

Zion Classical Academy Board of Directors Handbook



Zion Classical Academy
465 South Marian Road
Hastings, NE 68901

Table of Contents

Mission Statement of Zion Classical Academy	2
Introduction	2
Section 1: Board Policy Development	3
Section 2: Relationship of the Board to Its Constituents	4
Section 3: Board/Principal Relationships & Staffing Responsibilities	6
Section 4: Board Membership	8
Section 5: Board Organization and Meetings	11
Section 6: Board Development	13
Section 7: Curriculum Responsibilities of the Board	14
Section 8: Board Legal Considerations	15
Section 9: Board Financial Responsibilities	18
Section 10: School Operation Policies	19

Note: The Policy Manual of ZCA consists of multiple volumes. This handbook only contains policies that are specific to the School Board of Directors; the Parent/Student Handbook, the Faculty and Staff Human Resource Handbook or the Volunteer Handbook should be consulted for policies that apply to those constituencies.

Mission Statement of Zion Classical Academy

The mission of Zion Classical Academy is to cultivate Truth, Wisdom, and Virtue in our students through classical Christian education in order to equip them for a life of service to God and neighbor.

Introduction

What is the Purpose of the Policy Manual?

The policy manual is a collection of policies adopted and approved by the Board that govern and guide the operation of the school. The policy manual outlines procedures necessary to create or revise existing policies. What Is a Policy? A policy states what is to be done or what is not to be done.

Section 1: Board Policy Development

Overview

The board sets direction and course for the school by providing policies, and the administrator is responsible for implementing the policies.

It is critical that members understand the difference between policy and procedure. In simple terms, a policy is a general concept of what should be done or not done; a procedure tells how it should be done.

A policy statement is adopted by the board. The procedures are prepared and implemented by the administrator.

The board is responsible to determine if a policy is needed and adopts needed policies. The administrator's role is to suggest policies that need to be developed, and if directed by the board, prepare a draft of a policy for the board to consider. Just as it is important to keep policy separate from procedure, it is important for the board to do the board's work and the administrator to do the administrator's work.

Developing Written Policies

To be a policy--to be an answer to a question before it is asked--a policy must be in written form and passed by the board with the full knowledge that they are developing a policy statement. The policy must be in written form and appropriately documented.

Process for Establishing/Revising Policies

1. Prepare Initial Draft

Normally, the administrator or a Board Committee working with the administrator prepares a draft for presentation to the board. Special care is needed to keep procedure out of policy statements.

2. Present and Discuss the Draft

The minutes of the meeting will need to accurately reflect the final version of the policy.

3. Document and File

Following the adoption, the policy will be inserted into the applicable section of the Policy Manual.

4. Implement and Communicate to Constituents

The responsibility for implementation lies with the administrator. Those affected by a policy should be informed with as much advance notice as possible.

Policy Review

The board shall establish a policy subcommittee to review existing policies annually.

Section 2: Relationship of the Board to Its Constituents

Communicating with LCMS Member and Mission Partner Congregations

The principal or a designated representative will regularly communicate with member and partner congregations. The principal will be responsible for all official written reports.

Relationship with the Faculty and Staff

1. Faculty and Staff Human Resource Handbook

A well developed and maintained faculty and staff human resource handbook will be produced and reviewed annually.

2. Channel for Communication

The administrator needs to be aware continually of the ideas and concerns of the faculty and staff, and bring these ideas and concerns to the attention of the school board when they involve policy.

Relationship with Parents and Students

1. Parent/Student Handbook

The principal and the Board of Director's policy subcommittee, in concert with existing school board policy, shall annually review, revise, and publish a parent/student handbook which shall be presented to the Board for approval.

2. Channel for Communication

The board, through its president, will consider the ideas and concerns of parents, faculty, and students as they deal with policy issues. In cases where the concern is procedural and the parent or student is directed to the principal, the problem should be resolved without consideration by the Board of Directors.

