

LEHIGH VALLEY CHRISTIAN HIGH SCHOOL POLICIES AND PROCEDURES

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I. Introduction and Governance Philosophy

The purpose of this governance philosophy is to document the methods by which we operate and make decisions. While there are models of board organization/philosophy written by others (such as John Carver's "Reinventing Your Board") this philosophy has been developed specifically to meet the current/expected situation at Lehigh Valley Christian High School. While it may need to be updated in the future as the school grows and additional staff positions enable the administration to take on duties currently handled by the Board of Directors, until that happens this document will help guide the Board in its deliberations and actions.

Recognizing that there are several complementary areas involved in the running of the school, this philosophy is broken down into four areas: education, finances, property, and development. In each area the governance philosophy is developed in a narrative fashion. After each narrative, the specific responsibilities of the committees which have been established in this area are enumerated. While Carver suggests that in its fullest implementation the Board would not need to have any committees, this Governance Philosophy indicates the reasons why LVCHS has particular Board committees.

The allocation of responsibilities between the Board of Directors, various committees, and the administration is not a simple one. While models such as "Policy Governance" are useful, they must be adapted to fit the circumstances of each organization. This Governance Philosophy documents the governance process as it exists at Lehigh Valley Christian High School and is meant to be a guide to the Board of Directors as decisions or circumstances are brought to it for their consideration.

A. Education

In the educational area, LVCHS follows quite closely the "Policy Governance" model of John Carver. The Head of School and the Principal have been given the authority to act as any "reasonable man" would expect that a "Head of School" or "Principal" would. The educational policies adopted by the Board serve primarily as what Carver terms "executive limitations" in such areas as limiting the number of non-Christians being enrolled, etc. The Board does not establish the curriculum, choose textbooks, evaluate faculty, establish the school calendar, etc.

However, it is reasonable that the Board have a method of review and approval for some aspects of the educational aspects of the school. This review and approval process not only serves as a method of assisting the administration, but also protects them by giving some documents and actions additional "weight". To give an example, while the administration is responsible for writing the parent/student handbook, the Board specifically approves of its contents. If situations arise where a parent might question a procedure in the handbook and they are in conflict with the administration and wish to appeal, the Board will be on record as having approved of that procedure and can support the administration.

Education Committee – LVCHS is unique in its structure with having other Christian schools in its governance structure. Few schools are so blessed as to have so many Christian administrators/teachers from outside the school but nonetheless with a direct interest in it. While the board does not have an education committee which reports directly to the Board, board members with educational interests are encouraged to participate on an education committee reporting to the principal to give support in the following areas:

- 1) Acting as consultants to the principal in the development and direction setting of the curriculum.
- 2) Assisting the principal in identifying situations where Board policy is needed and helping to write those policies.

B. Finances

In direct contrast to the educational area, the Head of School is not expected to be an expert in finances. Nor is the school large enough to support a position of business manager. While the financial secretary (bookkeeper) reports to the Head of School, that position is primarily clerical in nature. Thus, the Board has reserved the financial duties of the school for itself at this time.

The Head of School has still been given responsibilities wherever daily actions need to be taken (e.g. signature authority for checks) and for areas which impact the educational process (e.g. setting budgets for the various curriculum areas). Some of these responsibilities may also be delegated to the Principal. However, the responsibilities for setting tuition rates, collecting tuition, preparing monthly financial statements, etc. remain with the Board. The Board is also responsible for development and execution of all financial policies.

Finance Committee – The Board actively seeks individuals to serve on the Board who can help with its financial duties. Unlike the educational area where the committee assists the Head of School in his responsibilities, in the financial area the Head of School assists the finance committee in fulfilling its responsibilities. Since many of the functions necessary for the running of the school have been delegated to the Board treasurer, the Board treasurer will be the chairman of the finance committee and can use the skills of the other committee members to assist him in fulfilling his responsibilities as well.

C. Property

Like the financial area, the Head of School is not expected to be an expert in the property area and the school is not large enough to support a separate position in this area. While the maintenance man reports to the Head of School, that position is not administrative in nature. Thus, the Board has reserved the property duties for itself.

The nature of this area has varied over the years. When our current property was being acquired, there was a very active committee. Following that time when it was primarily just a matter of keeping the property maintained, the property responsibilities were included as duties of the finance committee. As we have begun a period of growth and building expansion looks like a multi-year proposition, it makes sense to have a separate property committee to handle the myriad responsibilities which are involved in that expansion.

Property Committee – The Board actively seeks individuals to serve on the Board who can help with its property duties. The Head of School will assist the property committee in fulfilling its responsibilities. As we are involved in building expansion this committee will act as agents of the board in their dealings with architects, contractors, city/county officials, etc. However, any official documents will have to be signed by Board officers.

D. Development

Unlike the finance and property areas, the school does have a full-time position in the development area. This position is titled “Director of Institutional Advancement” in keeping with the varied responsibilities involved. The DIA reports directly to the Head of School. The Head of School is expected to be very involved in the development area. Thus, the “Policy Governance” model can be used in this area with the Board establishing “executive limitation” policies and allowing the administration to be responsible for the area. The existing policies in this area (e.g. limits on level of donations which can be designated by the administration) are of this nature. Also, the procedures for reporting on accomplishments and direction of the DIA are already in place.

Development Committee – While Board members are expected to be regular “donors of record,” and to participate as necessary in donor relations, the responsibility for development has been delegated to the Head of School. No Board-level committee is necessary to manage this activity. However, those board members with interest in this area are encouraged to participate in a development committee whose purpose is to assist the Head of School in the fulfillment of his responsibilities.

E. Personnel

All employees except the Head of School report either directly to the Head of School or indirectly through the Principal. However, because the faculty/staff of the school are so vital to the operation and success of the school, the board is still involved in the hiring of these individuals.

Personnel Committee – The board will appoint two or more of its members to serve on the Personnel Committee. Other individuals, not from the board, may be asked to serve on this committee as well. This committee will participate in interviews of new faculty/administrators. They will also periodically review personnel policies, salary and benefits, and other personnel related issues and, together with the Head of School, make recommendations to the board on any changes deemed necessary.

F. Primary Functions of the Board of Directions

1. Spiritual leadership of the school.
2. Setting policy in turn with God’s Word (the Board does not carry out policy).
3. Hiring people who support the Board 100% to carry out the policy.

G. Policy Development

Steps to be followed by the Board of Directors

1. Identify the specific need to be addressed.
2. Direct the Head of School or a Board committee to research.
3. Conduct a comprehensive study of the Bible relative to this need.
4. Review positions and/or policies from other Christian schools.
5. Seek material from other agencies if needed for better understanding of related complexities.
6. Draft a policy proposal and bring to the Board for a first reading.
7. Make changes as a result of the first meeting and return to the Board for a second reading and subsequent adoption. Record in official policy manual.
8. Charge the administration with the implementation of the new adopted policy.

*Adopted on 9/21/2000.
Amended on 3/18/2004.
Amended on 3/17/2005.
Amended on 3/15/2007
Amended on 4/19/2007*

II. Organizational/Structural Policies

A. Board Member Orientation

This orientation has been adopted to ensure that members appointed to the LVCHS Board of Directors have a common base of knowledge regarding the goals and objectives of the LVCHS as well as a general understanding of Christian education. This orientation provides a program that enables Board members to be effective in their appointed roles and to enhance their knowledge on an ongoing basis.

In the first month:

- Read and agree with the LVCHS Board member orientation policy.
- Read the Charter and Constitution of LVCHS.
- Agree with the Statement of Faith, philosophy and mission of LVCHS as set forth in the Constitution.
- Read LVCHS Board adopted policies.
- Read the LVCHS student manual.
- Have a brief orientation with the LVCHS Board Chairman and Head of School.

In the first three months:

- Become familiar with LVCHS campus, resources and curriculum.
- Become familiar with the LVCHS staff and their areas of expertise.
- Read *Serving God on the Christian School Board* by Roy Lowrie, Jr.

In the first six months:

- Observe class sessions during a visitation day prearranged with the Head of School.
- At the end of the six month period, have a discussion with the LVCHS Board Chairman and the Head of School.

