularly any local evangelical Christian fellowship.

Any questions about which churches meet this criterion should be answered by the Head of School.



## ***9.7 Comprehensive Grievance Policy***

**Objective:** To establish biblical guidelines for the resolution of disputes and grievances in the operation of Grace Academy.

**Scope:** These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Grace Academy's operations, between any parties connected in a direct way to the school. These parties may include students, parents, faculty, staff, volunteers, administration, and Board.

**Definitions:** Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Grace Academy objectives and goals.

Grievances: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns: The substance and details of the dispute and/or grievance.

### ***Guidelines:***

#### ***General:***

It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

#### ***Students/Parents to Faculty or Staff:***

All concerns about the classroom must first be presented to the member of the faculty or staff by the parents, or if the student is mature enough, by the student himself.

If the problem is not resolved, the parents may appeal the decision to the Head of School, his designated representative, the Director of Curriculum and Instruction and/or the Director of Student Affairs, depending upon the nature of the grievance.

If there is still no resolution, they may request in writing a hearing with the Board.

#### ***Faculty/Staff to Faculty/Staff:***

If a member of the Grace faculty or staff has a grievance or dispute with another faculty or staff member they should bring their concerns to that member of the faculty/staff.

If the problem is not resolved, the affected faculty or staff should present the grievance or dispute to the Head of School.

If there is still no resolution, they may request in writing a hearing with the Board.

#### ***Grace constituency to Director of Curriculum and Instruction/Director of Student Affairs/Head of School:***

If a member of the Grace constituency has a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of

School, his designated representative, the Director of Curriculum and Instruction or the Director of Student Affairs.

If there is still no resolution, they may request in writing a hearing with the Board.

*Faculty/Staff to Director of Curriculum and Instruction/Director of Student Affairs/Head of School:*

All concerns about the standards of the school must first be presented to the Head of School or his designated representative.

If the problem is still not resolved, the faculty/staff member may request in writing a hearing with the Board.

*Volunteers to Faculty, Staff, Head of School:*

If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight (teacher, Head of School, development director, etc.).

If the problem is not resolved, then the concern should be presented in writing to the Head of School, followed by a meeting with him to discuss the concern.

If the problem is still not resolved, the volunteer may request in writing a hearing with the Board.

*Individual Board Members to Head of School:*

If specific concerns arise during a Board meeting, Board members may not rebuke the Head of School in the Board meeting, but their concerns may be channeled through the Chair.

Any Board member may call the Board into executive session if a potential grievance or dispute arises during a Board meeting.

If the Board decides that the issue does not warrant executive session, the Board will return immediately to open session.

If the Board decides further investigation is warranted, the Head of School will meet with the Board in executive session to present his perspective and answer questions.

The Board will notify the Head of School of the Board's decision.

### ***9.8 Evaluations/Personnel File Policy***

- Objective:** To ensure consistency of procedure and standards in all performance evaluations of the faculty and staff of Grace Academy.
- Scope:** This policy applies to board evaluations of the Head of School and the Head of School's evaluation of faculty and staff.
- Definitions:** Evaluation: a procedure for measuring a staff member's performance in helping to achieve the goals and policies of Grace Academy, the curriculum objectives of the school, and observation of the guidelines and handbooks.

Personnel File: a file maintained by the Head of School in the administrative offices of Academy for all faculty and staff

***Guidelines:***

Oversee the formal evaluations of all faculty and staff. The Head of School will be responsible to evaluate all faculty and staff. The Board will be responsible for the evaluation of the Head of School.

The evaluation will be considered finalized when the faculty or staff member being evaluated and the one responsible for the evaluation both acknowledge by signature that the evaluation has been discussed in detail. When the evaluation is finalized, the Head of School will place it in that faculty or staff member's personnel file.

Other appropriate inclusions in the personnel file would include letters of commendation or reprimand, as well as any responses, comments, or relevant data the faculty or staff member may wish to include.