3. Board Meeting Visitor Policy

The Board Meeting Agenda contains an Open Forum session and visitors are welcome to attend here. To ensure that the Board of Directors has the time necessary to consider the issues, the Board desires that this portion of the meeting be limited to 15 minutes. However, if it appears that there are more individuals desiring to speak than may be allotted during 15 minutes, the maximum amount of time each individual is allowed to speak may be reduced to one minute and an additional 15 minutes may be allotted by the chair. Visitors are kindly asked to leave after the end of the Open Forum session of the meeting.

If an individual or group wishes to make a specific presentation, they must contact the Board President a week in advance to be put on the agenda. A written request shall contain, at a minimum, the following information: The name and address of the requester, the nature of the information to be presented, the maximum length of time requested to make the presentation, and the specific action desired by the Board of Directors.

Relationship with PTU

ZCA's Board of Directors oversees a Parent Teachers United (PTU) organization. The PTU is an important organization that strives to unify the efforts of the home and school for the

benefit of the students, parents, and teachers at Zion Classical Academy. The PTU offers programs, activities, fundraisers, and other opportunities to work together for the benefit of all. PTU fundraising efforts throughout the year have raised money to defray the cost of projects and to purchase items needed at the school to enhance the education of the ZCA students. The Board of Directors shall approve of all programs and fundraisers and oversee the adherence of the organization to its own PTU bylaws. The principal and the Board of Director's policy subcommittee, in concert with existing school board policy, shall annually review and revise the PTU By-laws which shall be presented to the Board for annual approval.

Relationship with Volunteers

The principal and the Board of Directors policy subcommittee, in concert with existing school board policy, shall annually review, revise, and publish a Volunteer Handbook which shall be presented to the Board for annual approval. All volunteer programs in the school are to be overseen by the school principal with Board approval.

Relationship with District and Synod

The Principal of the school will serve as the link between the Board, the Lutheran Church-Missouri Synod (LCMS) and its Nebraska District. The Board shall maintain all requirements and documentation to remain a Recognized Service Organization: Education Service Organization (RSO: ESO) of the Lutheran Church Missouri Synod.

Relationship with the Community

As the principal serves as the public relations officer of the school, acting in accordance with existing policy, he/she will be responsible for writing press releases, visiting and/or becoming a member of civic organizations, preparing advertising spots, and working with the community's public schools. The Board of Directors shall serve as ambassadors for the school in the community to support and promote the school.

Section 3: Board/Principal Relationships & Staffing Responsibilities

Relationship Between Board and Principal

The board and principal must have a thorough knowledge of and support for the other's role. The principal of the school is the on-the-job administrative officer of the board, who drafts policies and carries out the board-adopted policies. The role of the Board is to intentionally support and uphold the office of the principal as they work together to support the school.

At times, board members may not agree with the principal. When disagreements occur, they should be resolved in private prior to the next board meeting. They should follow the guidelines of conflict resolution found in Matthew 18 and be carried out promptly, privately, and confidentially. If disagreements arise during a meeting, they should be handled in a spirit of respect and courtesy. The principal and the board member may end up agreeing to disagree with each other. Their differences should not affect the overall responsibility each party has in school leadership.

Role of Principal

The Board of Directors will adopt a written job/ministry description for the Principal and review it annually. Major categories for the role of the Principal shall include Visionary Leadership, School Management, Supportive Leadership, Supervisory Responsibilities, and General and Administrative Duties. The Board works with the principal, monitoring performance in compliance with the annual Board plans and policies of the Board.

The principal will act in a manner that is professional, ethical, legal, and consistent with the mission and vision of the school and within the boundaries of the principal's job description and policies of the Board.

Board's Role in Principal Assessment

The purpose for a performance review is to ensure that the Principal systematically complies with the policies of the school and with his/her signed job description. The goal is to be helpful and work toward improvement. The performance review should take place annually, initiated by the Board chairperson. The assessment will be based on the administrator's job/ministry description. The method of assessing the principal may take a variety of forms.

Whatever the tools used for assessment, it should evaluate only the performance of the principal relative to the job description. Once the information has been gathered, the Board President prepares an assessment to be reviewed with the Principal and the entire Board of Directors.

The main goal in the principal assessment is to assist the school's leader in maintaining a high level of performance in carrying out the policies, annual Board plans, and procedures of the school and to work for improvement.