In the first year:

- Attend at least one Board member convention.

At three year intervals thereafter:

- Attend at least one Board member convention.

*Adopted on 1/15/1990 and revised on 2/17/1994 and 9/21/2000.
Amended on 3/15/2007.*

B. Administrative Evaluation

The Board of Directors' most important function is to seek, hire, and orient the Head of School; to conduct formative evaluation of the Head of School leading to correction, training or encouragement; and to provide summative evaluation leading to retention, promotion or dismissal.

The following procedure shall be followed in the evaluation of the Head of School:

1. A committee shall be formed to conduct a preliminary evaluation, recommending its findings to the Board. Whenever possible, the Board will also appoint a fourth member, outside the Board, or will hire an outside professional to act as a consultant, giving guidance to the committee. Because of the close relationship between the Head of School of LVCHS and the administrators of the founding schools, these administrators are ineligible for appointment to this committee, either as Board members or as outside professionals.
2. The committee will evaluate each point of the Head of School's job description. It should form a judgment as to whether each item is being performed adequately, inadequately, or excellently, along with a justification for each judgment.
3. The committee will evaluate the Head of School solely on the basis of the job description.
4. The committee will meet with the Head of School, receiving a point-by-point self-evaluation to help in its judgments.
5. The committee should make observations in the school, and study documentary records (tests, meeting minutes, public letters, etc.).
6. The committee may make use of opinions from faculty, parents, students, alumni, and staff, provided those opinions are systematically collected. It must be remembered that these are resources – it is the committee's job to form the preliminary evaluation.
7. The committee will report its point-by-point evaluation together with overall evaluation and recommendations, no later than the June Board of Directors meeting. This will take place in executive session, with the outside member of the committee present without a vote. The Board will adopt a point-by-point evaluation, an overall evaluation, and whatever decisions may flow from the evaluation. The Board may discuss point with the Head of School, but all decisions will be made in executive session.
8. Oral and written communication of the Board's actions will be delivered promptly to the Head of School. The Head of School shall deliver any concerns within two weeks. Concerns will be considered no later than the next Board of Directors meeting.

Adopted on 11/26/1990.

Clause to disallow founding school administrators added on 4/21/1994.

Amended to report results no later than June meeting on 4/18/1996.

Amended on 3/15/2007

C. The Creation of New Positions

1. When a new employed position is created, LVCHS faculty and staff having all stated prerequisites (if any) for the position will be given opportunity to apply for the position.

2. The positions may also be advertised to qualified persons from without the school.
3. Administration and Board need not be bound to fill positions from within the school.
4. In the event that the Board deems a new position to be, in effect, an expansion of duties of a staff member, that staff member may be moved into the position without its being advertised for applications.
5. In the event of an emergency, the Board need not be bound by any point of this policy in creating, altering, or filling positions.

Adopted on 12/17/1992

D. Hiring of Faculty

Although LVCHS cooperates with and accepts students from a broad spectrum of evangelical churches, LVCHS does not hire faculty or administrators who are associated with certain ideas or practices found within the evangelical world. It is considered that a difference of opinion in these matters would make it very difficult for the person to uphold LVCHS. Therefore, it is the policy of LVCHS to not employ faculty or administrators who:

1. hold, or are associated with churches holding to doctrines or practices which would tend to deny the free offer of the Gospel;
2. hold, or are associated with churches holding to the notions of annihilation, of “soul sleep”, or of a second probation.
3. hold, or are associated with churches holding to doctrines or practices which would tend to exalt one racial, ethnic, or national group with respect to others.
4. do not support the view of marriage as only being between a man and a woman.

Adopted on 11/7/1988

Amended on 3/18/2004

E. Tuition Assistance Program for Teachers/Administrators

As part of the policy of LVCHS to encourage individual self-improvement and personal growth, tuition assistance may be available for full-time teachers/administrators for educational courses which are related to their continued employment at the school. Teachers/administrators who meet the eligibility requirements of the program will be reimbursed after successful completion of the course and receipt of evidence of the grade received. Payment for courses taken after January 1st are contingent on the individual returning to LVCHS the following year.

Reimbursement schedule for one semester:

| Grade | Part of Tuition | Dollar Limit |
|-------|-----------------|--------------|
| A | 100% | \$600 |
| B | 100% | \$600 |
| C | 50% | \$300 |
| D | 0% | \$0 |

The maximum payment is \$600 per semester, or an annual total of \$1200, which is for courses completed during the teacher contract year, September 1 through August 31 of the following year.

Adopted on 8/22/1991, revised on 9/21/2000, 8/21/2003, and 3/15/2007

F. Staff Days Off

Personal days, other than for emergencies and professional days, must be requested at least two weeks in advance. At least one school day must intervene between a personal day (other than for emergencies) and a school holiday. Personal days, other than for emergencies, will not be granted during teacher "work days," or during the first or last weeks of school. A teacher who has used all allotted sick days and personal days will have his or her pay reduced for all other days off. Exceptions to this rule may be considered by the Board upon written request.

Adopted on 7/18/1991

G. Laying Off Faculty

In the event that a layoff of faculty becomes necessary, the order of release will be consistent with curricular needs and faculty seniority, with part-time staff being released first.

Adopted on 8/22/1991

H. Re-hiring Laid Off Faculty

In the event that teachers are laid off from LVCHS, those teachers will be hired to fill vacant positions in the reverse order of layoff, before any new personnel are hired, provided that all the following are true:

1. The teacher keeps his/her application active by informing the office of his/her desire to do so in January of each year.
2. The teacher is qualified for the vacant position.
3. The teacher has performed satisfactorily at positions held in the interim.
4. The teacher's personal and spiritual references continue to be of high quality.

Adopted on 7/18/1991

I. Conflict of Interest (for Board Members)

Each Board member is expected to avoid any investment, interest, or association which interferes, might interfere, or might have the appearance of interfering with independent exercise of their judgment in the school's best interest. A conflict of interest exists when one's duty to give undivided loyalty to LVCHS can be prejudiced by actual or potential personal benefit from another source. A conflict of interest is also present whenever one takes advantage of his position with LVCHS for personal financial gain.

Disclosures of personal interests or other circumstances which might constitute conflicts of interest are to be reported promptly by the Board member to the LVCHS Board, who will hold the matter in confidence to the fullest extent possible under the circumstances, and in the event a conflict is found to be present, will arrange for resolution in a manner best suited to the interest of the school and the individual.

Common Sources of Conflicts

Conflicts of interest generally arise in four situations:

1. When a Board member, a member of his household, or a trust in which he is involved has a significant direct or indirect financial interest in, or obligation to, an actual or potential competitor or supplier of LVCHS.
2. When a Board member conducts business on behalf of the school with a supplier of which a relative by blood or marriage is principal, officer, or representative.
3. When a Board member, a member of his household, or a trust in which he is involved, accepts gifts of more than token or nominal value from an actual or potential competitor or supplier.
4. When a Board member misuses information obtained in the course of service.

This is not an all-inclusive listing.

Definitions

For these purposes, “suppliers” includes those providing not only goods, but also services, such as consultants, transportation companies, financial institutions, equipment lessors, and realtors. An interest amounting to one percent (1%) or less of any class of securities listed on any of the national securities exchanges or regularly traded over-the-counter will not be regarded as a “significant” financial interest in a competitor or supplier in the absence of other complicating factors which indicate that a conflict is present. Similarly, existence of an interest-bearing loan, at normal rates prevailing at the time of the actual borrowing, from a recognized financial institution will not be regarded as “significant.” Any interest in the stock of a competitor or supplier which is not publicly traded must be regarded as “significant” and subject to review procedure.