No unauthorized access to a faculty or staff member's personnel file will be allowed.

The personnel file may be used by an authorized representative of Grace Academy to draft a letter of recommendation to a prospective employer. The file is only to be used for purposes of refreshing the memory, and is not to be reproduced for the prospective employer.

### ***9.9 Publications Policy***

***Objective:*** To establish the ownership of material produced at Grace Academy.

***Scope:*** This policy applies to all material produced by the faculty and staff of Grace Academy in the course of their duties at Grace Academy, as well as any material produced as the result of special commissioning by Grace Academy.

***Definitions:*** Commissioned material: material that is produced by a staff member as a result of special arrangement with the administration of Grace Academy. No commissioning exists without a signed agreement.

***Guidelines:***

Individual staff members have full ownership rights to lecture notes, worksheets, lesson plans, as well as non-commissioned textbooks/workbooks or teacher guides they have written in the course of their teaching duties at Grace Academy. However, the staff member will provide requested copies of all noted materials to Grace Academy "at cost."

Grace Academy has full ownership rights to curriculum guide outlines/objectives, scope and sequences, and materials lists.

Grace Academy retains the right to use "in house" all worksheets, lesson plans, and lecture notes. This "in house" use includes the right to market the material outside the confines of Grace Academy with prior written agreement with the staff involved. It should be understood that the staff member reserves the right to publish the same non-commissioned materials, if a joint agreement is not satisfactory.

The ownership of commissioned material will be specified by the commissioning agreement.

### ***9.10 Professional Leave Policy***

**Objectives:** To establish basic guidelines and limits for all faculty and staff members desiring professional leave within the work agreement period.

**Scope:** This policy covers all faculty and staff members of Grace Academy desiring professional leave.

**Definitions:** Professional leave: paid time taken by any faculty or staff member to grow professionally

***Guidelines:***

The following guidelines are to be adhered to by the faculty or staff member desiring professional leave and the administration in granting the leave:

Staff may request up to three days of professional leave during the academic year, plus five days during the summer.

Faculty may request up to three days of professional leave during the academic year.

If a faculty or staff member's professional leave requires more than the specified number of days, the Head of School may approve the additional days of professional leave on a case-by-case basis.

Requests for professional leave should be submitted in writing to the appropriate administrator for approval at least two weeks prior to the planned leave. The Head of School is to be informed of all such requests.

Professional leave days may not be accumulated from year to year.

### ***9.11 Consulting Policy***

- Purpose:*** To define the procedures for the provision of consulting services  
***Scope:*** This policy applies to all board members, faculty, and staff of Grace Academy.  
***Definitions:*** Consulting: the provision of educational counsel, advice, expertise, etc. for a fee

**Guidelines:**

On their own time, and with their own materials and expertise, Board members, faculty, and staff of Grace Academy are free to offer their own educational consulting services to other schools, prospective schools, or associations of schools. The Grace Academy Board reserves the right to withdraw this permission at any time.

Board members, faculty, and staff who provide consulting services may make use of official Grace Academy consulting materials only through prior arrangements with the Grace Academy Board.

### *9.12 Student Teachers Policy*

- Objective:** To set guidelines for the practice of allowing student teachers to complete their practicums at Grace Academy
- Scope:** This policy applies to any situation in which a university student seeks to complete any portion of his student teaching practicum at Grace Academy.
- Definitions:** Practicum: the period of time and experience in an actual teaching situation necessary for completing most undergraduate teaching degrees and certificates

**Guidelines:**

Should a university student, or his college advisor/placement officer, seek to have any or all of the student's required practicum completed at Grace Academy, the following steps are to be taken:

The student must submit to the appropriate administrator documentation that includes:

1. The same application process that is required of a new teacher at Grace Academy.
2. The student's goals for his degree and plans for post-college work.
3. A liability waiver from the student's university.
4. The necessary permission and procedural authority from the university. This would also give the name(s) of the college supervisor(s), as well as a detailed description of the objectives the student is to complete while in training.