Employment Procedures: Teacher Calls and Contracts

The Principal will interview candidates for all faculty and staff positions. He or she will make recommendations to the Board for final approval continuance of employment or the re-issuance of teacher contracts. A candidate on the roster of the LCMS will be issued a call by the Board. Upon acceptance of the call, the candidate will be considered a Commissioned Minister for the LCMS for ZCA.

Personnel Priorities

The Board will seek the highest quality of teaching personnel while recognizing the mission and purpose of the school.

Personnel Certifications

1. The Principal shall hold either a Nebraska administrative and supervisory certificate or a Nebraska professional administrative and supervisory certificate.
2. Teachers of grade school students, including Kindergarten, must hold a valid Nebraska teaching certificate.
3. Preschool and PreKindergarten teachers must hold a valid Nebraska teaching certificate with an Early Childhood endorsement, or an Associates degree in Early Childhood Education.

Board Role in Teacher Assessment/Evaluation

The school principal will develop and manage a formative and summative program for the supervision of instruction to help teachers develop and improve their skills in teaching and helping students, thereby enabling the school to achieve its purpose and objectives. The Board is involved in supervision by establishing policies that guide and direct the purpose and program of supervision.

The Board also becomes involved when the school principal, after having formally evaluated a teacher, places the teacher on probation for a specified period. During this period, a series of steps to work with the teacher to improve are initiated (regular visits, peer coaching, gathering data on the teacher's attitude and willingness to improve). At the end of the probationary period, the principal and the Board will make a decision based upon three options.

1. The improvement is satisfactory and the teacher continues.
2. The probationary period continues and the teacher continues.
3. Improvement is unsatisfactory and the teacher does not continue to teach.

The principal will inform the teacher of the Board's final decision.

Section 4: Board Membership

When agreeing to serve on the Board of Directors for Zion Classical Academy, board members have a great privilege and responsibility. Because their work affects the lives of children, board members will prayerfully, actively, and faithfully serve to the best of their abilities. This section describes the important responsibilities of competent and faithful board members.

Commitment to the Mission of the School

Board members will be familiar with the mission of the school and affirm that mission and the values on which it is based. Board members will be dedicated to ensuring that the school is strong and effective and will do nothing that will harm the school in carrying out its mission. The Board will review the mission statement periodically.

Commitment to Work with the Principal and Other Board Members

The board will exercise its governing authority as a whole. No individual board member shall exercise such authority except as instructed by the board. Board members will relate to other individuals with integrity, honesty, and straightforwardness. Board members shall invest personal energy and skills in the purpose and objectives of the board, seeking opportunities where individual skills and abilities can be applied.

Commitment to Serve Actively and Faithfully

Board members will be faithful in attending meetings so that the business of the board can be conducted consistently and effectively and can include the input of all members. The board president will contact any member who misses two consecutive meetings or three meetings during a school year. Based on the president's report and recommendation, which will be reflected in the minutes, the board will determine whether that person will remain on the board.

Advocacy of the School

Board members will represent the school in a positive manner, focusing on progress, improvement, growth, and accomplishments. They will publicly support staff and the programs of the school.

Planning

Board members, under the leadership of the principal, will plan for the short term and the long term. Such planning will guide future success and help the school fulfill its missions.

The principal is charged to find and recommend to the Board initiatives from respected and credible education sources which will give guidance to the process of ongoing evaluation and improvement of the school program.

Confidentiality

The principal, upon board direction, will communicate board decisions and activity. Board members will keep confidential all documents and discussions so identified, with salary, health, school budgetary, family financial aid assessments and awards, and any other student, family and personnel information always being confidential.

Role Outside of Board Meetings

The business of the board will be conducted only by the board during official meetings. Individual board members may maintain open communication with the constituency but will not represent themselves to be acting on behalf of the board unless specifically authorized by the board to do so.

Eligibility, Qualification, Selection and Terms of Office

The Bylaws of Zion Classical Academy shall govern all decisions regarding eligibility, qualifications, selection, and terms of office for the Board of Directors.