Specific Policy Application

It is not feasible to describe every situation which would conflict with LVCHS’s policy. However, it is useful to consider a few examples in which clear conflicts of interest are present and ground rules can be indicated:

1. A Board member who owns, directly or beneficially, a significant financial interest in an actual or potential supplier may not, without full disclosure and specific written clearance by LVCHS’s counsel, be assigned to a position in which he can influence decisions with respect to business with such supplier.
2. Accepting gifts other than token or nominal value or unusual entertainment from an actual or potential competitor or supplier is prohibited. Since most, if not all, presents or services would appear to be given to LVCHS Board members because of their position, great care should be exercised in accepting them. Board members are expected to refuse any gift if it would appear that he might be expected to reciprocate in turn with a favor or preferential treatment for the person offering the gift. Items classified as advertising novelties which have side circulation both within and without the school (calendars, paperweights, etc.) do not violate the policy against receiving gifts. Permitting a supplier’s representative to pick up the check at a meal is not offensive so long as business was discussed at arm’s length and there are absolutely no implications that there was any intention of subverting loyalty to the slightest degree.
3. No information obtained as a result of Board membership may be used for personal profit or as the basis for a “tip” to others unless such information has been made generally available to the public by the school. This is true whether or not direct injury to LVCHS appears to be involved. The requirement embraces any situation in which undisclosed information may be used as the basis for inequitable bargaining with an outsider. For example, the purchase of real estate near property which you know is being considered for purchase or development by LVCHS would constitute conflict.

Adopted on 5/19/1994

J. Executive Committee

The executive committee, comprised of any three of the four officers, is authorized to make necessary decisions and poll board members as appropriate until the next meeting of the full board of directors.

Adopted on 12/16/1999

K. Hiring Responsibility

| | Hiring Responsibility | Annual Re-hiring Responsibility | Salary Setting Responsibility |
|----------------------|---|---|---|
| Head of School | Board, with input from a designated selection committee | Board, with input from Administrative review committee | Board, at executive session |
| Other administrators | Head of School interviews, Head of School and Personnel Committee interview. Board votes on Head of School's recommendation to offer a contract. | Head of School makes observations. Board votes on Head of School's recommendation to offer a contract | Board adopts annually a salary scale with appropriate multipliers as needed |
| Faculty | Principal interviews, Principal, Head of School, and Personnel Committee interview. Board votes on administration recommendation to offer a contract. | Principal makes classroom observations. Principal's recommendations are reviewed by Head of School. Board votes on administration's recommendation to offer a contract. | Board adopts annually a salary scale with appropriate multipliers as needed |
| Staff | Head of School interviews and hires, board informed | Head of School re-hires, board informed | Head of School in consultation with finance committee |

Adopted on 3/15/2000

Amended on 4/19/2007

L. Deaths in the Family

Employees may receive up to three days paid absence if needed for a death in the immediate family (spouse, parent, grandparent, child, grandchild, brother, sister, mother-in-law or father-in-law) subject to administrative approval. One day with pay may be requested for death of other relatives who do not fall into the category of immediate relatives.

Adopted on 10/19/2002

M. Salary Increments for Certification

The salary increment for certification through ACSI shall be awarded as follows: (a) an increment for temporary certification is renewable for one two-year term (total of four years) only; (b) a higher increment will be awarded for certification at the Standard Level or above.

Adopted on 8/21/2003

N. Public Statements

Public Statements that define the official position of the school shall be issued by the Board Chairman or, if appropriate, by the Head of School at the direction of the Board Chairman.

In the event of an emergency, the Head of School shall serve as the official spokesperson unless he designates an alternate spokesperson.

Adopted on 4/19/2007

III. Financial Policies

A. Donations

All monetary donations, from whatever source and for whatever purpose, will be entered into the LVCHS general ledger.

Designated gifts will, insofar as possible, be used for the purpose for which they are donated. If it is not possible to use the gift for the purpose for which it was donated, the donor will be contacted and their permission solicited for an alternative use. If the donor cannot be contacted, the gift will be used at the discretion of LVCHS, according to the guidelines for undesignated donations. If possible, the gift will be used for purposes related to those for which it was originally given.

Adopted on 11/7/1988

Amended on 3/18/2004

B. Solicitations of Donations

LVCHS may ask to be considered for donations when an organization already provides for donations to non-profit organizations through an established grant program.

Adopted on 11/7/1988

C. Budgeting Procedure

The Administration is commissioned to form a line-item annual budget, with justifications. The Administration shall work with the Board Treasurer and/or the Finance and Property Committees in the formation of the budget.

While the line items may be acted upon by the Board in its budget meeting, the Board's priority is to be with the overall budget, leaving line items, insofar as possible, as the responsibility of the Administration.

Adopted on 11/26/1990

Amended on 4/18/1996 to change date of budget meeting.

Amended on 3/18/2004 to drop date of budget meeting

Amended on 3/15/2007

D. Tuition

LVCHS tuition is payable over an 11-month period from July through May. Each family may select their monthly tuition to be payable on either the 10th of the month or the 20th of the month. If the tuition for the full year is paid in a lump sum by July 20th, there will be a 1% discount applied. All other families must make payment through a tuition management service. Families enrolling after July will have their payments prorated over the number of months between their enrollment and May.

If payment is not received within 10 days of the due date, a \$10.00 late fee will be assessed. If an account is over 50 days delinquent, action will be taken as specified in the Tuition Delinquencies policy. In the event of an

unanticipated financial emergency, the parents should notify the school office in writing, stating the nature of the problem and the proposed action.

Partial refunds of unused tuition will be made for the following reasons:

1. The student has a disabling injury or sickness, is under the care of a physician, is unable to attend classes, and the disability runs for a period of 30 days or longer.
2. The student transfers to an area where transportation to LVCHS would not be reasonably feasible.
3. Death of the student.

Requests for tuition refunds not covered by the above will be handled at the discretion of the LVCHS Board of Directors.

Any student withdrawing will be obligated to pay tuition for a semester (1/2 year) whether or not the full semester was attended. In the event a student, at the discretion of the LVCHS administration, is asked to withdraw from LVCHS for reasons other than discipline, the full semester tuition requirement will be waived. In the event a student is being expelled or is withdrawing to avoid expulsion, tuition must be paid up through the last day of attendance.

Adopted on 5/8/1989

Amended on 11/21/1996

Percentage reduction for full payment Amended on 1/22/1998, 1/16/2003, 1/15/2004

Amended on 3/18/2004

E. Tuition Delinquencies

When an account is delinquent by fifty (50) days or more, the treasurer shall submit the student's name to the Board of Directors for consideration of disenrollment or consent to an alternative proposal provided by the responsible parent(s). The student may be subject to disenrollment if financial obligations remain unpaid more than fifty (50) days. All delinquencies of tuition and fees must be paid or acceptable arrangement made before a student is allowed to enter the next school year, to take a final exam, or to graduate. These fees include any bus transportation fees payable to Lehigh Christian Academy (see policy III.C). Any re-enrollment fees paid shall be retained by the school if re-enrollment is prohibited because of tuition delinquency. Any action is solely at the discretion of the Board of Directors.

This policy, in its original form, was adopted on 1/16/1992

Amended to add phrase "to re-enroll for the next school year or" added on 6/18/1992

Reworded and amended on 11/17/1994

Amended to 50 days on 11/21/1996

Amended on 6/17/1999

F. Tuition Reductions

Tuition reductions will be provided to the following classes of individuals:

- a. Full-time employees of LVCHS will receive a 100% reduction of the base tuition as well as enrollment/re-enrollment fees. Other fees will still apply. In the event of the death of this full-time employee during the period of his/her employment at LVCHS, the children will be permitted to attend LVCHS through graduation without the payment of tuition, enrollment fees, or re-enrollment fees.
- b. Full-time faculty/administration of the founding schools of LVCHS will have their base tuition per student reduced to the minimum actual payment under the prior year QSP program (see policy III.G) and will have the enrollment/re-enrollment fees waived. Other fees will still apply.

- c. Part-time employees of LVCHS and part-time faculty/administration of the founding schools of LVCHS will be given a tuition reduction commensurate to the percentage of time employed. All other fees will still apply.
- d. Full-time pastors/ministers/missionaries or other full-time Christian service workers will be given a tuition reduction. All other fees will still apply.
- e. Multiple children in the same family will receive a tuition reduction.