The appropriate administrator will determine whether the student is qualified to work at Grace Academy.

During the entire practicum, the student teacher will be subject to all appropriate school policies and guidelines, as documented in applicable faculty/staff handbook.

### ***9.13 Mandatory Enrollment Policy***

***Objective:*** To define the policy of mandatory enrollment for the children of Grace Academy Board members and Head of School

***Guidelines:***

All eligible school-aged children of Grace Academy Board members and Head of School shall be required to attend Grace Academy. Exceptions to this policy may only be granted by the Grace Academy Board.



### ***9.14 Whistleblower Policy***

**Objective:** To provide a process for employees to raise concerns about suspected fraud and to protect them from reprisals for whistle-blowing in good faith

**Guidelines:**

Grace Academy is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, this policy aims to provide an avenue for employees to raise concerns about suspected fraud and to provide reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

**Reporting**

It is the responsibility of every employee to report concerns relating to suspected dishonesty or fraud. Such concerns shall be set forth in writing and sent in a sealed envelope to the Chair of the Grace Board in a timely manner.

**Investigating the Concern**

Following the receipt of any complaints submitted, the Board will investigate each matter so reported and take corrective and disciplinary actions when appropriate. The Board may enlist employees and/or outside legal, accounting, or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal-accounting controls, auditing matters, or any other form of fraud. In conducting any investigation, the Board shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

**Report to Complainant**

The complainant will be given the opportunity to receive follow-up on his concern within two weeks.

The follow-up should include

- an acknowledgement that the report of the concern was received,
- a description of how the matter will be dealt with,
- an estimate of the time that it will take for a final response,
- an indication of whether initial inquiries have been made, and
- an indication of whether further investigation will follow, and if not, a justification for the reason.

The complainant will receive information, a process subject to legal constraints, about the outcome of any investigations.

**Document Retention**

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

**Safeguards**

No employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequences as a result of the reporting. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the organization before seeking resolution outside the organization.

Additionally, no employee shall be adversely affected because he refuses to carry out a directive that would constitute corporate fraud, or that would violate state or federal law.

Suspected violations may be reported confidentially by the complainant or may be reported anonymously. Reports of suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

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

- the seriousness of the issue raised,
- the credibility of the concern, and
- the likelihood of confirming the allegation from attributable sources.

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

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

- theft or other misappropriation of Grace Academy assets,
- misstatements or other irregularities in the Grace Academy financial records,
- incorrect financial reporting,
- misuse of Grace Academy financial resources,
- illegal financial activities.

## **10. Policies Regarding Educational Programs**

The policies presented in this section address educational programs sanctioned by Grace Academy, including both curricular and extra-curricular activities. Pertinent issues include topics such as Grammar, Logic, and Rhetoric curriculum, the scope and sequence of topics/courses, criteria for textbook selection, and guidelines for the implementation of and participation in extra-curricular activities.

### *10.1 Reverence Policy*

**Objectives:** To ensure that God's name, character, and truth are honored and respected at Grace Academy

**Scope:** This policy applies to the entire program of Grace Academy.

**Guidelines:**

In all areas of instruction, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles.

For the sake of the students' spiritual training and the work of Grace Academy, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, honored and respected at Grace Academy.

## *10.2 School-Sponsored Events Policy*

**Objective:** To limit the liability assumed by Grace Academy for school-sponsored events

**Scope:** This policy applies to school-sponsored activities.

**Definitions:** School-sponsored events: 1) events which are organized by a Grace Academy faculty or staff member acting in their official capacity, 2) events which are published on the Grace Academy official calendar, or 3) events which receive financial support from Grace Academy.

***Guidelines:***

School-sponsored events require the attendance of a faculty, staff, or approved representative of Grace Academy.

Parents or legal guardians must sign a written waiver releasing Grace Academy from any liability for all events taking place off campus. This statement should also authorize medical treatment to be given to the student in case of injury.