Profile of a Board Member

Universal Characteristics

- Faithful, mature follower of Jesus Christ evidenced by a growing walk with Christ and church membership/ involvement
- Demonstrates ability to think wisely, strategically, and critically while also maintaining humility
- Depth of understanding for Classical Christian Education and willingness to grow
- Committed to, passionate about, and in agreement with Zion Classical Academy's (ZCA) Statement of Faith and Mission Statement

Particular Characteristics

The Board should consider the strategic plan when assessing potential board members, asking "are there specific areas of knowledge or experience that would be desirable at this time?" This should not be taken too far and should never compromise the other qualifications.

The Responsible Board Member:

- Will give generously according to personal ability of time, talents and treasures
 - Time: Comes to Board meetings on time, is well-prepared, and completes committee assignments
 - Talent: Strategic thinking, communication skills, organizational understanding
 - Treasure: According to means/ ability
- Has respect for the confidentiality of each board meeting
- Is a public supporter of Board decisions, the Head of School, and school-wide initiatives
- Maintains an awareness that the Head of School, as the one and only employee of the Board, and, as such, does not report to individual Board members, but to the board as the institution's governing body
- Does not speak on behalf of the Board, but directs members of the community to the Head of School for operational concerns, and to the Board Chair for strategic concerns
- Who has children in the school, carefully distinguishes between parental perspective and responsibility, and Board member perspective and responsibility
- Separates the interests of the school from the interests of a particular constituency or child

- Insists on seeing the potential long-range consequences of all decisions
- Asks for quantitative and qualitative data: investigates and pursues the big picture goals but also asks for specifics of how ZCA can get there
- Persists in asking about the appropriate level of Board activity. Board= big picture, Head of school = day to day operation
- Supports and champions all of ZCA's fundraising efforts

Section 5: Board Organization and Meetings

Board Officers

The President, Vice President, Secretary and Treasurer will be elected by the Board of Directors to a two-year term. The roles of these directors are detailed in the ZCA By-laws.

Ex-Officio Members

The principal of the school and an LCMS pastor are ex-officio board members with the right to vote. The principal shall not vote on any motions recommending changes in benefits or rate of compensation.

Committees

The Board President may establish standing committees to address specific, long-term assignments. These following committees will meet on a regular basis and present their reports at the regularly scheduled Board of Directors meetings:

- **Expansion Committee**
- **Fiduciary Committee**
- **Nominating Committee**
- **Planning Committee**
- **Policy Committee**

The President may establish ad hoc committees to complete special assignments; such committees will function for the duration of the assignment and then be dissolved.

All reports of committees will be directed to the board and decisions will be reserved for the board as a whole. Committees will function under the coordination of the principal. The principal will serve on each committee.

Roles of the standing committees

- **Expansion Committee**

This committee will work to grow and expand ZCA through the use of marketing, fund development, and obtaining outside resources.

- **Fiduciary Committee**

This committee will be responsible for coordinating all things financial for ZCA. This will include working with the principal to create and audit the yearly budget, set tuition and fees for each academic year, and review and oversee the financial aid allocation and disbursement. They will also oversee all aspects related to required tax, insurance, and benefits.

- **Nominating Committee**

This committee will be co-chaired by the principal and the Board President. This committee will recruit, interview and recommend quality candidates for new board member positions. Duties also will include board training, new member orientation, and any board member discipline issues.

- **Planning Committee**

This committee is responsible for establishing strategic plans for ZCA for short, long, and mid-range goals.

- **Policy Committee**

This committee is responsible for the annual review of all policy and procedure manuals of the school and board. They will work with the principal to assist in the drafting of new policies as needed. This committee will assist with legal and statutory compliance. This committee may draft and present for vote to the whole board revisions and amendments to any policies throughout the school academic year and also the board's fiscal year.