These tuition reductions will be administered as follows:

- 1. The status of individuals in classes (a), (b) and (c) will be verified on an annual basis with the administration of the respective schools.
- 2. The status of individuals in class (d) will be verified on an annual basis by requesting written confirmation from the organization served by that individual.
- 3. No one shall receive a tuition reduction from more than one of the categories mentioned.
- 4. Nothing in this policy shall prohibit an individual from requesting additional financial assistance as provided for in the "Qualified Scholarship Program" policy.
- 5. The administration of this policy shall be the responsibility of the Board Treasurer who shall report the results to the Board of Directors, but the interpretation of it will be the responsibility of the Board of Directors.

Adopted on 3/16/1995, this policy replaced previous policies titled "Full-time and Founding School Employee Tuition" (6/18/1992) and "Discounted Tuition for Part Time Employees" (8/19/199), and "Founding School Reciprocal Tuition Policy".

Amended 1/22/1998 and 3/27/1998

Percentages removed 2/17/2002 [They will be determined by periodic board action.]

Amended 1/19/2006

G. Qualified Scholarship Program

Tuition scholarship grants may be made to families under the following conditions:

- a. They otherwise meet all admission requirements for student enrollment.
- b. They file the appropriate Financial Aid Application and all other forms required for a scholarship grant. This application is reviewed by an independent service. The family will pay the evaluation fee to the service.
- c. They prove to the satisfaction of the Financial Aid Committee the need for financial assistance in the payment of tuition.

These scholarship grants will be administered as follows:

- 1. Administration of this program shall be vested in a Financial Aid Committee of the Board of Directors. This committee shall be appointed by the Board Chairman each year. The Treasurer shall be a member of this committee.
- 2. The committee shall take into consideration (a) guidelines for available funds as contained in the annual budget, (b) available classroom capacity, and (c) applications presently on hand and/or knowledge of applications yet to be filed.
- 3. Grants can be discontinued because of (a) deliberate misrepresentation of financial facts on the application, (b) failure of pledged or anticipated income to meet the needs of the financial aid resources of LVCHS, (c) serious disciplinary action (i.e. expulsion) against the student receiving the grant, (d) failure to keep tuition payments current. All such discontinuance will be at the discretion of the LVCHS Board.
- 4. Monies which have been designated to a particular class/classes of individuals will be disbursed according to that designation, provided that such designation is not inconsistent with the school nondiscrimination policy (VI.A).

In order that parents have an interest in their children's education, LVCHS will not offer full scholarships. The minimum payment for a student will be approved by the board along with the tuition rate schedule. This minimum payment will be increased each year to match the increase in the tuition rate.

The monies used in this program come from: (a) earnings from designated endowments (see policies VIII.A and VIII.B); (b) designated gifts (see policy III.A); (c) campaigns conducted by LVCHS which include scholarships as a part of that campaign; and (d) the general operating funds of the school. If designated endowments (category (a)) or designated gifts (category (b)) are received which designate that they be used to offset learning support fees, they will be accepted and handled in the same manner as those monies used to assist with tuition, except that they will applied against learning support fees.

Adopted 3/16/1995, Amended 9/18/2003, 3/18/2004, 4/15/2004

H. Signature authority for checks

| Lehigh Valley Christian High School | | | | | | | | | | | | | |
|---|----------------------|-------------|---------------------------|-------------------|---------------|--------------------|----------|--|---------------------------|---|----------------------------------|------------------------------------|----------------------|
| Schedule of Authorizations | | | | | | | | | | | | | |
| Position | Authorization to Pay | | | | | | | Disbursement / Check-signing Authorization | | | | | |
| | Student Council | Class Funds | Parents Behind the Scenes | Athletic Boosters | Misc Boosters | Operating Expenses | Property | Endowment Funds | Checking (Sovereign Bank) | Petty Cash/ Checking Account Balance of \$1000-2000 | General Money Market (Evergreen) | Small Endowment (Bolich & Cherith) | Endowment (Vanguard) |
| Board Chairman | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Head of School, Principal or Assistant to the Principal | X | X | X | X | X | X | X | | X | X | X | X | X |
| Treasurer or Assistant to the Treasurer | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Financial Secretary | | | | | | | | | | X | | | |
| <u>Below Authorization plus one of the above</u> | | | | | | | | | | | | | |
| Student Council Advisor AND Student Council Treasurer | X | | | | | | | | | | | | |
| Class Advisor AND Class Treasurer | | X | | | | | | | | | | | |
| PBS Treasurer | | | X | | | | | | | | | | |
| Athletic Director | | | | X | | | | | | | | | |
| Choir Director | | | | | X | | | | | | | | |
| Head of School or Faculty/ Staff as assigned by Head of School for Line Item Budget | | | | | | X | | | | | | | |
| Finance & Property Committee Designate | | | | | | | X | X | | | | | |
| Endowment Committee Designate | | | | | | | X | X | | | | | |

Adopted 1/21/1999, Amended 3/16/2000, 3/16/2006, 3/15/2007

I. Use of Tuition Vouchers

We support the ACSI position on tuition vouchers. Any future specific actions will be in response to the particulars of a voucher program enacted in Pennsylvania. [Text of ACSI position follows.]

The Association of Christian Schools International recognizes the biblical principal of parental responsibility for the education of their children. The Association therefore supports tuition tax credits and vouchers that further parental involvement and choice in education.

Any proposed voucher or tax credit legislation:

- 1. Should allow parents to choose an education consistent with their religious beliefs.*
- 2. Should not restrict a religions school in:*
 - Educational philosophy*
 - Composition of the governing body*
 - Staff selection*
 - Curriculum content and design.*
- 3. Should not regulate the school's operational policies and/or student selection or retention policies.*
- 4. Should contain language that any such tax credits or vouchers are not direct or indirect aid or assistance to the institution; but, rather, are a grant-in-aid to the parent(s).*
- 5. Should require participating schools to be non-discriminatory on the basis of race, sex, color, national, and ethnic origin.*

Adopted 2/18/1999

J. Standards and Procedures for Awarding the Bolich Memorial Fund

1. The senior to be awarded this gift must have a strong Christian testimony.
2. A student planning to seek higher education in the field of music shall receive the preference for this award whenever such a student has made application.
3. In the event that there is no such student, the award will be made to a student who has participated significantly in the music program at LVCHS.
4. The selection shall be made by a majority vote of the high school faculty.
5. Procedures and times for application and for decision making shall be set up by the Principal and announced to the students by the beginning of the fourth marking period.

Adopted on 4/21/1994

K. Board Attendance at ACSI Board-Administrator Convention

We will include in our expense budget the registration fee for all faculty/staff members to attend the yearly MACSA convention and for all administration/board members to attend the yearly ACSI board-administrators

convention. Further, that we pay the overnight lodging expenses at the convention center for those wishing to attend both days of the convention.

Adopted on 6/15/2000

L. Activity Fund Raising

All fund raising activities by any group within LVCHS must be approved by and coordinated by the administration. Groups raising money for a specific event (class trip, etc.) must demonstrate that all funds will be raised before the event occurs. A list of all approved fund raising will be reported to the board by the administration.

Adopted on 7/20/2000

M. Foreign/Exchange Student Tuition

For exchange students (J-1 visas) we will adhere to the provisions of the exchange student agencies regarding their policies on tuition. Foreign students (F-1 visas) will pay the full tuition in advance. Scholarships are not available for foreign students. Additional fees may be charged to foreign student to cover the costs of administering the foreign student program. All foreign (F-1) students and foreign exchange (J-1) students must either be under the auspices of an agency which is responsible for them (including their housing), they must be living with close relatives, or, if moving away from the care of an agency, must continue to be hosted by the same host family.

Adopted on 8/17/2000, Amended on 4/15/2004, 11/17/2005, 3/16/2006

N. Acceptance of Government Funds

LVCHS may apply for and/or accept government funds as long as:

1. There is no restriction on our educational philosophy, composition of the governing body, staff selection, or curriculum content and design
2. There are no restrictions on the school's operational policies and/or student selection or retention policies.

Adopted on 1/17/2003

IV. Property and Equipment Policies

A. School Bus Use

The use of LVCHS owned vehicles is restricted to the business use of LVCHS and the founding schools. Business use will be defined as any need to transport students, faculty, administrators, chaperones, etc. to and from their homes to the school facilities or to and from school facilities to school supported activities, field trips, or other locations which are pertinent to the social, educational, and spiritual growth of the students, faculty, and administrators of the LVCHS or its founding schools.