The appropriate administrator must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.

### *10.3 Class Size Policy*

- Objective:** To provide the administration with guidelines on class sizes  
**Scope:** This policy would affect all students, K-12, faculty, and staff members.  
**Definitions:** School of Grammar: Grades kindergarten through five  
School of Logic: Grades six through eight  
School of Rhetoric: Grades nine through twelve

***Guidelines:***

*School of Grammar:*

In the School of Grammar, class sizes will normally be limited to 20 or fewer.

*Schools of Logic and Rhetoric:*

In the School of Logic and School of Rhetoric, class sizes will normally be limited to 25 or fewer.

### *10.4 Dress Code*

**Objective:** To set the standards and guidelines for student attire at Grace Academy

**Scope:** This policy applies to all students.

**Guidelines:**

Students attending Grace Academy are expected to comply with the Grace Academy uniform policy.

### *10.5 Learning Disabilities*

**Objective:** To clarify the educational expectations of Grace Academy in regard to students with learning disabilities

**Scope:** This policy applies to all students and teachers in all the classrooms of Grace Academy.

**Definitions:** Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services desired by the parents.

Learning Disability: Any condition in a student or potential student which does not require a separate classroom, program, or staff in order to provide the education services desired by the parents. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed, or is a genuine learning disability.

***Guidelines:***

Children with a severe learning disability will not be admitted to Grace Academy due to the lack of adequate staffing, funding, and facilities.

Children who have been diagnosed as having a learning disability will be required to meet the same academic and behavioral standards as all the other children in their grade level.

Children who have been diagnosed with a learning disability will be given as much individual instruction and encouragement as their classmates.

The final determination of admission of students with learning disabilities rests with the Head of School. The enrollment status of these students may be reevaluated by the administration as needed.



### *10.6 Faculty/Staff and Student Relations*

**Objective:** To provide overall and specific guidelines facilitating professional, friendly, and biblical relationships between Grace Academy Board members, faculty and staff members and Grace Academy students (To be understood in light of Policy 2.4, "Code of Ethics Policy")

**Scope:** This policy applies to all members of the Grace Academy Board, faculty, and staff.

***Guidelines:***

In order to facilitate proper, professional relationships and inhibit potential sinful, destructive behaviors between Board members, faculty, and staff and students, the following guidelines are to be understood as representative of the practices and philosophies of Grace Academy. More specific guidelines conforming to this policy may be issued by the appropriate administrators, as necessary.

Board members, faculty, and staff members are to remember that they serve as professional, adult role- models before the students (Titus 2:7-8). All relationships are to be friendly and courteous, not familial and intimate.

Board members, faculty, and staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (1 Peter 2:12).

Flirtation, sexual innuendos, casual disrespect toward authority, excessive familiarity, etc., are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.

If it is necessary for a board member, faculty, or staff member to spend time alone with a student, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.) or have previously obtained written approval from the student's parent or legal guardian.

Board, faculty, and staff members shall not travel alone in a car with one student without prior written approval from the student's parent or legal guardian.

On any school-sponsored trips lasting overnight and involving students of both genders, chaperones of both genders will be required. An exception to this rule may be made in the case of a parent staying with his or her own opposite-gendered child.

*10.7 Nondiscrimination Policy*

Grace Academy does not discriminate on the basis of sex, race, color, age, national and ethnic origin, or any other impermissible factor in administration of its admission practices. However, Grace Academy is an independent, tax exempt 501(c)3 educational corporation led by a Board of Trustees and is an independent non-profit Christian ministry. As such, Grace Academy reserves its right to choose to discriminate in its admission practices in favor of individuals whose faith conforms to its Mission and Statement of Faith.

## Appendix I. Definition of Terms

The following is a list of key terms used in the Grace Academy Policy Manual.

