

Mission and Governance 1000 - 1099

1000 Lighthouse Christian School Mission Statement

1005 Lighthouse Christian School Board

1010 Authority of the Board

1020 Governance Policy of the Board

1030 Duties of the Board

1040 Hallmarks of Excellence

Board Membership 1100 - 1199

1110 Qualifications of the Board

1115 Selection of Board Members

1120 Responsibilities of Individual Board Members

1130 New Board Member Orientation

1140 Removal of a Board Member

1160 Board Remuneration and Reimbursement

1170 Conflicts of Interest

Officers of the Board 1200 - 1299

1200 Officers of the Board

1210 Chairman

1220 Vice Chairman

1230 Secretary

1240 Treasurer

Board Committees 1300 - 1399

1300 Standing Committees

1310 Executive Committee

1320 Board Governance Committee

- 1330 Finance Committee
- 1340 Facilities Committee
- 1350 Marketing and Development Committee
- 1360 Tuition Assistance Committee
- 1370 Outcomes Committee

Meetings of the Board 1400 - 1499

- 1410 Meetings of the Board
- 1420 Preparation for Board Meetings
- 1430 Conducting Board Meetings
- 1440 Minutes of Board Meetings
- 1450 Voting
- 1460 Meeting or Voting by Telephone or Electronic Device

Policies of the Board 1500 - 1599

- 1510 Formulation of Policies
- 1520 Adoption of Policies
- 1530 Exception to Policies
- 1540 Board Policy Manual
- 1550 Absence of Specific Board Policy
- 1560 Review of Position Statements
- 1550 Harassment, Abuse, and Blood-Borne Pathogens

Administrative Organization

- 2000 School Name
- 2010 School Organization and Accreditation
- 2020 Corporation Seal
- 2030 Lighthouse Christian School Organizational Chart

2040 Channels of Communication

2050 Due Process and Confidentiality

2060 Correspondence and Representation

2070 Administrative Procedure Manuals

Philosophy of Personnel 3000 - 3099

3010 Philosophy in the Selection and Employment of Personnel

3020 Christian Behavior and Professional Ethics

3030 Unity of Faith

Employment Qualifications 3100 - 3199

3100 Recruitment

3105 Hiring/Rehiring

Contractual Considerations 3200 - 3299

3200 Employee Contracts

3210 Contract Renewal

Compensation 3300 - 3499

3300 Philosophy of Compensation

3310 Salaries

3400 Benefits

3410 Employee Discounts

Professional Staff 3500 - 3599

3510 Job Descriptions

3520 Professional Publishing

3530 Evaluation of Personnel

3540 Grievances - Personnel

3550 Reporting Suspected Fraud—Whistle-Blower Protection

Administrative Personnel 3600 - 3699

3600 Qualifications for the Campus Administrator

3605 Recruitment and Selection of the Campus Administrator

3610 Campus Administrator - Responsibilities, Duties, and Compensation

3620 Campus Administrator - Terms of Employment

3630 Campus Administrator - Dismissal

3640 Evaluation of the Campus Administrator

Operational Statements 4100 - 4199

4110 Financial Philosophy

4120 Financial Objectives

Fund Raising 4250 - 4259

4252 Fund Raising for Student Activities

4253 Fund Raising for Lighthouse Christian School

Debt Policies 4260 - 4279

4261 Internal Financing

4262 Long Term Borrowing

4270 Risk Management

4271 Liability

Tuition Assistance 4280 - 4289

4280 Employee Discounts

4282 Christian Worker Discounts

4284 Family Discounts

4285 Tuition Aid

Contracts for Service 4290 - 4294

4292 Contracts with Vendors

4293 Long-Term Lease Contracts

Financial Procedures 4295 - 4299

4295 Financial Procedure Manual

4297 Cash Management

Budget 4300 - 4399

4300 Budget Development

4305 Balanced Budget

4315 Delinquent Bills

4320 Tuition and Fees

4340 Authorization of Expenses

Accounting Policies 4400 - 4499

4400 Fund Accounting

4401 Authorized Funds

4403 Year End Transfer

4410 Accounting Standards

4420 Fiscal Year

4430 Annual Audit

4440 Records Retention and Destruction Policy

Property and Facilities 4500 - 4599

4510 Property of Lighthouse Christian School

4513 Priorities

4514 Conduct

4515 Memorials

Program Purpose Statements 5100 - 5199

5100 Philosophy of Instruction

5110 Program Objectives

5145 Accreditation

Admissions 5200 - 5299

5200 Admissions Philosophy

5205 Enrollment Limitations

5240 Special Needs Students

5250 Class/Course Size Limitations

Instruction 5300 - 5399

5300 Instructional/School Goals

5310 Program Objectives

Students - Standards of Conduct 5400 - 5499

5420 Dress Code

5430 Substance Abuse

5440 Possession of Dangerous Items

5460 Harassment - Student

5470 Grievances - Student/Parent

Students - Discipline 5500 - 5599

5510 Philosophy of Discipline

5532 Probation

Student Activities 5600 - 5699

5660 Standards for Student Production and Publications

Students - Health and Safety 5700 - 5799

5700 Student Health, Immunizations, and Medications

APPENDICES

APPENDIX A: Board Committee Profiles

APPENDIX B: Procedure for Managing Conflicts of Interest

APPENDIX C: Procedure for Reporting Suspected Fraud—Whistle-Blower Protection

APPENDIX D: Gift Acceptance Policies

APPENDIX E: Records Retention and Destruction Policy



1000 LIGHTHOUSE CHRISTIAN SCHOOL MISSION STATEMENT

Lighthouse Christian School exists to glorify God by providing quality, Christ-centered education that will nurture students to become spiritually minded, academically versed, socially balanced, and equipped to make a positive impact in their community to the glory of our Lord Jesus Christ.

1005 LIGHTHOUSE CHRISTIAN SCHOOL BOARD

As Board members of Lighthouse Christian School, the Board shall have the responsibility for the management and disposition of the affairs of Lighthouse Christian School, not inconsistent with the Articles of Incorporation and the By-laws.

1010 AUTHORITY OF THE BOARD

The Board is a created body established according to the Articles of Incorporation and By-laws of Lighthouse Christian School. The Board has complete authority over school affairs when it is in a duly constituted meeting and serving as a legal body. The statements or actions by individual Board members are binding only when acting in pursuance of a specific Board instruction.

1020 GOVERNANCE POLICY OF THE BOARD

In its governance of LCS, the Board operates under a series of guiding principles:

- The Board focuses on matters of policy (e.g., mission, vision, values, and guiding principles) and strategy, as well as the evaluation of school performance and the Campus Administrator. Policies are either broadly formed at the Board level or recommended to the Board by its various committees.
- The Board delegates operational matters and program management to the Campus Administrator, while serving as a valued resource body to the Administration. The Campus Administrator implements the Board's mission, vision, and policies (along with Administrative policies and procedures) in a manner that achieves school objectives. "Micro management" by the Board, as well as duplication of efforts between the Board and Staff, is discouraged.
- Clear lines of decision-making authority are established between the Board, Board committees, and the Campus Administrator to promote efficiency and accountability
- The Board works in partnership with the Campus Administrator in strategic planning

- The Board performs a mentoring and encouraging role with respect to the Campus Administrator
- The Board provides the necessary resources to allow for the achievement of the school mission
- The Board is committed to development of its body, including self evaluation
- The Board sets tuition and compensation levels for Administration and Faculty
- The Board approves the annual budget, as developed by the Campus Administrator, in conjunction with the Finance Committee.

While the aforementioned guidelines apply to the Board in general, certain committees operate under the auspices of the Board in a modified governance fashion, where appropriate. These are detailed in the committee profiles found in Appendix A.

1030 DUTIES OF THE BOARD

In overseeing the operation of the School, the Board shall carry out duties including, but not restricted to, the following:

1. Provide direction for Lighthouse Christian School spiritual life, curriculum, programs, and academic standards.
2. Provide adequate physical facilities and equipment as required to carry out the purpose of the School, within the limitations of the School's financial resources.
3. Recruit and select a Campus Administrator. Collaborate with the Campus Administrator on implementation of the school mission. Evaluate the Campus Administrator.
4. Approve the annual budget for Lighthouse Christian School and set tuition. At each regular meeting, receive and act on reports of the current financial conditions of the School.
5. Develop policies needed for the operation of the school according to the Mission Statement.
6. Philosophically and financially promote and support the development of the School.
7. Develop and implement policy for the School tuition assistance program.
8. Evaluate school outcomes in the context of the School mission.