Adopted on 5/7/1990

Amended on 4/17/2007

B. Building/Property Use

The use of the LVCHS property and/or building by other organizations/groups will be governed by the following guidelines:

1. Any such use must be approved in advance by the Board of Directors of LVCHS.
2. A reasonable fee will be charged which will cover any cost incurred, such as additional janitorial services.
3. The organization/group must provide proof of insurance and must assume ownership of any liability which may be incurred because of their use.

The Board of Directors of LVCHS reserves the right to refuse any use which is inconsistent with the school's Christian testimony or which would be detrimental to the school's relationship with its neighbors in the community.

Adopted on 4/18/1996

V. Educational Policies

A. Library

LVCHS is an educational institution. Its library and reading assignments may contain material with which the school does not agree, but of which the student should be aware. All reading materials should be used in accordance with LVCHS philosophy of training students to love and serve the Lord in the world He has created. The following questions are guidelines for the selection of library materials and classroom assignments. All selections must meet the intent of these six questions:

1. Is the work appropriate to the reader's mental, emotional and spiritual level of maturity as well as to his interests and needs?
2. Does the moral, social or academic significance of the work as a whole exceed the possible offensiveness of any of its parts?
3. Does the work as a whole achieve a positive moral impact, and does it reflect an honest and valid perception of human life?
4. Is the work technically or aesthetically worthwhile to read and well-written?
5. Does the work have the potential of leading the reader to a greater understanding of himself, of the world and of the Lord?
6. Does the work have the potential of stimulating the spiritual life of the student?

Any student, parent or pastor who has cause to question a book or reading assignment should request, complete and return a Reading Review Request form. This form will be reviewed by the teacher (or librarian), principal and Head of School who will take appropriate action.

Adopted on 1/16/1992, Amended on 3/15/2007

B. Student Teaching

Expectation of the student teacher:

Personal written statement

1. Personal testimony of salvation and present relationship with the Lord.
2. Personal philosophy of education.

Academic standards:

1. Required credits: Major subject area - 24 credits, minor subject area - 18 credits, education - 4 one-semester courses.
2. Minimum of B grade point average (GPA) in all courses.

Expectations of the sponsoring college:

1. Written official request by the college for student teacher position including advisor's name and phone number. Also include specific subjects and grade level to be considered.
2. Three visits by college advisor during teaching experience are expected; but a great distance to the college will be taken into consideration.
3. Copy of college's evaluation form for cooperating teacher's completion is to be submitted at the beginning of the teaching experience.

Termination:

We reserve the right to terminate the student teaching experience should it be deemed necessary.

Adopted on 12/17/1992

C. LVCHS Interface with Vo-Tech Schools

Students at LVCHS will be permitted to be enrolled also in educational programs offered by the local Vocational-Technical Schools provided they:

1. evidence a strong Christian testimony at LVCHS or, if new enrollee at LVCHS, receive a positive recommendation by his/her pastor;
2. meet the academic standards required by the Vo-Tech school;
3. agree to attempt positively to represent principles of Christian living while in attendance at the Vo-Tech school.
4. earn the minimum requirements of LVCHS credits for graduation.

Continued attendance in the Vo-Tech program is contingent on the student's behavior both academically and socially properly reflecting LVCHS standards. If the student fails to meet this contingency, he/she may be required to withdraw from the Vo-Tech program or LVCHS.

Adopted on 12/17/1992

D. Student Course Credit

Credit for courses taken shall be earned with a passing grade by the semester if a course is a one-semester course. If the course is a two-semester course, the average of both semesters' work must be a passing grade for credit to be earned.

Credit for both types of courses may be earned either by repeating the course or by taking remedial work at summer school at the discretion of the administration.

Adopted on 12/17/1992

E. Home-School/Cyber Charter School Situations

Lehigh Valley Christian High School exists as an extension of the Christian home. While this high school education is generally offered through a traditional program leading to a diploma from LVCHS, we recognize that some families choose to either home school their students or enroll them in a "cyber charter school". However, especially at the high school level, there may be some subjects which are not effectively offered in these situations.

LVCHS will support these families by allowing their students to take classes for an appropriate fee. These classes will be offered on a space available basis, as full-time students will have priority. The standard enrollment policies and procedures will apply. While they are attending classes they shall be subject to all other policies such as dress code, discipline, etc. Any grades received will be provided to the parents. Since LVCHS is not responsible for their educational program, nor are they "enrolled" at LVCHS, these students will not receive a diploma from LVCHS nor participate in the LVCHS graduation ceremony. If allowed by the PIAA, these students will also be allowed to participate on LVCHS sports teams. A fee will be charged for this privilege which will include coverage under the school's liability insurance.

In addition, home schooling groups are welcome to request the use of LVCHS facilities on the same basis as other organizations.

Adopted on 4/21/1994

Amended on 4/18/1996
Rewritten on 2/21/2002
Amended on 3/18/2004
Amended on 3/16/2006

F. Individualized Educational Therapy Credit

Any student enrolled in individualized educational therapy will receive .5 credits per semester for successful completion. The credits granted are based on the number of periods per week (4), the material covered, and the amount of homework required. On the student's transcript the course will be listed as "Academic Skills." The course will be graded as Pass/Fail.

Adopted on 4/18/1996

G. Students Requesting Early College Entrance

LVCHS recommends that all students meet graduation requirements in a minimum of four (4) years. Any exceptions must be addressed in writing to the Principal for consideration.

Adopted on 4/17/1997, Amended on 3/17/2005

H. Parent/Student Grievance Procedure

Upon encountering a problem with a procedure or staff, the parent/student shall first discuss the situation with the staff involved. If no satisfactory solution is obtained, the matter may next be taken to the Principal for resolution. If no satisfactory solution is obtained, the matter may next be taken to the Head of School for resolution. If this level does not resolve the problem, the parent/student may then present their concern in writing and solicit the board for resolution. Should no amicable resolution be obtained, the matter may finally be taken to the Association of Christian Conciliation for final resolution. These steps shall be followed in the above order.

Adopted on 7/24/1997, Amended on 3/15/2007

I. Dancing

LVCHS will not be a sponsor of any event with dancing, furthermore, any "after" parties may not be held at the same location of the school function.

Adopted on 3/16/2000

J. Full Schedule

LVCHS shall require seniors to have a full schedule, i.e. not less than five majors; the full schedule could include the work release for credit program.

Adopted on 3/16/2000

K. Policy Regarding Suspected Child Abuse

The school administration will inform staff annually of the proper procedures relative to child abuse concerns. Upon suspecting a case of child abuse the staff member will notify the Head of School. The Head of School or the staff member will then report the situation to the Department of Public Welfare and the appropriate county children and youth agency. The proper forms and telephone numbers will be available in the school office. All such reports will remain confidential except to the appropriate government agencies.

Adopted on 7/20/2000, Amended on 3/15/2007

L. Harassment Policy

It is our policy to practice equal employment opportunity without regard to an individual's race, color, national origin, marital status, sex, physical handicap, medical condition, or age in application of any policy, practice, rule, or regulation.

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the Head of School who will investigate the matter in confidence. After reviewing all the facts, LVCHS will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including termination, will be taken against any employee who is found to have engaged in harassment.

Sexual harassment includes:

- a) Unwanted sexual advances;
- b) Offering employment benefits in exchange for sexual favors;
- c) Making or threatening reprisals after a negative response to sexual advances;
- d) Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons, or posters;
- e) Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes;
- f) Verbal sexual advances or propositions;
- g) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and
- h) Physical conduct: touching, assault, impeding, or blocking movement.

Adopted 8/17/2000, Amended on 3/15/2007

M. Weapons Policy

I) Introduction – LVCHS considers student possession of/ use of/ or threat of use of weapons as a serious offense and will not tolerate such by student on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a “threat” below.

II) Student Actions – Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

III) Definition – “Possession” includes, but is not limited to, having a weapon on school property or at a school-sponsored event located: (a) in a space assigned to the student such as a locker or desk; (b) on the student's person

or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag, or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

"Threat" includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with a weapon who will commit bodily harm; or (c) the statement of possessing a weapon at school or a school function.