Board Meetings

All meetings will be held according to the ZCA By-laws. The Board of Directors will meet at least quarterly. As needed, the President may call special or additional board meetings. A 2/3 majority of the voting board shall constitute a quorum. The Board shall make decisions by a majority vote of members in attendance. Robert's Rules of Order will serve as a guideline for meeting procedures. The agenda is the responsibility of the principal, in consultation with the board chair. The agenda should be prepared and sent one week prior to the meeting and approved as the first item of business. Reports and recommendations normally will be in writing and sent to board members in advance, with the agenda. The agenda of the Board of Directors meetings shall contain two distinct sections titled Open Session and Board Session. Visitor comments will be scheduled under the title, "Open Session: Visitor Comments." Visitors are welcome to the meetings of the Board of Directors during the Open Session. To present an item to the Board you must contact the Board Chairman a week in advance to be put on the agenda.

Section 6: Board Development

Members of the school board need to develop personally and as a group if they are to provide the leadership necessary to perform their tasks in a healthy and professional manner. The board's effectiveness and productivity are determined by its preparation and ongoing training and support.

Orientation of Board Members

To provide for continuity of board service, the board should provide for the orientation of new members prior to their induction. Every member should receive access to the current copy of the Board of Directors Policy and Procedure Manual, The Parent/Student Handbook, Faculty and Staff Human Resource Handbook, and the Volunteer Handbook.

Spiritual Growth

There is a spiritual dimension to the role of school board members. Each member individually and the board collectively will seek to grow spiritually and to model God-pleasing ways of making decisions. Each meeting will open and close with prayer. Directors will pray for and with each other as well as for the needs of the students, families, staff, and school.

Learning About Educational Issues

Board members will seek to grow in their knowledge of educational trends and issues. The principal will regularly provide board members with information and resources that will update them on classical educational topics.

Board Self-Evaluation

The board will annually evaluate its effectiveness in light of its roles and functions. Following the evaluation, specific goals for improvement will be established.

Section 7: Curriculum Responsibilities of the Board

For our purposes, we will define curriculum as the instructional content of the school program. The curriculum is based on the stated goals and mission of the school and enables students to grow spiritually, cognitively, physically, and socially.

The curriculum of a Classical Christian school is set forth in the light of God's Word. This view of the school's curriculum and its development is precisely what makes the curriculum of the Classical Christian school unique.

Role of the Board

The school board holds the responsibility of assuring the implementation of a quality program of Classical Christian education through approval of the curriculum selected and developed by the professional staff.

The board will support the school's mission statement and enable the faculty in their curriculum development by budgeting ample funds and providing dedicated curriculum-planning dates in the school calendar.

Ultimately the board's goal for the curriculum is one of excellence, which will bring glory to God and serve well the students, parents, and faculty.

Role of the Principal and Faculty

The Principal will lead the faculty in selecting, developing and implementing a Christ-centered Classical curriculum that meets or exceeds standards established by the state and by National Lutheran School Accreditation.

The Principal will formulate and implement a schedule for curriculum review and adoption. At least one curricular area will be studied and revised by the faculty each year.

Section 8: Board Legal Considerations

The Board of Directors has the responsibility to assure that the school is a law abiding Christian institution; its policies must promote conformity with the law and protection for the school, its administration, staff, and the board itself.

Special attention shall be paid when policies are made that deal with areas of the health and safety of students, the employment of staff, and due process. (Courts will generally consider the existence of policy and "good faith" of a properly communicated policy rather than the policy's wisdom or rationale. Therefore, it is essential to have policies in writing and published for all school stakeholders.)

Role of the Board

The board shall annually review the school's operational procedures, or lack thereof, which may have legal implications.

The board shall protect itself, the faculty, and the staff by annually reviewing the liability insurance coverage and amount in consultation with an attorney.

Role of the Principal

The Board shall expect the Principal and other educational personnel to continually study educational law in the state to keep current, and to consult with legal authorities at local and state levels regarding specific situations.