9. Recruit and train new Board members and further the Board's development in school governance.

1040 HALLMARKS OF EXCELLENCE

LCS Hallmarks of Excellence

Academics

1. Students are well prepared for academic accomplishment in high school and beyond as evidenced by successful transitions into high schools of choice.
2. Students display a command of all core subjects as evidenced by high GPAs and relevant achievement test scores.
3. Understanding that students possess differing skill levels and God-given abilities, LCS provides each student with the opportunities to achieve his or her full academic potential.
4. Beyond mastery of core subjects, students develop to their potential in the following areas:
 - a. Critical thinking and imaginative problem solving
 - b. Communication
 - c. Leadership
 - d. Life skills
 - e. Applications technology
 - f. Global awareness
 - g. Financial and economic literacy
 - h. Collaboration with others
 - i. Effective study and work habits
 - j. Fine arts
 - k. Athletics
5. Students become passionate, life-long learners with wide-ranging interests.

6. All subjects are communicated through a Biblical worldview.
7. The LCS program reflects the following characteristics:
 - a. Highly qualified and credentialed faculty committed to excellence, continuous improvement, and professional development
 - b. Effective instructional methods with a commitment to innovation
 - c. Small class sizes that promote effective faculty and student interaction
 - d. Current and effective curriculum and textbooks
 - e. Consistency of student outcomes across faculty
 - f. Wide variety of course offerings, electives, and clubs to promote diverse skill development
8. LCS will be a fully accredited school committed to excellence, innovation, and continuous improvement.

Spiritual Development

1. Biblical worldview is reflected throughout the entire LCS program
2. Through their experience at LCS, students grow in their faith, learn to share their faith, be equipped to defend their faith, and joyfully apply their faith within their communities
3. Students learn to live their lives with an eternal perspective
4. Students develop an understanding of their worth to God and Christ
5. Students develop a servant's heart by understanding how to apply their spiritual gifts and talents
6. Students embrace joyful, healthy, spirit-filled relationships with God and others
7. Students learn to trust and depend on God in all circumstances
8. Derived from a solid Biblical foundation, students discern God's truth in all situations
9. LCS staff and volunteers model Christian behavior to students and the community

10. Students learn to understand the rapidly changing world through the true perspective of God's unchanging Word

Social/Student Environment

1. Students demonstrate through thought, word, and actions God's call to love one another.
2. Students cultivate healthy relationships and enduring friendships.
3. Students experience an enjoyable, spirit-filled environment that instills a sense of family, community, inclusiveness, and respectfulness toward one another.
4. Students resolve conflicts in a Godly and respectful manner.
5. Students display healthy communication and respect for all people.
6. Students demonstrate cooperation and teamwork.
7. Students display an authentic and infectious love for their school community.
8. LCS staff foster a joyful and unified student environment.
9. LCS provides and encourages participation in a variety of clubs, student organizations, and activities.
10. Within the context of a God-centered worldview, students are provided with a voice to represent their ideas and opinions.

Parent and Community Relations

Parent Relations

1. LCS works effectively in partnership with parents in the development of their students.
2. LCS embraces and encourages open communication between the school and parents (frequent, proactive, and two-way).
3. LCS actively seeks constructive feedback and promptly and effectively responds to parent concerns and suggestions.

4. Parents cheerfully and willingly serve as ambassadors and supporters of LCS.

Community Relations

1. LCS makes a positive impact in our community to the glory of our Lord Jesus Christ!
2. LCS intentionally seeks out partnerships with community churches and organizations.
3. LCS recognizes and embraces its role as a resource to the community (e.g., educational topics, facility utilization, service outreach).

Fine Arts

Having been created in God's image, we are also creative.

A. The Bible specifically instructs us to "sing a new song", "make a joyful noise", and "praise Him with instruments". Therefore, music will be a part of the training of every student.

B. Likewise, the still arts are encouraged and developed throughout scripture (the potter; Jesus, the carpenter; Solomon, the architect). Therefore, Lighthouse endeavors to develop artistic skills in all students.

1. Students discover and achieve their artistic potential.
2. Students glorify God through developing their God given gifts and talents.
3. Students demonstrate an appreciation for the arts and recognize beauty.
4. LCS will provide quality artistic facilities, equipment, and materials.
5. Students participate in a variety of artistic mediums.
6. Teachers emphasize the training of creativity and students imaginations.
7. Lighthouse is committed to developing music leaders and passionate worshippers.
8. Lighthouse provides community outreach opportunities with its fine arts program and is distinguished in the community for artistic performance.

Physical/Health

Health / Physical Education

Recognizing that our bodies are God's living temple, students practice an honorable and balanced lifestyle in which all four aspects of human health listed below are practiced daily.

1. Spiritual Health -- Students model lives of purity in thought, word, and deed while revealing Godly character when confronted with contemporary issues (such as drugs, alcohol, smoking, and sexuality).
2. Mental Health -- Students understand that God calls us to a lifestyle of wonder, discovery, and creativity.
3. Social Health -- Students apply Biblical principles of respect for all people including authority figures and peers. They also embrace and demonstrate the value of teamwork, discipline, and competition.
4. Physical Health -- Students practice and value the benefits of regular exercise and are active participants in a wide range of physical activities. They are motivated to participate to their highest potential. Students also practice healthy nutritional and personal hygiene habits.

Athletics

1. Students demonstrate sportsmanship and character through athletic competition and team building.
2. Students value competition in individual and team settings.
3. Lighthouse promotes teams in a wide variety of sports.
4. Students are well prepared for High School sports.
5. LCS staff value the importance of athletic development.
6. LCS exhibits leadership and effective program implementation as evidenced in the following:
 - a. Planning for additional sports offerings.
 - b. Recruitment and training of coaches.
 - c. Opportunities for non-league competition in the community.
7. LCS provides facilities and equipment for high quality athletics.
8. LCS demonstrates the following competitive philosophy in its program:

Elementary: Understanding that elementary students are in their formative years, the LCS program will emphasize accessibility and broad participation, along with skill development.

Middle School: Understanding that middle school aged students need to be prepared for an increasingly competitive environment and that widely differing skill levels and interests exist, some participation levels become increasingly skill driven with opportunities available for athletes of all skill levels.

1110 QUALIFICATIONS OF THE BOARD

The qualifications for members of the Board of Directors shall include: Full agreement with the Statement of Faith, a personal commitment to Christ, an attitude of support and enthusiasm for Christian education, membership in good standing or adherence in their local Trinitarian Christian church, Godly character, and a commitment to support the development of Lighthouse Christian School.

1115 SELECTION OF BOARD MEMBERS

The Board of Directors shall be the governing body of the Lighthouse Christian School. The Board of Directors shall consist of a total of up to fifteen voting individuals, as follows:

The parents of the students enrolled in the Lighthouse Christian School (herein referred to as the parent body) shall annually elect one representative from the parent body to the Board of Directors for a three-year term. A parent body representative shall forfeit his/her position upon the withdrawal of his/her student from Lighthouse Christian School. To ensure the continued operation of a well-maintained school, in the event that a parent body representative to the Board of Directors is unable to finish his/her term, the Board of Directors may select an individual from the existing parent body. The term of office for this individual shall only be until the next election. At that time, the parent body shall elect a replacement to complete the position's term.

Up to twelve positions on the Board of Directors shall be individuals selected by the Board of Directors for their specific talents and/or gifts that would enhance the operation of the Lighthouse Christian School. The process of selection shall be that any Director may recommend a candidate. By majority vote of Directors, an individual may be elected to the Board.

In keeping with the interdenominational philosophy of the Lighthouse Christian School, no more than 50% of voting members of the existing Board of Directors shall be from any one congregation. The term of each voting Director shall be for three years and shall run from July 1 through June 30.

A Board Member may be re-elected to the Board of Directors by a majority vote of the body that elected that Director. In the event that a voting member of the Board of Directors is unable to finish his/her term, the Board of Directors may select a replacement for the balance of the term. The process of selection shall be that any Director may recommend a candidate. By majority vote of voting Directors, an individual may be elected to the Board.

Also included on the Board of Directors shall be non-voting members to include the Principal(s), and Campus Administrator, whose term(s) shall last the duration of his/her employment with Lighthouse Christian School, and up to two elected staff member(s) from Lighthouse Christian School. The staff member representative(s) shall be elected by the majority vote of the existing staff to serve a one-year term from September 1 through August 31, or the duration of his/her employment, whichever comes first. If a faculty representative is unable to finish his/her term the existing staff may elect a replacement for the balance of the term.

All members of the Board of Directors, voting and non-voting, elected and appointed, shall meet the qualification standards as specified herein.

Each family shall be authorized a total of one vote for election of Parent Representatives to the Board of Directors.