A "weapon" includes, but is not limited to, (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; (c) a slung shot, which is a piece of metal, or stone fastened to a short strap, chain or thong, used as a weapon; (d) a sling shot, which is a forked piece of wood, metal, plastic or similar substance having an elastic band fastened to the prongs for shooting small stones or pebbles; (e) a sand club, chains or metal knuckles; (f) a device commonly known as a "throwing star," multi-pointed metal objects designed to embed upon impact; (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; (h) a dirk, which is a type of dagger; (i) any device commonly known as "nun-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means; (j) a stun-gun, or (k) any explosive device including fireworks.

IV) Incident Reporting and Action – Any faculty member, staff member, or administrator with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the Head of School or his designee, who shall: (a) submit a report to the appropriate jurisdictional police authority, and (b) remove the involved student(s) from the school pending full investigation by school and law enforcement officials.

Adopted 8/17/2000, Amended on 3/15/2007

N. Pregnancy and Abortion

Foundational Principles

1. The unmarried student who willingly engages in sexual intercourse has committed an act that is reserved for marriage by biblical standards and is a consenting party to sin and the consequences thereof.
2. The school desires that the student body understand that there are serious consequences to sinful behavior. It is proper that the school community respond in ways that are biblical: forgiving sin and seeking to restore a repentant sinner to fellowship.

"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself or you may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ." (Galatians 6:1-2)

3. A student who becomes pregnant as a result of rape is the innocent victim of violence. She will retain all her rights and privileges as an LVCHS student and be treated with all the deference, compassion and care accorded a believer who is suffering the consequences of the sins of another.

Pregnancy

1. If an LVCHS student engages in premarital sex which results in pregnancy, he or she will not be permitted to continue as a regular day student.
2. If the student demonstrates true repentance, including a written commitment to abstaining from premarital sex, he or she will be offered the opportunity to finish the current academic semester at home if

it proves feasible for homebound instruction to be offered through the school's Guidance Center. Students who are under homebound instruction may visit the school by appointment only.

3. The family or families may receive assistance from the Guidance Center in planning the future education of the student(s) after that semester has ended. The Guidance Counselor or other professional personnel at LVCHS are permitted to function as the supervisor of that non-LVCHS program.
4. If the homebound instructional program for the current semester leads to the completion of the requirements for a high school diploma, the student will be given his or her diploma privately and not permitted to be a part of the graduation ceremony.
5. A student on new-student probation who engages in premarital sex resulting in pregnancy will be deemed to have failed his or her probation and will be dismissed from the school.
6. The student(s) involved shall be allowed the privilege of applying to re-enter the school at a time to be determined by the administration following delivery of the baby. At least one full semester shall have passed before readmission. The student would be re-interviewed and subject to new-student probation if readmitted.
7. If the student is re-enrolled under these terms (no. 6 above) and completes the requirements for graduation, he or she would be permitted to participate in graduation.
8. It is stipulated that LVCHS does not enroll married students.

Abortion

1. Abortion is in conflict with the biblical principles of the sanctity of human life. Assisting someone in obtaining an abortion is considered a serious act and is cause for the student to be placed on disciplinary probation for the remainder of the school year.
2. A student who is found to have had an abortion falls under the category of having parented a child and will be dismissed from the school.
3. If the student demonstrates true repentance, including a written commitment to abstaining from premarital sex, he or she will be offered the opportunity to finish the current academic semester at home if it proves feasible for homebound instruction to be offered through the school's Guidance Center. Students who are under homebound instruction may visit the school by appointment only.
4. The family or families may receive assistance from the Guidance Center in planning the future education of the student(s) after that semester has ended. The Guidance Counselor or other professional personnel at LVCHS are permitted to function as the supervisor of that non-LVCHS program.
5. The student(s) involved shall be allowed the privilege of applying to re-enter the school. At least one full semester shall have passed before readmission. The student would be re-interviewed and subject to new-student probation if readmitted.
6. If the student is re-enrolled under these terms (no. 5 above) and completes the requirements for graduation, he or she would be permitted to participate in graduation.

Adopted 5/17/2001

O. Access to Student Records

1. School staff members may have unlimited access to student records. The records may not be removed from the school premises.
2. A student and his/her parent or legal guardian may have access to the student's records upon request. A member of the school staff shall be present when the student, parent or guardian examines the permanent record file. No document may be removed from the file without the permission of the Guidance Counselor, Principal or Head of School.
3. A student's confidential psychological, medical or testing records may not be released to other agencies without the written permission of the parent or guardian.

Adopted 3/14/2001, Amended on 3/15/2007

P. Foreign Exchange Students

Foreign exchange students who attend LVCHS will generally be placed in the junior or senior class. The guidance office will make this determination upon review of the student's prior education and English language ability. Students placed in the senior class will be allowed to participate in the graduation ceremony, but will be awarded a certificate of attendance instead of a diploma.

Students from LVCHS who participate in a foreign exchange program may receive credit for academic work completed during the program. They will need to secure approval from the guidance office in advance and should discuss what documentation is needed. Course credit will be granted after the student returns and upon review of this documentation. The student is responsible for obtaining the necessary documentation. If the student is completing his/her senior year during the foreign exchange program, a diploma will be granted upon his/her return provided the necessary documentation is obtained and the student meets Pennsylvania graduation requirements.

Adopted 10/17/2002

Q. Course Offerings

Course credit will only be given for courses taught under the auspices of LVCHS for which appropriate tuition payment and/or fees are paid to LVCHS.

Some courses may be offered which are taught by approved sub-contractors on a fee basis. These sub-contractors are paid by LVCHS and must meet the same criteria as LVCHS faculty (see policy II.D). LVCHS reserves the right to discontinue such courses without advance notice.

The following exceptions to this policy are allowed: (1) credits transferred from other educational institutions; (2) credits earned as an exchange student which were approved in advance (see policy V.P); (3) credit for summer school work (see policy V.D); (4) credit earned under a vo-tech arrangement (see policy V.C). Any other exceptions must be approved by the LVCHS Board of Directors.

Adopted 3/20/2003

R. Military Recruiting

Material from the armed forces will be available in the guidance office; however we will not allow the armed forces to do any active recruiting on campus.

Adopted 6/17/2004

S. Suicide Crisis Response

All staff member have the responsibility to help keep students safe and to intervene when students exhibit any warning signs of suicide.

Identification of a risk of suicide. The following signs may indicate that a student intends to commit suicide. A student exhibiting some or many of these signs may be suicidal.

- Affective signs – frequent crying or sadness, depressing, hopelessness, moodiness, extreme irritability or agitation, and severe moos swings.
- Behavioral signs – sudden behavioral changes, recklessness, impulsiveness, withdrawal from friends, giving away of possessions, threats to hurt oneself, neglect of appearance, increased use of alcohol or drugs, impaired school performance, and frequent tardiness/absences.
- Cognitive signs – preoccupation with death, writings or artwork about death or suicide, and impaired concentration.

Notification, referral, and intervention. If any staff member observes any of the above signs in a student or hears about a student's suicidal behavior, that staff member shall immediately notify the Head of School [or his designee] of the potential risk for a student suicide. The Head of School shall then decide whether to notify the student's parents or legal guardians. The student shall stay with the principal or a counselor until the parents or guardians arrive. The Head of School shall have a conference with the parents to discuss whether the student should be taken home or to treatment. The Head of School shall supply the parents with a list of possible outside referral sources and assist the parents in obtaining immediate intervention. In addition, the Head of School shall inquire about whether a gun is present in the home and, if so, advise the parents to lock up the gun.

High-risk situations. When there is reason to believe that a student is in immediate danger, the Head of School shall notify the police so that the student can receive appropriate outside assessment and treatment. If the student's parents or legal guardians cannot be reached, this stap can be taken without their permission. The Head of School may disclose personally identifiable information from the student's education records to an appropriate party in such an emergency if the information is necessary to protect the student.

Delegation. In the event that the Head of School is not available, his designee shall have the same responsibilities and authorities as outlined above. The designee shall contact the Head of School immediately so that the Head of School may assume control of the situation.