Zion Classical Academy should meet all requirements for state accreditation to ensure:

- Academic excellence for its students
- Adequate personnel to guide its students
- Recruitment for new students
- The transfer of credits for all students
- Continuation of federal, state, and local funds and services

Legal Compliance Requirements of the school

1. Documenting and Reporting Suspected Child Abuse and Neglect Situations Unlawful Discrimination and Harassment

Abuse or neglect is statutorily defined as knowingly, intentionally, or negligently permitting a child to be:

- Placed in a situation that endangers his or her life or physical or mental health
- Cruelly confined or cruelly punished
- Deprived of necessary food, clothing, shelter, or care
- Left unattended in a motor vehicle, if the child is six years of age or younger
- Sexually abused

Any employee of Zion Classical Academy and any person serving the school by special agreement who has reasonable cause to believe a child has been or is being subjected to abuse and/or neglect or is being subjected to conditions which would result in about and/or neglect shall, after conferring with the Principal, report same to the Department of Social Services and the local law enforcement agency. All cases of suspected abuse and/or neglect shall also be reported to the School Nurse. Reporting suspected cases of abuse and/or neglect to the appropriate school official shall not relieve the employee of his/her statutory duty to report directly to the Department of Social Services and the local law enforcement agency.

The name of any person reporting suspected child abuse and/or neglect shall remain confidential. The Principal shall establish those procedures necessary to assure that confidentiality is maintained at all times.

Any employee who reports suspected child abuse and/or neglect or participates in an investigation or judicial proceeding is statutorily immune (Sections 710 et al, chapter 28, Section 707, Chapter 27, Nebraska Statutes) from any civil or criminal liability that might otherwise be imposed unless he or she made a maliciously false statement.

Zion Classical Academy is committed to providing a school environment that is free of unlawful discrimination. We do not allow any unlawful harassment, including that of a sexual nature. All actions which create an embarrassing or otherwise undesirable atmosphere for any student or staff member because of a person's race, color, religion, age, sex, national origin, disability, or social status are prohibited. In addition, any action or lack of actions which create a related infringement of a student's or staff member's right are also violations of this policy. Any person who initiates or participates in harassment will be subject to severe disciplinary actions which may include dismissal, suspension, and/or expulsion.

The Principal shall cause administrative policies to be published and provide information and in-service experiences which will help assure that the school maintains full compliance with the law and the employees fully understand their responsibilities under the law.

2. **Missing Children Identification Act**

Upon notification by the Nebraska State Patrol of a missing person, Zion Classical Academy will flag the student's records. The flag will be large enough so that any personnel will be alerted to the fact that the records involve a missing person. If a request is made for a flagged school record, the records will not be sent and the local law enforcement agency will be notified of the request.

Students enrolling for the first time in Zion Classical Academy must present, within 30 days, a certified copy of a birth certificate. If the certificate is not received within 30 days, the person will be notified that law enforcement agencies will be notified unless the person complies with the request within 10 days. If after 10 days, the person still has not produced the certificate, local law enforcement agencies will be notified.

3. **Authorization for Student Transportation**

At the beginning of the school year, parents will sign an information sheet/ emergency card with the names and phone numbers of those who have permission to transport their child to and from school. All parents are responsible for notifying the school office of any changes. Children will be released only to persons indicated on these documents.

4. **Non Discriminatory Policy**

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

5. **Sexual Harassment-Conduct**

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. Zion Classical Academy does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

ZCA will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving Zion Classical Academy employees/volunteers and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees/volunteers to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff/volunteer of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the Board of Director's discipline policies.

The policy also recognizes that employees/volunteers and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. The school system prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

Section 9: Board Financial Responsibilities

The Board of Directors has the responsibility to oversee the financial operations of the school and to assure the LCMS Member and Mission Partner congregations and the entire school community that the school is fiscally sound.

Role of the Board

- Establishing annual salaries, tuition and fees.
- Reviewing and approving the annual budget.
- Monitoring the fiscal soundness of the school,
- Reviewing financial reports of all school related accounts.
- Reviewing financial aid requests and assisting in recommending financial aid awards.
- Accept, review, and devise strategies to react to concerns expressed in the annual financial audit.

Role of the Administrator

- Providing monthly financial statements to the board.
- Preparing a proposed budget for each fiscal year for the board.
- Providing long and short term financial plans as they are developed or modified to the board .
- Reviewing financial aid requests and assisting in recommending financial aid awards.