1120 RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Individual responsibilities of elected Board members include the following:

1. To learn and know about Lighthouse Christian School, its mission, policies, procedures, programs, and be committed to its success.
2. Maintain appropriate confidentiality of privileged information and act as spokesperson only when officially designated to do so.
3. Be alert to potential or actual conflicts of interest, declare them openly and remove yourself from any discussion or decision-making when the perception or reality of such a conflict exists.
4. Maintain good stewardship of all the organization's resources and assist the board in carrying out its fiduciary responsibilities.
5. Attend board meetings, appropriate committee meetings, and other board related functions.
6. Read and review agenda and supporting materials prior to board and committee meetings.
7. Be willing to identify and help recruit qualified leaders for board membership.

8. Serve on at least one Board committee.
9. Participate in the financial development and support of LCS.

1130 NEW BOARD MEMBER ORIENTATION

New Board members will be provided copies of two years of past minutes and of Lighthouse Christian School policies through the Campus Administrator. In addition, under the guidance of experienced Board members and the Campus Administrator, orientation shall be provided to new Board members.

1140 REMOVAL OF A BOARD MEMBER

A member of the Board of Directors may be removed by the Board of Directors if he or she fails to continue to meet the qualifications required as a member of the Board of Directors. The process shall be guided by Matthew 18:15-17. Removal of a member of the Board of Directors shall be by two-thirds vote of a quorum of voting members of the Board of Directors at a regular or special meeting with at least 10 days prior written notice to the Board of Directors, including notice of the grounds for removal.

If in the best interest of the corporation, a Parent Representative to the Board of Directors may also be recalled by a two-thirds vote by ballot of the total existing parent body at a special meeting with at least ten (10) calendar days prior written notice to the entire existing parent body and to the existing Board of Directors, including notice of the grounds for removal. This special meeting shall be called by the Board of Directors only after receiving a written petition signed by at least 25% of the total existing parent body requesting this meeting.

1160 BOARD REMUNERATION AND REIMBURSEMENT

Board members of the Board shall receive no remuneration for the discharge of their responsibilities. They shall be reimbursed for all expenses related to Board and Board committee meetings or official school business.

1170 CONFLICTS OF INTEREST

The Lighthouse Christian School Board of Directors shall establish procedures for identifying and managing all conflicts of interest and appearances of conflict of interest. These procedures shall be in accordance with legal requirements as well as the goals of accountability and transparency in Lighthouse Christian School's operations.

Conflict of Interest Defined

In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

1. A director or key employee (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Lighthouse Christian School for goods or services.
2. A director or key employee (or a family member of any of the foregoing) has a material financial interest in a transaction between Lighthouse Christian School and an entity in which the director or key employee (or a family member of the foregoing), is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
3. A director or key employee (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Lighthouse Christian School.

Appearance of a Conflict / Duality of Interests

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Lighthouse Christian School.

Definitions:

1. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

2. An "Interested Person" is any person serving as a member of the Board of Directors of Lighthouse Christian School or a key employee who has a personal interest that is in conflict with the interests of Lighthouse Christian School.
3. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
4. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
5. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Lighthouse Christian School is not a Contract or Transaction.

Procedures for managing conflicts of interest are detailed in Appendix B.

1200 OFFICERS OF THE BOARD

The Board of Directors shall annually elect a Chairman, Vice-Chairman, Secretary and Treasurer.

1210 CHAIRMAN

The Chairman presides at all meetings of the Board members and sees that all orders and resolutions of the Board are acted on and carried into effect. The Chairman appoints, subject to confirmation of the Board, all standing committees and is an ex-officio member of all committees. The Chairman has the general responsibilities of supervision and management of the Board.

Other responsibilities include:

1. Voting to break a tie vote
2. Developing the Board Calendar
3. Developing and distributing the Board agendas, after consultation with the Campus Administrator and Board members
4. Managing the meetings in accordance with operating rules and decorum
5. Meeting regularly with the Campus Administrator to discuss issues and initiatives for Board consideration
6. Representing the Board at various school and community functions
7. Chairing the Executive Committee and meeting regularly with that body to discuss strategic matters of importance

8. Serving as a leading ambassador of the School, including general functions and marketing and development activities
9. Participating in the training and mentoring of new Board members

1220 VICE CHAIRMAN

The Vice Chairman, in the Chairman's absence, is vested with all the powers and is required to perform all of the duties of the Chairman. The Vice Chairman also serves as a member of the Executive Committee and as a key advisor to the Chairman.

1230 SECRETARY

The Secretary prepares full minutes of all meetings of the Board members. The Secretary attends all sessions of the Board, may act as a clerk, and records all proceedings. The Secretary provides official copies of the Minutes to the Campus Administrator's office for distribution and prepares informal Board notes for dissemination to LCS families. The Secretary also serves as a member of the Executive Committee and is responsible for being current on board policy and documentation.

1240 TREASURER

The Treasurer serves as the Chairman of the Finance Committee. The Treasurer serves as the chief financial representative of the Board in matters relating to financial reporting and analysis, budget formulation, financial policies and procedures, and employee compensation and benefits.

1300 STANDING COMMITTEES

Standing committees are chaired by the Board representative serving on these committees. Standing committees are: Executive Committee, Board Governance, Finance, Facilities, Marketing and Development, Tuition Assistance, and Outcomes. Profiles of each committee are contained in Appendix A.

1310 EXECUTIVE COMMITTEE

The mission of the Executive Committee of Lighthouse Christian School is to faithfully represent the Board between meetings and in matters involving Board strategy and administration relations.

The Executive Committee consists of the four officers and serves as a senior management committee of the Board. It may act in the best interests of the Lighthouse Christian School Board between the meetings of the Board of Directors. Any such acts shall be reviewed and ratified by the entire Board.

The Executive Committee will meet on an as needed basis for the purposes of developing near-term Board strategy and key Board/Administrative initiatives and priorities. Meetings can be initiated by any member, as well as by the Campus Administrator. Meetings will consist of the four members and the Campus Administrator, with the exception of instances where Campus Administrator performance issues are, or can reasonably be expected to be, discussed. Additional responsibilities of the Executive Committee include:

1. Overseeing and delivering the interim and final performance appraisal of the Campus Administrator
2. Approving tuition grants exceeding 65% as recommended by the Financial Assistance Committee
3. Overseeing complaints stemming from the Whistle Blower policy

1320 BOARD GOVERNANCE COMMITTEE

The Board Governance Committee promotes the mission of Lighthouse Christian School by developing, orienting, equipping, supporting, and evaluating the Board of Directors.

The Board Governance Committee shall consist of at least two Board members, one of whom is the committee chairman. The duties of the committee are to:

1. To determine the Board's recruitment needs according to the school's strategic plan
2. To profile, cultivate, and recruit prospective Board members
3. To interview eligible candidates for Board membership according to qualifications established in the Policy Manual
4. To oversee new Board member orientation
5. To conduct an annual evaluation of the Board's structure, function, and effectiveness
6. To partner with the Board Chairman to ensure effective Board meeting design and leadership
7. To review the Board section of the Policy Manual every four years
8. To draft and review policies and policy proposals for action by the Board
9. To designate an *ad hoc* Board committee to review the entire Policy Manual and the General and Operations sections of the Administrative Procedure Manual every four years

1330 FINANCE COMMITTEE

The mission of the Finance Committee is to faithfully insure strong financial management, effective financial reporting, and good stewardship of the school's financial resources.

The Finance Committee shall consist of the Treasurer of the Board serving as Chairman, the Director of Finance, and the Campus Administrator. Additional members may be appointed with Board approval. The duties of the committee are to:

1. Review financial status, including budget proposals and revisions
2. Prepare financial reports
3. Annually review insurance concerns
4. Approve organizations who meet criteria for receiving the Christian Worker discount
5. Review the Finance and Operations section of the Board Policy Manual and Financial sections of the Administrative Procedure Manual once every four years
6. Draft and review financial policies and policy proposals for action by the Board

1340 FACILITIES COMMITTEE

God calls us to be good stewards of the land and buildings entrusted to Lighthouse Christian School. The Facilities Committee exists to provide ideas, advice, and direction to the Administration and Board regarding the use, maintenance, and improvements of the LCS campus.