Adopted 3/15/2007

VI. Admissions Policies

Parents and their children are cordially invited to contact the Head of School regarding admission to the school. This personal contact will give valuable insight to all concerned and help perspective students and their parents to obtain answers to their questions. Following this initial inquiry, interested parents shall submit the application forms with the registration fee.

A. Nondiscrimination

LVCHS 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. LVCHS does not discriminate on the basis of race, color, national and ethnic origin in the administration of its admission policies, educational policies, scholarships and loan programs, and athletic and other school administered programs.

This policy of nondiscrimination is included in Section VIII, Number 7 of the LVCHS Charter and in Article II, number 7 of the Constitution of LVCHS. The Charter and Constitution read as follows: "We believe God does not discriminate among different races, nationalities, or ethnic groups, but we are all His offspring. Teaching or practices which make such distinctions must be denounced as sin and as an affront to God's creation."

Adopted on 12/10/1988

B. Application and Enrollment Procedures

1. Parents submit LVCHS application form and non-refundable registration fee. (No student is considered registered if the registration fee is not paid in full.)
2. Parents must provide the following:
 - a. Most recent achievement test scores.
 - b. Most recent IQ score.
 - c. Most recent report card.
 - d. Completed reference forms. (one current principal or teacher reference, one current pastor or other supervising leader.)
3. The Admissions Department reviews the material submitted and arranges an interview time with prospective student and parent(s). The interview shall proceed as follows:
 - a. The parents are welcomed and the interview commences with prayer.
 - b. The interviewer solicits any questions the parents may have concerning the written materials and Admissions Application previously furnished by the school.
 - c. The school's Philosophy and Objectives are discussed.
 - d. Emphasis is then focused on the importance of parents becoming fully involved in all aspects of the school's operation, i.e. spiritual, financial, and general.
 - e. The interviewer asks the parents and student to discuss the student's department, academic history, and spiritual condition.
 - f. The parents are now queried about any other concerns the interviewer may have as a result of reviewing their completed Admissions Application.
 - g. The parents are informed of the Admissions department availability to answer further questions which may arise after this interview.

- h. The parents are advised that they will be notified by mail of the decision regarding the student's admission to the school. All medical forms are enclosed with this acceptance letter.
- i. The interview formally concludes with prayer.
- j. Release forms are given to the parents which, contingent upon admission approval, require their signature so that the school can obtain transcripts.

4. Notification of acceptance is sent to parents.

Adopted on 1/16/1997

Amended on 3/15/2007

C. Academic/Behavioral Criteria

LVCHS exists as a coeducational day school that encompasses grades nine through twelve. It is operated as a nonprofit, non-denominational, educational ministry to students who are average and above average in ability and/or achievement (general cognitive intelligence of 85 or higher). A student whose achievement test scores fall one-half to one year behind grade level may be admitted with the following conditions: a parent/guardian conference; an Individual Educational Program **; and full parent/guardian commitment and involvement in the educational process of the student. Continuing enrollment will be evaluated each semester on the I. E. P. standards. Students with learning disabilities may be considered for admission if they are able to function in a normal classroom situation with a minimal I. E. P. Students with Attention Deficit Disorder or Attention Deficit Hyperactivity Disorder may be considered for admission if they are able to function in a normal classroom situation with or without the aid of medication. The student population shall not consist of more than 10% of students requiring an I. E. P. for learning difficulties.

** Individual Education Program (I. E. P.): An I. E. P. is a written plan for the appropriate education of an exceptional student. Included with the educational tasks are expectations which are evaluated quarterly according to the student's progress. The I. E. P. is a contract signed by the parent and the teacher and the student, requiring administrative approval/input, agreed upon for provision of the student staying at LVCHS.

LVCHS cannot meet the educational needs of all students. The school offers a high quality Christ-centered education, but it is not equipped to address problems beyond those usually encountered in the average student. While we love emotionally unstable students and those with severe developmental and leaning disabilities, we are currently unable to meet the needs of such students. This policy is not designed to keep any student from a Christian education, but aims to ensure that we will deprive no student by enrolling him/her when we cannot meet his/her educational needs.

Other causes for denial of admission may be found among the following: use of drugs, alcohol, tobacco or foul language; arrest by police, immoral sexual behavior; prior expulsion from a school. The decision in matters of admission will rest with the Head of School. Occasionally however, based upon the facts in a particular case, the Head of School may defer to the Board of Directors or to a Board committee for final decision.

Adopted on 1/16/1997

Amended on 3/15/2007

D. Spiritual Criteria

Approximately 95% of our students must be believers in the Lord Jesus Christ as Savior or have at least one Christian parent in order to enhance our intended purpose of student discipleship. Children who demonstrate contempt for the Christian way of life or whose religious background espouses teachings contrary to Christianity will not be admitted.

*Adopted on 11/21/1996
Amended on 2/20/2003*

E. Acceptance of Entering Seniors

New students will be accepted into the senior class of LVCHS only under the following conditions:

1. The student is transferring from another Christian school.
2. The student is a member of a family already involved with LVCHS.

Any requests to enter the senior class that deviate from the above conditions may be brought to the attention of the LVCHS Board of Directors for final decision. The Board of Directors may accept or deny the request based upon the recommendation of the LVCHS Head of School.

*Adopted on 12/10/1988
Amended on 1/16/1997, 3/15/2007*

F. Unpaid Tuition at Previous School

Admission to Lehigh Valley Christian High School is based on the mission statement of the school as specified in the Constitution.

Lehigh Valley Christian High School will defer acceptance of a prospective student, if it is determined, after communicating with the immediately previous school, that all financial obligations and accounts with that school have not been satisfied. Such information should be duly recorded on the student application.

If there are amounts still due the previous school, acceptance at Lehigh Valley Christian High School shall require a detailed plan of payment of prior obligations and of LVCHS tuition that is acceptable to the parents/guardians or the prospective student, the previous school, and Lehigh Valley Christian High School.

If there is no satisfactory resolution of outstanding amounts due other schools, admission of the prospective student shall be denied.

*Adopted on 5/20/1993
Amended on 1/16/1997, 3/15/2007*

G. Student and Parent Commitment

Parental and student support of, and commitment to, the school's Philosophy and Objectives, Statement of Faith, Dress Code, operating rules and regulations, and various programs are prerequisites for the enrollment of any student. Therefore, parents and student must give evidence of such support and commitment, both upon application for admission and annually throughout the student's tenure at the school, by signing the "Student Agreement" and "Commitment of Students" pages which are distributed each year.

No student shall be admitted to class upon enrollment or re-enrollment until both the student and at least one parent sign both commitment sheets.

*Adopted on 2/17/1994
Amended on 1/16/1997, 3/16/2006*

H. Early Enrollment

Enrollment for the coming school year will be opened on February 1st. Applications will be considered for students in the following priority groupings: (1) current students; (2) children of LVCHS faculty; (3) siblings of current students; (4) 8th grade graduates of the founding schools; (5) 8th grade graduates from strategic partners; (6) others. Within each priority grouping applications will be considered in the order received. After the cutoff date for early enrollment (established by the administration), all applications will be considered in the order received, regardless of the above groupings. All applications are subject to admissions criteria. The enrollment/re-enrollment fee will also increase after the cutoff date. This fee is non-refundable.

Adopted on 1/16/1997, Amended on 2/18/1999 5/20/1999, 3/16/2000, 3/18/2004

I. Foreign/Exchange Students

Exchange students (J-1 visas) may be enrolled so long as all other admissions criteria are met and the total exchange student population is equal to or less than 2% of total enrollment. We will only accept exchange students who are hosted by a Christian family who is committed to Christian education.

Foreign students (F-1 visas) may be enrolled so long as all other admissions criteria are met. We will only accept foreign students who are Christians and who are hosted by a Christian family.

Adopted on 8/17/2000, Amended on 9/21/2000, 4/15/2004

J. Other International Student Policies

LVCHS participates in the PSSA for purposes of comparison to other schools in our area. Since very few of these schools accept foreign student (F-1 visas), for comparison purposes, we do not require our foreign students to take the PSSA. Since foreign exchange students (J-1 visas) are not granted a diploma by LVCHS, we also do not require our foreign exchange students to take the PSSA.