ACCS: Association of Classical Christian Schools

Administrative staff: Staff whose main responsibilities are administration

Association of schools: Any affiliated collection of schools

Basic Christian doctrine: The doctrine presented in Grace Academy's statement of faith

Basic Christian morality: The standard of morality represented in 1 Corinthians 5:11-13

Board of Trustees: The duly elected and governing board for Grace Academy, elected and governing in accordance with the Grace Academy Articles of Incorporation and Bylaws

Capital expenditures: Monies spent generally on improvements or extensive repairs and which are not allocated in the annual operations budget.

Christian Church: Any church in basic agreement with Grace Academy's statement of faith.

Commissioned material: material that is produced by a staff member as a result of special arrangement with the administration of Grace Academy.

Concerns: The substance and details of the dispute and/or grievance.

Consulting: the provision of educational counsel, advice, expertise, etc. for a fee

Direct sales: activities generating assets by the provision of goods or services to the donor.

Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Grace Academy objectives and goals.

Evaluation: a procedure for measuring a staff member's performance in helping to achieve the goals and policies of Grace Academy, the curriculum objectives of the school, and observation of the guidelines and handbooks.

Evangelical Christian fellowship: Any church in substantive agreement with the Grace Academy Statement of Faith (2.2)

Financial Crisis: Any time the Board agrees on the basis of the inability to pay obligations.

Full-time employee: Faculty and staff who work at least 2/3 time

Gifts: assets received without regard for the provision of goods or services to the donor. Grammar: the fundamental rules and data of each subject.

Grievances: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Head of School: The chief administrative officer of Grace Academy, hired by and reporting to the Board

Honor: To comply with, respect, implement.

*In loco parentis*: in place of the parents

Late fees: Fees not paid in full by the fifth working day of the month due.

Learning Disability: Any condition in a potential student or student which does not require a separate classroom, program, or staff in order to provide the education services desired by the parents

Logic: the ordered relationship of particulars in each subject.

Overdue bill: Any bill that has not been paid by the date upon which we have agreed to pay it

Part-time employee: Faculty and staff who work less than 2/3 time

Personnel File: a file maintained by the Head of School in the administrative offices of Grace Academy for all faculty and staff

Practicum: the period of time and experience in an actual teaching situation necessary for completing most undergraduate teaching degrees and certificates

Professional leave: time taken by any faculty or staff member to grow professionally

Projected costs: The total cost of labor and materials associated with the project from start to finish. Rhetoric: the means by which the grammar and logic of each subject may be expressed clearly. School of Grammar: Grades kindergarten through five

School of Logic: Grades six through eight School of Rhetoric: Grades nine through twelve School: Any institution of education

School-sponsored events: 1) events which are organized by a Grace Academy faculty or staff member acting in their official capacity, 2) events which are published on the Grace Academy official calendar, or 3) events which receive financial support from Grace Academy

Secondary doctrine: Doctrinal issues which are not addressed in the Grace Academy Statement of Faith (2.2)

Serious diseases: those diseases which are potentially life-threatening, or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically).

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services desired by the parents.

Unused funds: Prepaid tuition monies remaining as a result of a student discontinuing enrollment, for any reason