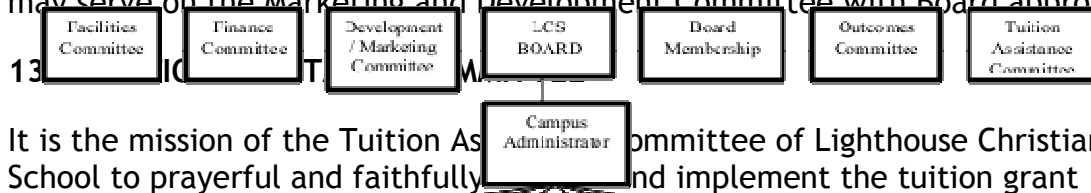
The Facilities Committee shall consist of at least one Board member and the Campus Administrator. Additional members may be appointed by the Facilities Committee Chairman. The Board member will serve as the Chairman of the committee. The purpose of the Facilities Committee is to:

1. Consider utilization, upkeep, and improvement of the campus
2. Make long range plans for the use of property and facilities
3. Draft and review necessary policy proposals for action by the Board

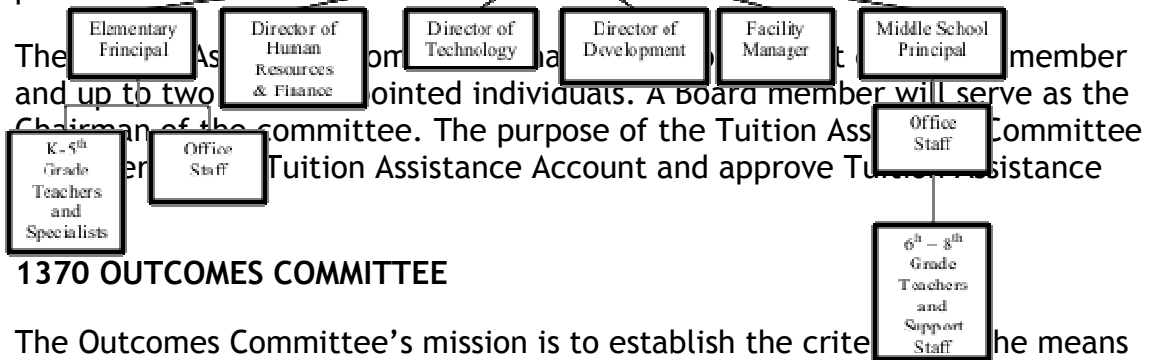
1350 MARKETING AND DEVELOPMENT COMMITTEE

The mission of the Marketing and Development Committee is to support the continued growth and development of Lighthouse Christian School through decisions, actions, and recommendations to the LCS Board and / or Administration that further the school's mission.

The Marketing and Development Committee shall consist of at least one Board member and the Marketing and Development Director. Additional members may serve on the Marketing and Development Committee with Board approval.



It is the mission of the Tuition Assistance Committee of Lighthouse Christian School to prayerfully and faithfully implement the tuition grant process.



1370 OUTCOMES COMMITTEE

The Outcomes Committee’s mission is to establish the criteria by which the means for evaluating the School’s performance relative to its mission to serve its key constituencies (God, students, parents, Administration, and Board).

1410 MEETINGS OF THE BOARD

A quorum shall consist of a simple majority of the voting members of the Board of Directors. A quorum must be present for the Board to conduct business at meeting of the Board.

Prior to the first meeting of the year, the schedule of meetings will be set for the school year at such places and times as specified by the Board. No other additional notice of regular meetings needs to be given.

Special meetings of the Board may be called at the sole discretion of the Chairman or at the written request of any two Board members. Notice of such meetings shall be given at least 48 hours in advance of the meeting.

Board Meetings may be open to individuals from the school and community. The Board may request a closed session when deemed necessary. Non-Board members, unless invited to remain, will be requested to leave during a closed session.

1420 PREPARATION FOR BOARD MEETINGS

The Campus Administrator and the Chairman of the Board will prepare the agenda for the Board. Any Board member desiring a subject included will notify the Campus Administrator or the Board Chairman of the matter ten days prior to the scheduled meeting. The agenda will be distributed to the Board members and to each Principal(s) at least three days in advance of meetings

with supporting documents. A copy of the agenda is to be posted for parents and staff. The Campus Administrator shall arrange for the necessary supporting documents required to conduct a productive meeting.

1430 CONDUCTING BOARD MEETINGS

The Chairman of the Board shall conduct the meetings of the Board in accordance with Robert's Rules of Order, Revised, except that the Chairman may engage in the discussion of matters and motions before the Board. The proceedings of the Board at its meeting shall be governed by the prepared agenda, with the exception that items suggested for discussion or action from the table may be received at the discretion of the Chairman or the majority of the Board present.

When personnel matters are handled, the Board will ensure that the rights of individuals are respected, and proceedings are conducted in such a way that Christian ethics are employed with sensitivity at all times.

1440 MINUTES OF BOARD MEETINGS

The Minutes shall be written in accordance with Robert's Rules of Order, Revised, and shall be distributed within one week of the meeting. The approved final copy of all Board Minutes shall be signed by the Board Secretary or in his/her absence by an official officer of the Board. Upon approval of Minutes from regular sessions of the Board, they will be made available to the faculty, staff, and to requesting individuals. Executive Session minutes may be distributed only to the voting Board members and the Campus Administrator. Executive Session minutes that discuss Campus Administrator concerns such as performance, evaluation, and salary may be available to the voting members only.

1450 VOTING

A two-thirds majority vote is required on Policy matters, and a simple majority vote on all other matters before the Board.

1460 MEETING OR VOTING BY TELEPHONE OR ELECTRONIC DEVICE

When necessary, members of the Board or any committee designated by the Board may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear and communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting. Duties of officers and chairpersons at such meetings shall remain as described in the Board Policy Manual. The Board may adopt other means of conducting meetings and taking votes.

1510 FORMULATION OF POLICIES

The Board is responsible for the adoption of Policies governing the operation of Lighthouse Christian School. These policies shall establish principles and organizational relationships to ensure that the purposes and best interests of the School are accomplished.

Policy proposals may be initiated by the Board, individual Board members of the Board, Board standing committees, or the Campus Administrator. Others who wish to initiate policy proposals should work through one of the above named individuals or groups.

1520 ADOPTION OF POLICIES

Proposed policies will be presented in writing to the Board at an official meeting of the Board for a first reading. After the first reading, the proposed policy will be reviewed again before re-submittal to the Board for a second reading and adoption. Under special circumstances, the Board may adopt policies after a single reading.

1530 EXCEPTION TO POLICIES

When necessary, the Board may make exceptions to Policy. If two or more exceptions to a Policy must be made in any one school year, the Policy shall be referred to the appropriate committee for review and/or revision.

1540 BOARD POLICY MANUAL

The Campus Administrator will post the Board Policy Manual via Internet or Intranet. Board-approved changes to the Policy Manual will be posted within two weeks after approval.

As a continuing process, the Board Committees will review and revise the Board Policy Manual. Every four years, the Board Governance Committee shall designate an *ad hoc* Board committee to conduct a comprehensive review of the entire Board Policy Manual. This ad hoc committee shall consist of at least two Board members and the Campus Administrator.

1550 ABSENCE OF SPECIFIC BOARD POLICY

In exceptional cases where action is required but is not covered by any specific Board Policy, the Campus Administrator will consult with the Board Chairman for advice and direction. The Board Chairman may choose to consult with the Executive Committee prior to advising the Campus Administrator.

1560 REVIEW OF POSITION STATEMENTS

Under the direction of the Board and the Campus Administrator, the philosophy, mission, and Core Values statements of Lighthouse Christian School shall be reviewed once every four years. Input will be solicited from the following:

1. Middle school student council
2. Parent advisory committees
3. Teachers and staff
4. Administration
5. Board of Directors

1550 HARASSMENT, ABUSE, AND BLOOD-BORNE PATHOGENS

The Campus Administrator shall establish and implement procedures in compliance with current state and federal laws regarding harassment, abuse, and protection from blood-borne pathogens. These procedures shall be reviewed annually by the Campus Administrator. Changes in procedures shall be reported to the Board.

Administrative Organization

2000 School Name

2010 School Organization and Accreditation

2020 Corporation Seal

2030 Lighthouse Christian School Organizational Chart

2040 Channels of Communication

2050 Due Process and Confidentiality

2060 Correspondence and Representation

2070 Administrative Procedure Manuals

2000 SCHOOL NAME

The name of the school owned by Lighthouse Christian School shall be Lighthouse Christian School.

2010 SCHOOL ORGANIZATION

Lighthouse Christian School is organized with an Elementary School and Secondary School. The school is under the authority of the Campus Administrator and the policies and regulations of the Lighthouse Christian School Board.

2020 CORPORATION SEAL

The Campus Administrator shall be responsible for the custody and constant safekeeping of the Lighthouse Christian School seal and shall make it available for use as needed, only in accordance with purposes consistent with the express resolution of the Board of Directors.

No seal of the Lighthouse Christian School shall be used for any purpose whatsoever not consistent with the express resolution of the Board members.