Foreign students (F-1 visas) entering LVCHS for the first time should have a minimum score of 50 on the SLEP test. They will also be given a placement test by the English department for the purposes of placing them in the appropriate level of English class. If they are re-enrolling for the subsequent year, they will be asked to take the placement test again until they test at grade level.

Adopted on 1/18/2007

VII. Development and Promotion Policies

A. Endowment Fund - Planned Gifts

Purpose of the fund

Although the Endowment Fund may ultimately have several purposes, the initial purpose designated by the LVCHS Board of Directors is to provide funding for the LVCHS Scholarship Fund.

Planned Gifts

Introduction

The planned giving program at Lehigh Valley Christian High School is designed to provide for donors the opportunity to make gifts to the high school which reserve income for life for themselves and other beneficiaries, to make gifts by will, and to make outright gifts. The treasurer of the Board of Directors shall appoint the Trustees of the Endowment Fund, with the concurrence of the Board chairman.

Guidelines

1. In all matters involving donors or prospective donors, it is the goal of the High School that the interests of the donor will come before the interests of Lehigh Valley Christian High School.
2. Lehigh Valley Christian High School will seek the advice of appropriate counsel with respect to matters concerning planned giving. Standard life-income contracts will be used that have been reviewed and approved by the High School's legal counsel. In addition, all prospective donors will be advised to seek the counsel of their own attorney in any and all aspects of their proposed gift, whether by bequest, trust, agreement, contract, or other means.
3. It will be the policy of the High School to avoid the exercise of undue pressure in dealing with prospective donors. It will be the goal of all appropriate High School representatives, whether paid or volunteer, to inform and assist the donor in fulfilling his or her philanthropic and stewardship wishes in accord with sound financial planning practices.
4. The High School shall use its best efforts to ensure that all information concerning donors or prospective donors, including their names, the names of their beneficiaries, the amounts of gifts or size of estates, will be kept strictly confidential by the High School and its authorized personnel, unless permission is obtained from the donor to release this information.
5. Without further approval of the Board of Directors of Lehigh Valley Christian High School, two of the three Endowment Fund Trustees are authorized to finalize life-income contracts with any donor.
6. When real estate is proposed to be donated or otherwise conveyed to the High School in consideration of an agreement of any kind, the gift or the agreement must receive the prior approval of the LVCHS Board of Directors.
7. Before entering into a life-income agreement with any donor, the donor should confirm with his or her professional advisors that he or she has sufficient reserve funds to provide for normal or emergency needs during this donor's lifetime. In receiving irrevocable funds, the High School is prohibited from returning these funds even through the donor may later be in financial need. For that reason, it is in the donor's best interest to avoid making an unrealistic commitment to the High School.
8. Donors may designate gifts, provided the designations are consistent with the institutional mission and long range plans of the Lehigh Valley Christian High School.

Planned Gift Options for the Endowment Fund at Lehigh Valley Christian High School

Outright Gifts

Gifts may be made to the endowment fund. The earned income will be distributed annually in accordance with IRS regulations, the Endowment Fund Policies and Procedures, and Scholarship Fund Policies and Procedures.

Gift providers may designate distribution of their gift in a manner that differs from the funds policy provided:

- The special condition is made known by the donor at the time the gift is made.
- The designated LVCHS Endowment Fund Trustees agree to the conditions at the time the gift is made.

Note that should a donor designate that a portion of principal rather than just interest be distributed annually, the Endowment Fund Trustees must provide a projected payout schedule to the donor as a term of acceptance. The schedule will be calculated based on interest rates that both parties agree are reasonable at the time.

Gift Annuities

The minimum amount required to issue an immediate charitable gift annuity will be \$1,000. Additionally, the minimum age will be 40. Deferred gift annuities for individuals younger than 40 will be considered. Annuity agreements will not be issued on more than two lives.

In the case of a two-life annuity, the minimum age of the younger donor will be 45. Deferred annuity agreements for those younger than 45 will be considered.

Annuity rates of return will not exceed those approved by the American Council on Gift Annuities. Exceptions must be approved by the Endowment Fund Trustees. Payments will be made monthly, quarterly, semi-annually, or annually, depending upon the donor's wishes and needs.

Life Insurance

Donors may purchase life insurance, naming the High School as the owner and beneficiary of the policy, and receive a charitable tax deduction for the amount of the premium paid. This may be accomplished either by transferring an existing policy or by purchasing a new policy. The gift of any existing policy will create a tax deduction approximately equal to the amount of the cash value in the case of a whole life or universal life policy. In addition, future premiums are fully tax deductible as charitable gifts.

Special Conditions

Conditions for the acceptance of gifts by the LVCHS Endowment Fund will be in accord with all provisions of the Internal Revenue Code, and the regulations promulgated thereunder. Gift that do not meet such requirements will be refused.

Adopted on 11/17/1998, Amended on 3/17/2005

B. Policy – Distribution of Scholarship Funds

Distributions from the Endowment Fund shall be made initially to the Scholarship Fund of LVCHS; to be distributed according to the Scholarship Fund Policies and Procedures. All distributions shall be in compliance with all applicable federal, state and local laws and regulations, including without limitation,

Section 501(c)(3) of the Internal Revenue Code and the regulations promulgated thereunder. See addendum, Statement of Policies and Procedures of the Scholarship Fund.

Changes in Purpose

Notwithstanding any provision of this Policy Statement, if for any reason it is determined by the Trustees of the Endowment Fund that the income or principal of the Endowment Fund cannot be used for the purposes set forth herein, or if its use for such purposes would cause the loss or an income tax deduction for donors under Section 170 of the Internal Revenue Code and the regulations promulgated thereunder, the Trustees shall be obligated to use or distribute the funds for such comparable educational or charitable purposes as they may select, provided that in no event shall the funds be utilized in a way that would render the gifts contemplated hereby ineligible for an income tax deduction by donors under Section 170 of the Internal Revenue Code and the regulations promulgated thereunder.

Adopted on 11/17/1998

C. Endowment Fund Investment Policy (to be administered by the Endowment Fund Trustees)

Investment Objective – Endowment funds shall be invested with the goal of balancing growth and income. Investments shall be consistent with policies stipulated in the remainder of the document.

Portfolio Mix – To obtain our objective we shall invest in a reasonable mix of securities. Normally, investments shall include cash or cash equivalents, stocks and bonds (individually or in mutual funds).

Prudent Man Principle – We shall follow the prudent man principle, that is, our investment decisions shall be consistent with those that a prudent man would make.

Degree of Risk – We recognize some risk as being necessary to receive an adequate rate of return. Nevertheless, our goal is to limit the degree of risk to low to moderate.

Investment Period – We understand that securities are subject to market fluctuations. We are investing with a long-term time horizon. To take advantage of the greater yield that longer term investments normally offer, we shall not restrict our investments to short-term instruments.

Capital Gains – Capital gains realized upon the sale of investments shall be added to principal, thus insuring continued growth of our endowments for the benefit of future generations.

Investment Income – In order to further increase the size of our endowment fund, our goal is to reinvest a minimum of 10% of all earned income to the principal annually, using the balance to support the stated purpose of the High School respecting the Endowment Fund.

Social Issues – In making decisions we shall be sensitive to those issues which most reflect the consciences of the Lehigh Valley Christian High School.

Changes in Laws or Conditions – The Trustees shall be permitted to deviate from the above stated Policies to the extent necessary (1) to comply with or otherwise respond to material changes in any federal, state or local law or regulation affecting the Endowment Fund, (2) to respond to significant changes in market conditions, or (3) for any other reasons that the Trustees, in their reasonable discretion, deem sufficient to warrant such deviation.

Adopted on 11/17/1998

D. Endowment Fund Designation

Those donations received that the donor designates for the “endowment fund” shall be “permanently restricted”. Those donations which were not specifically designated by the donor, but which the board has chosen to place in the “endowment fund” for earning of interest, shall be “unrestricted”.

Adopted on 6/15/2000