## Appendix II. Summary of Changes to Policy Manual

<u>Page</u>	<u>Section Title</u>	<u>Change</u>	<u>Date</u>
2-3	Table of Contents		03/27/12
51	Whistleblower		03/27/12
16	Board Calendar		04/10/12
51	Comprehensive Grievance		08/28/12
12	Organizational Structure	replace " <i>Principals</i> " with " <i>administrators</i> "	9/25/2012
15	Major Responsibilities	Item 7 "Each Board member is <del>required to remember</del> <u>must recognize</u> that the authority..."	12/03/2013
16	Board Calendar	add Independence and Conflict of Interest Disclosure to calendar in September	11/27/2012
16	Board Calendar	July – add "Faculty Staff Handbook approved" October: add "set tuition costs" November: delete "Set tuition costs," and add "Parent Student Handbook approved"	12/03/2013
19	Head of School	Head of School: Add Item 9 :Safety and security of campus."	12/03/2013
21	Board Committee Policy	change "imbued" to "invested" in point 2	11/27/2012
23	Grace Academy and Parent Council Policy	correct typo: "except as specified in item two" to "except as specified in item one below."	11/27/2012
23	Grace Academy and Parent Council Policy	deleted: "All other decisions of the Grace Academy Parent Council are to be determined by the Parent Council alone."  Added Guidelines 2 & 3.  Changed first sentence of Guidelines from "... except as specified in item one below."	3/25/2014
29	School Calendar Policy	School calendar due at "March Board meeting," changed from "July 15."	1/28/2014
27	Record Retention Policy	Policy 7.3 added	2/25/2014
27	Record Retention Policy	Add "In the event of school closure, responsibility for retention of school records will be delegated to the Board Chair."	3/25/2104
p. 28	Compensation and	"bimonthly" changed to "twice monthly" in A. and B.	1/29/2013

## Benefits

p. 29	Fundraising Policy	changed “The Development Director should be apprised of all fundraising activities....” to “The Head of School or his designee should be apprised....”	1/29/2013
p. 30	Overdue Bills Policy	changed “The generation of the necessary gifts for staff will become the Board’s responsibility.” to “The development of funds to make payroll will become the Board’s responsibility.”	1/29/2013
30	Overdue Bills Policy	The following paragraph was deleted: “All undesignated money received by Grace Academy, whether tuition or gifts, will be applied to the oldest bills first. Money received will not be accumulated in order to meet current obligations (e.g. payroll or utilities) if there are any older, unpaid obligations.”  The following clause was deleted: “as a result of this policy,” so the sentence begins “If it becomes clear to the Head of School....”	1/28/2014
p. 32	Prepaid Tuition Policy	added “if the payment is made by the 1 <sup>st</sup> business day of May” to the sentence “For one year of prepaid tuition, a discount of 5% will be granted.”	1/29/2013
p. 32	Prepaid Tuition Policy	changed “document” to “registration contract”	1/29/2013
p. 33	Tuition Payment and Tuition Refund Policy	in the last paragraph, changed the number 10 to 9, changed “August” to “September,” changed “11-payment” to “12-payment.”	1/29/2013
p. 31	Fee Collection Policy	change 1 from “In the event fees are not paid within the first five working days of the month due, a fee reminder will be sent to all applicable families. This will be done no later than the tenth of the month and will indicate any assessment of late payment fees”  to  “Families choosing the 12 month payment plan will be required to have an agreement set up with FACTS Tuition Management (FACTS). In the event a tuition payment attempt is returned to FACTS unpaid, FACTS will impose a \$30.00 Returned Payment Fee and re-attempt the payment on the 20 <sup>th</sup> of the month. FACTS will assess, on behalf of the school, a \$20.00 late fee. FACTS will remit that late fee to the school when collected. If the third attempt is returned unpaid, that amount becomes an unresolved balance and FACTS will no longer attempt to collect that payment.”	1/29/13
p.31	Fee Collection Policy	Changed “Objective: to ensure fees are collected” to “ensure tuition is collected”	1/29/13
p. 31	Fee Collection Policy	Changed definition of late fees to “Fees assessed when tuition is not paid in full by the fifth working day of the month due.”	1/29/13