2030 ORGANIZATIONAL CHART

2040 CHANNELS OF COMMUNICATION

In matters of policy and/or practice of Lighthouse Christian School, an individual should first consult the person at the appropriate level of authority. If further consultation is needed, the individual may approach the next higher person on the Organizational Chart, the last level being the Board or its Executive Committee.

2050 DUE PROCESS AND CONFIDENTIALITY

Due process is a set of commonly recognized procedures to ensure that fairness and equity are provided in dealings with staff and students. The Board of Lighthouse Christian School, staff, and employees shall maintain the highest standards of confidentiality regarding personal information and records about students and employees. The Board, staff, and employees shall follow due process in actions regarding students, parents, and employees.

2060 CORRESPONDENCE AND REPRESENTATION

Staff members and students may not represent themselves or officially correspond as agents of Lighthouse Christian School except as authorized by

Board policy or by the Campus Administrator. Staff and students may not use official stationery or official titles for non-official purposes, unless expressly authorized by the Administration.

2070 ADMINISTRATIVE PROCEDURE MANUALS

Administrative procedures are established written guidelines that direct operations and are in alignment with the policies of the Board. These administrative procedure manuals include, but are not limited to: Mission, Vision, Objectives, Outcomes, Finance, Operations, Personnel, and Instruction. These manuals are published /updated at least annually. The Campus Administrator approves administrative procedure changes prior to inclusion and implementation.

Philosophy of Personnel 3000 - 3099

3010 Philosophy in the Selection and Employment of Personnel

3020 Christian Behavior and Professional Ethics

3030 Unity of Faith

Employment Qualifications 3100 - 3199

3100 Recruitment

3105 Hiring/Rehiring

Contractual Considerations 3200 - 3299

3200 Employee Contracts

3210 Contract Renewal

Compensation 3300 - 3499

3300 Philosophy of Compensation

3310 Salaries

3400 Benefits

3410 Employee Discounts

Professional Staff 3500 - 3599

3510 Job Descriptions

3520 Professional Publishing

3530 Evaluation of Personnel

3540 Grievances - Personnel

3550 Reporting Suspected Fraud—Whistle-Blower Protection

Administrative Personnel 3600 - 3699

3600 Qualifications for the Campus Administrator

3605 Recruitment and Selection of the Campus Administrator

3610 Campus Administrator - Responsibilities, Duties, and Compensation

3620 Campus Administrator - Terms of Employment

3630 Campus Administrator - Dismissal

3640 Evaluation of the Campus Administrator

3010 PHILOSOPHY IN THE SELECTION AND EMPLOYMENT OF PERSONNEL

The Principal(s) working on behalf of the Campus Administrator, will recruit spiritually, academically, and professionally qualified personnel who will carry out their work with competence, in harmony with the purpose of Lighthouse Christian School.

In selecting professional personnel, individuals will be hired who will endeavor to integrate Biblical values into their work, and who consider their work at Lighthouse Christian School a ministry. These individuals should be positive Christian role models as they seek to help students learn to know God, the world around them, and to develop life-long skills and a Biblical worldview for living as Christians in a complex world. They should be accepting of students from varying ethnic, linguistic, and religious backgrounds.

3020 CHRISTIAN BEHAVIOR AND PROFESSIONAL ETHICS

Lighthouse Christian School is committed to the Word of God and its authority regarding all matters of Christian faith and living. Lighthouse Christian School faculty, staff, administration, and Board members are expected to abide by the Biblical principles for conduct becoming a Christian. Lighthouse Christian School will maintain these principles, with an attempt to respect the various Christian denominational traditions.

Professional Ethics

Based upon the Scriptural principles of working as to the Lord, and with respect for all, the highest standards of ethics are to be maintained by the faculty, staff, Principal(s), and Board members in working with students, their families, and colleagues. These standards include integrity, honesty, fairness, confidentiality, abstinence from abusive behavior, abstinence from substance abuse, and respect for individuals. Personnel are expected to carry out their responsibilities with competence and professionalism, and to abide by the established policies and procedures of the school.

Sexual Behavior Standards

Based upon the teaching of the Bible that marriage between husband and wife is a sacred institution, and sexual conduct is to be within the context of marriage alone, Lighthouse Christian School believes the Bible requires abstinence from other sexual activity. Personnel are expected to abstain from premarital, extra-marital, and homosexual forms of sexual conduct. Personnel are also expected to abstain from any form of harassment, including sexual harassment. Furthermore, the school holds to a standard that marriage is a covenant and that divorce should not be condoned. In the case of an employee who divorces or separates while employed by Lighthouse Christian School, continuing employment will be considered on the basis of the circumstances of the divorce or separation.

Investigation and Discipline

When a violation of these principles is suspected, the Campus Administrator, at his or her discretion, may place the employee on a leave of absence. If an investigation confirms that a violation has taken place, the Campus Administrator may discipline the employee by placing a letter of reprimand in the employee's file, or taking other action deemed appropriate. In cases of a confirmed violation of a serious nature, the Campus Administrator, in consultation with the Board, may require counseling, probation, or the termination of employment.

3030 UNITY OF FAITH

All staff members are expected to fully support the Statement of Faith. When identifying positions beyond the context of this statement, it should be done in such a manner that students are aware that there is diversity in some areas of biblical interpretation; students should also be made aware of what is a personal belief. Personal convictions of staff and students are to be respected. Emphasis is to be placed on our unity in the Faith.

3100 RECRUITMENT

The Campus Administrator and his or her staff will recruit all personnel of Lighthouse Christian School.

3105 HIRING/REHIRING

The Campus Administrator will make all hiring and rehiring decisions regarding personnel. When appropriate, these decisions will be made after consideration of the Principal(s)'s recommendation. Hiring and rehiring decisions will be reported to the Board in a timely manner. The Campus Administrator will inform the Board in advance of any anticipated termination or resignation of faculty or personnel who directly report to the Campus Administrator

Hiring and rehiring of the Campus Administrator is exclusively the responsibility of the Board.

When a reduction in work force becomes necessary, the Campus Administrator shall inform the Board.

3200 EMPLOYEE CONTRACTS

The Campus Administrator, on behalf of the Board, will issue contracts to new and returning employees. The contract shall include the name of the employee, position to be filled, length of contract, other obligations to be fulfilled by the employee as well as by Lighthouse Christian School. The contract shall be binding upon both parties according to its specified terms, unless mutually agreed upon otherwise.

3210 CONTRACT RENEWAL

Based on evaluations, the Principal(s) will submit recommendations to the Campus Administrator for renewal of contracts. The Campus Administrator is responsible for renewing contracts.

3300 PHILOSOPHY OF COMPENSATION

Scripture states that a worker is worthy of his wage. The desire of the Board of Directors is to compensate fairly and as close as possible to wages earned in the public school system. Staff will also be compensated as close to market rate as feasible. The school board will also offer medical benefits, retirement benefits and tuition benefits as enrollment and budget constraints allow. The philosophy of compensation is to provide teachers and staff with a competitive total compensation program.

3310 SALARIES

Annual salary compensation will be paid to employees on the basis of a Board approved salary schedule.

3400 BENEFITS

Benefits will be determined annually by the Board on recommendation of the Finance Committee.

3410 EMPLOYEE DISCOUNTS

In order to provide for the educational needs of the dependants of employees whose FTE is 0.5 and greater, Lighthouse Christian School may grant discounts on registration, tuition, and instruction fees. Discounts will be prorated based on the employee's actual FTE and will be determined annually by the Board on recommendation of the Finance Committee.

3510 JOB DESCRIPTIONS

The Campus Administrator shall ensure that a job description for each position is written and placed in the Administrative Procedure Manual. Upon recommendation of the Campus Administrator, the Board shall approve, each job description for personnel directly reporting to him or her

3520 PROFESSIONAL PUBLISHING

Publishing of materials prepared at school direction or during school compensated time by any staff member shall become the property of Lighthouse Christian School, unless there is another written agreement concerning royalties.

3530 EVALUATION OF PERSONNEL

Evaluation of personnel shall be at least annually and shall be for the purposes of raising levels of competence within the organization, to encourage personal and professional growth of staff members, and to maintain high levels of job performance.

3540 GRIEVANCES - PERSONNEL

The administration will follow established grievance procedures based on the principles of Matthew 18:15-17, ensuring that proper due process and documentation standards are observed. The Lighthouse Christian School Organizational Chart will serve as a guide to the appeal process of a grievance.

3550 REPORTING SUSPECTED FRAUD—WHISTLE-BLOWER PROTECTION

The Lighthouse Christian School Board of Directors shall establish procedures for employees and directors acting in good faith to report suspected fraud in a manner that protects the complainant from reprisals, victimization, or retaliation. This whistle-blower policy reflects the commitment of Lighthouse Christian School to conduct affairs with the highest possible ethical, moral, and legal standards.