Financial Aid

The Scholarship Committee is composed of the Treasurer of the Board of Directors, who will act as the Chairperson, members of the fiduciary committee, a representative of Adams County Lutheran Education Association (ACLEA), and the Principal. The committee will meet to review the applications and award scholarships based on needs and availability of funds.

Fundraising Accounting

The Board shall oversee all monies gathered by groups from fundraisers for the school. The funds shall all clear through the treasurer.

Accounts Receivable Policy

Current practices regarding student account payments and fees are published in the Parent/Student handbook. The new electronic monitoring and reporting function from the company TADS will be utilized to check on delinquent accounts 10 days after the due dates established by the companies.

Section 10: School Operation Policies

Class Target Size

The number of students enrolled in each classroom cannot exceed the following unless special permission is granted by the Board:

Preschool 3 year old class	10
Preschool 4 year old class	12
Kindergarten	18
Grades 1-4	22
Grade 5-6	25

School Calendar

The Principal will be responsible for formulating the annual school calendar. The calendar will be approved by the Board and will be given to school families at the beginning of the school year. Opening and closing dates, as well as other closings for holidays will be published in the school calendar.

School Day

The school day shall be arranged and scheduled by the Principal, with the approval of the Board, within the limitations of school facilities and requirements of state law, so as to offer the greatest educational return for the time spent.

School Year

The school year will consist of 1,032 instructional hours for elementary grades 1-8 and 400 instructional hours for kindergarten. The instructional hour will consist of 60 minutes during which it will be required that teachers and students be in attendance.

The required instructional hours will exclude time used for school lunch, but will include passing time and recess. The required hours will exclude time missed for snow days, excessive heat, inclement weather, or other emergencies. Hours missed for such cancellations will be added to the school year if needed to meet the number of instructional hours required by state regulations.

Instructional time will exclude time for traveling to/from and participation in interscholastic sports, clubs, and contests. Interscholastic sports, clubs, and contests are defined as school events which involve student participation and faculty sponsorship.

Interruptions to the instructional hours for assemblies, pep rallies, picture day, and class meetings may be included in the required instructional hours but will be limited in number.

Health and Safety

- **Communicable Diseases**

The Board of Directors is committed to preventing the spread of communicable diseases and to educating both the staff and the students regarding communicable disease matter.

Communicable disease is an illness due to a specific infectious agent or its products from an infected person, animal, or indirectly through an intermediate plant or animal host, vector, or the inanimate environment. **Note:** A list of communicable diseases is listed in a publication from the Nebraska Department of Health and the list does include Acquired Immune Deficiency Syndrome (AIDS)

Our school is committed to educating employees and students about precautions necessary to prevent the transmission of such diseases. The intention of these school procedures is to promote the health and regular attendance of school employees and students so that the maximum potential for working and learning together exists.

In the event that an employee or student contracts a communicable disease, it is the intent of the Board, by means of these procedures, to strike a balance between the right of employees or students having a communicable disease to an education or continued employment, and the right of the school employees and the students to be free from the risk of exposure to a communicable disease which may affect their health, safety, and/or welfare.

Each incident of communicable disease and the determination of the course of action to be taken by the school shall be dealt with on an individual case-by-case basis.

If the school has reasonable cause to believe that an employee or student has a communicable disease, the school may request the individual to submit to an appropriate medical evaluation to determine that course of action, if any, should be taken by the school.

Except as otherwise provided herein, the identity of an employee or student who has a communicable disease shall be revealed only to those parties, if any, who have the right to such information under the law.

- **Procedures Relating to Staff Members and Students**

Employees and students with identified communicable diseases may work or attend school whenever, through reasonable accommodation, the risk of transmission of the disease or risk of further injury to the employee or student is sufficiently remote in such a setting so as to be outweighed by the detrimental effects resulting from the employee's or student's exclusion from school.

The school shall respect the right of privacy of any employee or student who has a communicable disease. The employee's or student's medical condition shall be disclosed only to the extent necessary to minimize the health risk to the employee or student or others. The number of personnel aware of the condition will be kept to a minimum needed to assure proper care of the employee or student and to detect situations in which the potential for transmission of the disease may increase.