31	Fee Collection Policy	Changed paragraph 1 to read: Families choosing the 12 month payment plan will be required to have an agreement set up with a designated tuition management company. In the event a tuition payment attempt is returned this vendor will assess, on behalf of the school, a \$20.00 late fee, and will remit that late fee to the school when collected. Other fees may be assessed per the designated vendor's policy.	1/28/2014
p. 37	Hiring Policy	"otherwise" removed in Guidelines 5. Changed "scriptures" to "Bible" in Necessary Qualifications 4.	2/26/13
42	Hiring Policy	Definition added: Evangelical Christian fellowship: Any Protestant church in substantive agreement with the Grace Academy Statement of Faith (2.2)	2/25/14
		Guide 2 edited to read: "...will be by Head of School <i>or designated representative</i> ."	
39	Capital Expenditure Policy	Necessary Qualifications edited to read: "...attend a local evangelical Christian fellowship." the following guidelines were removed: Supporters of Grace Academy should be given priority as vendors, assuming price and quality are competitive. All attempts will be made to get industrial or commercial quality at wholesale prices.	2/25/14
p. 40	Separation Policy	Changed "Employees may choose to voluntarily resign at the ...." to "Employees may choose not to renew their contract...."	2/26/13
45	Separation Policy	Scope changed to read: "This policy covers the procedure of employment separation." Voluntary Separation changed to read, "Employees may choose not to renew their agreement..." Dismissal changed to read, "Reasons for dismissal may include but are not limited to:..."	2/25/14
p. 41	Suspension Policy	Strike Suspension of employees may take place under the following circumstances:	2/26/13
47	Church Attendance Policy	The definition was edited: Evangelical Christian fellowship: Any Protestant church in substantive agreement with the Grace Academy Statement of Faith (2.2)	2/25/14
p. 43	Comprehensive Grievance Policy	change "...between any two parties connected in a direct way to the school. This includes students, parents..." to "... between any parties connected in a direct way to the school. These parties may include students, parents..."	2/26/13
	Comprehensive Grievance Policy	change "...All concerns about the classroom must first be presented to the faculty or staff by the parents..." to "...All concerns about the classroom must first be presented to the member of the faculty or staff by the parents..."	2/26/13

p. 45	Evaluations/ Personnel File Policy	correct typos	2/26/13
p. 47	Professional Leave Policy	Change definition of professional leave: "Professional leave: paid time taken by any faculty or staff member to grow professionally"	2/26/13
49	Student Teachers Policy	The student must submit to the appropriate administrator documentation that includes: <ol style="list-style-type: none"> <li>1.The same application process that is required of a new teacher at Grace Academy.</li> <li>2.The student's goals for his degree and plans for post-college work.</li> <li>3.A liability waiver from the student's university.</li> <li>4.The necessary permission and procedural authority from the university. This would also give the name(s) of the college supervisor(s), as well as a detailed description of the objectives the student is to complete while in training.</li> </ol> <p>The appropriate administrator will determine whether the student is qualified to work at Grace Academy.</p>	
p. 48- 60		Removal of periods in "Purpose" sections	3/26/2013
p. 51	Whistleblower Policy	change "his or her" to his in Report to Complainant and Safeguards	3/26/2013
p. 55	School-Sponsored Events Policy	Removal of "This policy is designed to" in "Purpose" section for consistency with other similar sections	3/26/2013
p. 58	Learning Disabilities	Removal of examples under "Definitions" section: ("e.g. Down's syndrome, deaf/mute, blind, etc." and "e.g. hyperactivity, Attention Deficit Disorder, dyslexia, etc.")	3/26/2013
p. 58	Learning Disabilities	Add: "The final determination of admission of students with learning disabilities rests with the Head of School. The enrollment status of these students may be reevaluated by the administration as needed."	3/26/2013
58	Reverence Policy	Deleted "especially Bible classes and related activities"	3/25/2014
p. 59	Faculty/Staff and Student Relations	add "An exception to this rule may be made in the case of a parent staying with his or her own opposite-gendered child."	3/26/2013
p. 60	Nondiscrimination Policy	change "...individual whose faith compliments its Mission..." to "...individual whose faith conforms to its Mission..."	3/26/2013
61	Dress Code	Change "dress code" to "uniform policy" under Guidelines	3/25/2014
62	Learning Disabilities	Change "goals" to "expectations" in Objective. Add "and behavioral" in second guideline – "...meet the same academic and behavioral standards as all the other..."	3/25/2014