The definition of fraud includes, but is not limited to:

1. Theft or other misappropriation of school assets
2. Misstatements or other irregularities in the school's financial records
3. Incorrect financial activities
4. Misuse of school financial resources
5. Illegal financial activities

Procedures for reporting suspected fraud are detailed in Appendix C.

3600 QUALIFICATIONS FOR THE CAMPUS ADMINISTRATOR

The following qualifications will be considered in the selection and hiring of the Campus Administrator:

1. Serve as a member or active participant in a Trinitarian church
2. Demonstrate a continuing sense of God's direction in working at Lighthouse Christian School.
3. Demonstrate evidence of spiritual leadership, maturity, and prayerfulness
4. Demonstrate effective interpersonal and social skills when relating to students, parents, and teachers.
5. Hold academic requirements including a Masters degree and necessary certification for administrative employment.
6. Meet the professional qualifications of a Lighthouse teacher.

7. Hold administrative experience over elementary, middle/junior high, and/or high school operations.
8. Demonstrate managerial skills, i.e. goal setting, long-range planning, budgeting, curriculum, evaluation, assessment, and day-to-day operations oversight.

3605 RECRUITMENT AND SELECTION OF THE CAMPUS ADMINISTRATOR

The Board shall appoint a search committee to locate prospective appointees for Campus Administrator for recommendation to the Board.

3610 CAMPUS ADMINISTRATOR - RESPONSIBILITIES, DUTIES, AND COMPENSATION

Goals:

1. Visionary leadership, together with implementation excellence, to achieve School mission
2. Demonstration of value of LCS education to constituencies and prospects
3. Instill a culture of excellence and continuous innovation and improvement
4. Inspire high levels of staff morale and loyalty
5. Spiritual leadership and inspirational personal example to constituents
6. Focus school family on making an impact for Jesus Christ in our community
7. Achieve high levels of parent satisfaction and retention and strong parent relations

Responsibilities:

Spiritual leadership:

1. Demonstrate spiritual maturity, inspiration, and guidance to others
2. Serve as a spiritual mentor to staff
3. Set a strong spiritual tone for the school
4. Oversee an effective spiritual development program for students, including discipleship and outreach
5. Ensure that the Biblical Worldview permeates our curriculum and teaching

Instructional leadership:

1. Guide curriculum development and innovation strategies and implementation
2. Oversee faculty recruitment, supervision, and evaluation
3. Inspire instructional excellence and professional development, including periodic in-service programs
4. Evaluate program effectiveness
5. Oversee the development and implementation of GLEs

Operational leadership:

1. Assume accountability for school-wide operations and systems and provide effective management oversight of the SAC
2. Provide visionary leadership for long-range planning
3. Conduct regular meetings with staff to share goals, evaluate progress, invite feedback and suggestions, develop continuous improvement plans, mentor and listen to concerns
4. Oversee organizational appraisal system to provide evaluations and focus areas for improvement; conduct performance appraisals of direct reports on an annual basis
5. Manage, where necessary, the recruitment process for school principals, including the appointment of a search committee and final selection
6. Guide and ensure effective implementation and maintenance of Accreditation process
7. Identify school-wide needs and where appropriate, create School Improvement Teams
8. Manage school finances within policy and budgetary constraints; oversee development of the budget and resource allocation
9. Provide salary recommendations of direct reports to the Board for approval
10. Oversee the delinquency policy for collecting school bills
11. Oversee Marketing and Development strategies, with applicable Board input
12. Promote Lighthouse to current and prospective families, as well as to local churches and community groups through effective Marketing strategy
13. Develop a school calendar that meets the criteria set by the state of Washington
14. Oversee campus security including crisis management preparation and implementation
15. Work with the Facilities Manager regarding all aspects of campus maintenance
16. Prepare and deliver the annual report of the school
17. Serve as effective partner with Board by representing the needs of the school, communicating achievements, issues, and challenges, and serving on various committees where needed
18. Establish and/or assess procedures/tasks making certain that they are aligned with Governing Regulations (both governmental and organizations), laws, other directives of the Board of Directors, and the Administrative Procedures.
19. Oversee an effective discipline plan and promote a healthy school culture
20. Oversee and implement the school's harassment policy
21. Communicate effectively with parents, students, teachers, the Board, prospects, and the community

Work Requirements:

1. 40 hours per week minimum, based on a 5-day work week
2. Teacher workdays as specified on the school calendar
3. Summertime work excluding three weeks of vacation

Salary Range: Determined annually by the school board

3620 CAMPUS ADMINISTRATOR - TERMS OF EMPLOYMENT

The Campus Administrator shall normally be employed under contract for a period of one year, to coincide with the beginning and end of the school fiscal year. Renewal of contracts may be offered up to four years. In the final year of the term of service the Board shall determine whether an invitation for re-employment will be issued. Should an invitation be extended or renewed, the Campus Administrator shall notify the Board of his or her acceptance or rejection within two weeks.

3630 CAMPUS ADMINISTRATOR - DISMISSAL

The Board shall have the authority to dismiss the Campus Administrator during a contracted period. Reasons for dismissal include:

Inability or unwillingness to carry out professional duties, as evidenced by documentation and multiple evaluations performed by the Board

Immoral or unethical behavior when supported by documented evidence of a violation (see Policy 3020 Christian Behavior and Professional Ethics)

A decision by the Board to dismiss the Campus Administrator shall be preceded by a conference between the Campus Administrator and the Executive Committee. The action for dismissal shall be an action of the Executive Session at a regular or special meeting of the Board with all voting Board members participating and two-thirds voting affirmatively.

Compensation for the unfinished contract and all benefits and allowances will be calculated on a prorated basis of the portion of the contract fulfilled. Any benefits and allowances already paid will be deducted from remaining compensation due. If the compensation due is insufficient to cover overpayment, the Campus Administrator will be asked to reimburse Lighthouse Christian School for the excess amount.

The Board Chairman is to ensure that proper due process and documentation standards are followed.

3640 EVALUATION OF CAMPUS ADMINISTRATOR

The Executive Committee, with input from the Board and staff, will conduct an interim and year-end evaluation of the Campus Administrator. The evaluations will be based on the Campus Administrator's job description, as well as the school mission, vision, and goals set forth by the Board.

Operational Statements 4100-4199

4110 Financial Philosophy

4120 Financial Objectives

Fund Raising 4250-4259

4252 Fund Raising for Student Activities

4253 Fund Raising for Lighthouse Christian School

Debt Policies 4260 - 4279

4261 Internal Financing

4262 Long Term Borrowing

4270 Risk Management

4271 Liability

Tuition Assistance 4280 - 4289

4280 Employee Discounts

4282 Christian Worker Discounts

4284 Family Discounts

4285 Tuition Aid

Contracts for Service 4290 - 4294

4292 Contracts with Vendors

4293 Long-Term Lease Contracts

Financial Procedures 4295 - 4299

4295 Financial Procedure Manual

4297 Cash Management

Budget 4300 - 4399

4300 Budget Development

4305 Balanced Budget

4315 Delinquent Bills

4320 Tuition and Fees

4340 Authorization of Expenses

Accounting Policies 4400 - 4499

4400 Fund Accounting

4401 Authorized Funds

4403 Year End Transfer

4410 Accounting Standards

4420 Fiscal Year

4430 Annual Audit

4440 Records Retention and Destruction Policy

Property and Facilities 4500 - 4599

4510 Property of Lighthouse Christian School

4513 Priorities

4514 Conduct

4515 Memorials

4110 FINANCIAL PHILOSOPHY

Lighthouse Christian School is operated as a service to its constituency and is chartered as a non-profit organization.

The financial philosophy is to manage the fiscal matters of the school with integrity, to ensure operational success, to practice good stewardship, and to remain a financially accessible school for the community.

4120 FINANCIAL OBJECTIVES

Lighthouse Christian School will provide those programs and services which are necessary to accomplish its educational goals within the limitations of the School's financial resources.

Lighthouse Christian School will take pro-active steps to maintain the efficiency of its programs and employees.

Lighthouse Christian School will give first priority to educational programs and direct student services.

Lighthouse Christian School will maintain facilities on a basis of cost efficiency, with priority given to instructional facilities. Construction of additional facilities will be based on the need of the primary constituency.

Lighthouse Christian School will pursue alternative revenue sources taking care not to compromise the ethical and Christian principles of the school.

4252 FUND RAISING FOR STUDENT ACTIVITIES

Funds may be raised and donations accepted for specific approved purposes of Lighthouse Christian School. Purposes may include:

1. Co-curricular programs
2. Charitable gifts to other groups or individuals with special needs
3. Individual campus fund raising projects are approved and supervised by the Campus Administrator. All funds raised will become assets under the control of Lighthouse Christian School to be used for the purpose intended.

4253 FUND RAISING FOR LIGHTHOUSE CHRISTIAN SCHOOL

Fund development efforts are directed by the Campus Administrator, in consultation with the Director of Development and the Marketing and Development Committee, with Board input and approval. Gift Acceptance Policies of Lighthouse Christian School can be found in Appendix D.

Funds may be raised for a variety of Board approved purchases such as:

1. General operating purposes
2. Capital equipment
3. Facilities improvements
4. Curricular enhancements
5. Financial assistance
6. Community outreach

Donations will be accepted only for purposes that are consistent with the mission and goals of Lighthouse Christian School.

Guidelines

Donations will be accepted only from individuals, organizations or groups that would not compromise, or give the appearance of compromise, to the Christian standing of Lighthouse Christian School or to its reputation.

Donations will carry no promises of special treatment or a preferential treatment with respect to admissions.

Fund raising should be done in a way that does not draw attention away from the main purposes of the school.

All fund raising costs will be funded through the operating budget. Donations will be allocated entirely to the designated fund raising project.

Fund raising materials will be absolutely truthful and accurate. There will be no material omissions or exaggerations of fact or use of misleading photographs.

Coercive or manipulative tactics will not be employed.

Donors may be recognized publicly, unless they indicate a desire to remain anonymous. Donation records will not be shared or sold to other organizations or individuals.

Premiums or incentives will not be used to attract donations, but small gifts of appreciation, such as plaques or books, may be given in response to a donation.

Upon Board approval, buildings or rooms may be named for donors who donate more than half of the construction cost.

Approval and Supervision

The Campus Administrator in consultation with the Director of Development may approve fund raising projects and the acceptance of donations under \$1000. The Campus Administrator or a designee will supervise the fund raising.

The Director of Marketing and Development in consultation with the Campus Administrator will approve fund raising projects and the acceptance of donations in excess of \$1000, but under \$5000. The Director of Development or a designee will supervise the fund raising.

Fund raising in excess of \$5000 shall be recommended by the Director of Marketing and Development in consultation with the Campus Administrator and approved by the Board Finance Committee and the Board. The Director of Development or a designee will supervise the fund raising.

4261 INTERNAL FINANCING

Lighthouse Christian School prefers internal financing of projects. Short-term debt may be incurred, with Board approval, to provide services or facilities in a timely manner.

4262 LONG TERM BORROWING

If long-term borrowing is necessary for capital projects, Board approval is required.

4270 RISK MANAGEMENT

Lighthouse Christian School purchases insurance to manage risk. Lighthouse Christian School may use internal reserves for self-insurance. The Campus Administrator and the Finance Committee will review on an annual basis the insurance concerns of the school and make necessary recommendations to the Board.

4271 LIABILITY

Personal Property

Lighthouse Christian School assumes no responsibility for lost, stolen, or damaged personal property, even when stored on campus.

Injury

Reasonable precautions will be taken to protect and prevent anyone on school premises or anyone engaged in school activities from being injured.

However, Lighthouse Christian School assumes no responsibility for injuries an employee/student may receive, or for property damage or injury they cause outside of school activities whether on or off school property. Furthermore, Lighthouse Christian School will assume no responsibility for injuries an employee/student may receive, or for property damage or injury they may cause on or off the school premises when engaged in school activities, if they do not demonstrate responsible behavior, or when they do not follow school procedures/policies.

4282 CHRISTIAN WORKER DISCOUNT

Lighthouse Christian School may grant tuition discounts to those in full-time Christian ministry, such as pastors, youth ministers, and missionaries.

4284 FAMILY DISCOUNTS

The Board may authorize a family tuition discount in conjunction with the annual approval of tuition.

4285 TUITION ASSISTANCE

On the basis of demonstrated need, parents of students enrolled in Lighthouse Christian School may apply for Tuition Grants. Tuition Assistance is determined after enrollment, and should not be an expectation for enrollment.

The Board Tuition Assistance Committee authorizes the distribution of Tuition Grants and administers the Financial Aid Account. In case of questions regarding the decision of the Board Tuition Assistance Committee, parents may appeal to the Board for further consideration.

Grants are paid from a Board budgeted Financial Aid Account, with the granting of assistance dependent upon the availability of funds for that particular semester.

Tuition grants are allocated to those experiencing demonstrated financial need. Grants will normally be awarded on an annual basis.

Conditions:

- Full financial disclosure is required in order to be eligible for consideration for Tuition Grants.
- Grants may be awarded to a maximum of 65% of full tuition on a per student basis, except in unusual cases as approved by the Executive Committee.
- Grants will be awarded only after debts from previous semesters have been paid up to date.

4292 CONTRACTS WITH VENDORS

Lighthouse Christian School seeks the best goods and/or services at the best prices. There is no expectation of special consideration beyond the best price for its purchases of goods and services.

Employees of Lighthouse Christian School shall not accept gifts of goods or money for giving business to a particular firm. No personal gifts or gratuities may be accepted that might influence the proper judgment of a school

employee in the performance of his or her duty. Unsolicited gifts with value greater than \$500 must be reported to the Campus Administrator.

Contracts with board members or employees shall not be established for the purpose of achieving personal gain.

4293 LONG-TERM LEASE CONTRACTS

The Campus Administrator will identify School-owned property which may be designated for lease, and shall make such recommendations to the Board for approval.

The following factors will be considered by the Board when considering entering into contractual lease agreements:

1. integrity and stability of the lessee
2. maximization of lease income
3. alignment with the Board-approved long-term site plan
4. assurance that the use of the facilities will not be contrary to the best interests of the School

4295 FINANCIAL PROCEDURE MANUAL

The Campus Administrator will be responsible to establish and maintain the Accounting section of the Administrative Procedure Manual.

4297 CASH MANAGEMENT

The Board Treasurer shall monitor and report to the Board the status of all funds according to the following principles:

Disbursement, collection, and deposit of all funds will be scheduled to ensure maximum cash availability and return of investment.

Cash may be pooled for investment purposes.

Arrangements with financial institutions shall be reviewed on a continuing basis.

On a regular basis, the board will receive an income statement and a balance sheet.

4300 BUDGET DEVELOPMENT

The Board shall annually, with recommendation from the Campus Administrator and the Finance Committee, approve a balanced projected budget for the coming school year. The Board shall approve the final budget in October.

Should enrollment fall below two percent of the approved budgeted projection during a current year, or an unexpected deficit occur, the Board will require the administration to provide, by the following Board meeting, a recommended plan of action to maintain a balanced budget.

4305 BALANCED BUDGET

The projected annual expense of the school budget operating fund shall not exceed the projected annual revenue. In the event that a deficit is anticipated, the Board will collaborate with the Campus Administrator to continue operations in a responsible, sustainable manner.

4315 DELINQUENT BILLS

Families with delinquent tuition accounts will not be permitted to enroll in a future year.

4320 TUITION AND FEES

Those receiving a provided service are expected to pay a fair share of the real cost of the service provided. The Board may authorize a subsidy of a specific program or service deemed important to fulfill the mission of the school.

All tuition and fees generated by any school or department are considered part of the Lighthouse Christian School operating budget and should be reflected therein.

Tuition Fees

Tuition and fees, as well as the authorization to collect revenue, will be established by the Board in conjunction with the annual budget approval process. Revenue projections shall be based on realistic enrollment estimates.

User Fees

Auxiliary services and instructional programs not covered by tuition are to be self-supporting.

User fees (fees other than tuition fees) shall be established by the Campus Administrator and reported to the Finance Committee.

User fees for facility rental shall be set in accordance with current market value and shall reflect the full cost of facility operations. Discounts or waivers may be established for Christian churches. Any discount schedules shall be

determined by the Campus Administrator and shall not exceed 30% of the full fee. Discounted facility user fees shall cover the full cost of operations.

4340 AUTHORIZATION OF EXPENSES

Regular authorization of expenses is made annually in the budget through Board approval of line item expenses.

Budgeted expense requests shall be authorized, in writing or electronically, by the Campus Administrator as follows:

1. For specified budgeted items, the Campus Administrator would be allowed to sign any amount. Specified items are limited to the following:
 - a. Mortgage payment
 - b. Medical insurance
 - c. Routine janitorial
2. For non-specified items, the Campus Administrator would have spending authority up to \$5000.
3. Beyond \$5000 for non-specified items, the spend request would be elevated to the Finance Committee. The Finance Committee would have authority up to \$15,000. Beyond \$15,000, the spend request would be elevated to the full Board for approval.

4400 FUND ACCOUNTING

To ensure observance of limitations and restrictions placed on the use of resources available to the school, the accounts of the school shall be maintained in accordance with the principles of fund accounting. Separate accounts shall be maintained for each fund.

4401 AUTHORIZED FUNDS

The following funds shall be maintained:

General Fund

The General Fund contains the economic resources for the day-to-day financial transactions of the school. The expenditure of these funds shall be determined by the yearly budget.

Facilities and Development Fund

The Facilities and Development Fund contains (a) unexpended funds to be used for the acquisition, renewal, or replacement of land and buildings and (b) funds already expended for and thus, invested in equipment, land, and buildings. The sources of income for this fund are transfers from the General Fund and profits

from non-operating sources. The Board must authorize all expenditures from this fund.

Endowment Fund

The Endowment fund contains economic resources invested to produce income that may be used to carry out specific objectives of the school. The primary sources of revenue of this fund are gifts and contributions from individuals, corporations, institutions, and Board transfer of excess revenue. The principal of this fund is to remain in perpetuity.

4403 YEAR-END TRANSFER

In the General Fund, a surplus or deficit in an account other than reserve accounts will be transferred to unrestricted reserves.

4410 ACCOUNTING STANDARDS

Lighthouse Christian School will use accounting procedures and principles in accordance with the Generally Accepted Accounting Principles (GAAP), as they relate to non-profit organizations.

Lighthouse Christian School will not postpone current obligations to the future, accrue future revenues to the current fiscal year, or extend the length of the fiscal year.

Full disclosure will be provided in the annual financial statements.

4420 FISCAL YEAR

The fiscal year runs from July 1 until June 30.

4430 AUDIT/REVIEW

A certified auditor shall conduct a comprehensive audit every three years. An annual review by a certified auditor shall be required at the end of each fiscal year.

4440 RECORDS RETENTION AND DESTRUCTION POLICIES

Lighthouse Christian School's policy with respect to records retention and destruction is contained in Appendix E.

4510 PROPERTY OF LIGHTHOUSE CHRISTIAN SCHOOL

Lighthouse Christian School may purchase, use or hold real property for school related use or investment purposes.

All property sale, purchase, and lease transactions must have the express written consent of the Board of Lighthouse Christian School.

Sale prices of land, in the event of a sale, shall be determined by the buyer and seller, and shall have no reference to the original purchase price.

4513 PRIORITIES

School functions have priorities over community requests in approving applications for building use.

The school reserves the right to refuse approval for any activity which is contrary to the best interests of the school or for which adequate adult supervision is not available.

4514 CONDUCT

Possession, use, or promotion of controlled substances, illegal drugs, tobacco products, or alcoholic beverages is prohibited. Gambling, profane language, violence or other irresponsible conduct is not permitted.

4515 MEMORIALS

A building, room or center may be named after or dedicated in honor of an individual or organization in recognition of a major investment in that project. Naming a facility for an individual may also be in recognition of a major life investment in the school.

Recommendations for naming a facility are to be submitted to the Board for final approval.

Program Purpose Statements 5100 - 5199

5100 Philosophy of Instruction

5110 Program Objectives

5145 Accreditation

Admissions 5200 - 5299

5200 Admissions Philosophy

5205 Enrollment Limitations

5240 Special Needs Students

5250 Class/Course Size Limitations

Instruction 5300 - 5399

5300 Instructional/School Goals

5310 Program Objectives

Students - Standards of Conduct 5400 - 5499

5420 Dress Code

5430 Substance Abuse

5440 Possession of Dangerous Items

5460 Harassment - Student

5470 Grievances - Student/Parent

Students - Discipline 5500 - 5599

5510 Philosophy of Discipline

5532 Probation

Student Activities 5600 - 5699

5660 Standards for Student Production and Publications

Students - Health and Safety 5700 - 5799

5700 Student Health, Immunizations, and Medications

APPENDICES

APPENDIX A: Board Committee Profiles

APPENDIX B: Procedure for Managing Conflicts of Interest

APPENDIX C: Procedure for Reporting Suspected Fraud—Whistle-Blower Protection

APPENDIX D: Gift Acceptance Policies

APPENDIX E: Records Retention and Destruction Policy

5100 PHILOSOPHY OF INSTRUCTION

Students in a Christian school must be provided the best possible education so that they are equipped to fulfill the Great Commission (Matthew 28:19,20) and to enjoy a career/calling using the talents and abilities God has given. All instruction will be based upon a Biblical worldview and each subject matter integrated with God's truth. Each teacher must have high expectations for each student, anticipating from each their best. The curriculum chosen should reinforce Biblical principles; however, the teacher is always recognized as the "living curriculum," the one who makes the facts and skills come alive in each child's mind and heart. The teacher will be accountable to complete the yearly Grade-Level Expectations and to inform the Principal of any obstacles to achieving this goal.

5110 PROGRAM OBJECTIVES

Instructional objectives shall be maintained for each educational program and curricular area in the school. These objectives will serve as a basis for instruction and assessment.

5145 ACCREDITATION

Lighthouse Christian School shall obtain and maintain accreditation by appropriate regional and Christian accrediting agencies.

5200 ADMISSIONS PHILOSOPHY

It is the goal of LCS Admissions to enroll families/students who desire an education for their children which agrees with the mission of the school: to provide a distinctively Christian education that is academically excellent and challenges students to service. In the elementary school, grades K-3, students meeting academic criteria are admitted when their parents agree to abide by the mission and policies of the school. In grades 4-8 students meeting academic criteria and their parents must sign a statement of agreement and be in support of the Biblical emphasis that permeates the curriculum and activities.

5205 ENROLLMENT LIMITATIONS

The Board shall set enrollment limits according to the space available in the physical plant, as well as other considerations that will protect the integrity of the school's primary purpose of educating children.

5240 SPECIAL NEEDS STUDENTS

The Campus administrator shall consider admission of children with special needs on a case-by-case basis.

5250 CLASS/COURSE SIZE LIMITATIONS

Within the confines of financial prudence, maintaining small class sizes will be a priority at Lighthouse Christian school.

Homeroom class sizes shall be maintained within the following limits:

Class	<i>Maximum Size</i>
Kindergarten	16 students
First - Second Grades	20 students
Third - Fifth Grades	22 students
Sixth - Eighth Grade	24 students

If necessary, the Campus Administrator will determine appropriate class sizes for split-level classes.

If necessary, homeroom class size limits may be exceeded by two students, but are brought back in line as soon as possible by normal attrition. At the discretion of the Campus Administrator, an aide may be provided for teachers who have exceeded their maximum size limit.

5420 DRESS CODE

Uniform and dress code policies shall be proposed by the Campus Administrator and approved by the Board.

5430 SUBSTANCE ABUSE

Use, abuse, being under the influence of, or being in possession of unauthorized drugs, narcotics, tobacco, alcohol, or other dangerous substances of any kind while on campus or at school-sponsored functions is a serious violation of school rules. Students who violate this regulation will be suspended from school. A conference between parents and Administration will be required as a condition for re-admission.

5440 POSSESSION OF DANGEROUS ITEMS

While on campus or at school-sponsored functions, the possession and/or use of potentially dangerous items are restricted. This includes, but is not limited to, fireworks, knives, guns, and martial arts weapons. Students who violate this regulation will be suspended from school. A conference between parents and Administration will be required as a condition for re-admission.

5460 HARASSMENT - STUDENT

The Campus Administrator shall establish and implement procedures in compliance with current state and federal laws regarding student harassment. These procedures shall be reviewed annually by the Campus Administrator. Changes in procedures shall be reported to the Board.

5470 GRIEVANCES - STUDENT/PARENT

The administration will follow established grievance procedures based on the principles of Matthew 18:15-17, ensuring that proper due process and documentation standards are observed. The Lighthouse Christian School Organizational Chart will serve as a guide to the appeal process of a grievance.

5510 PHILOSOPHY OF DISCIPLINE

The Campus Administrator shall implement a program of discipline, consistent with Christian values, that encourages personal responsibility, fairness, good communication with parents, and prompt, appropriate responses to behavioral concerns.

5532 PROBATION

The Campus Administrator may establish policies to place a student on probation if the student fails to meet the stipulations for continuing enrollment.

5660 STANDARDS FOR STUDENT PRODUCTIONS AND PUBLICATIONS

The Campus Administrator shall develop guidelines for student productions and publications that reflect the LCS mission statement.

5700 STUDENT HEALTH, IMMUNIZATIONS, AND MEDICATIONS

The Campus Administrator shall develop and implement policies in compliance with state and federal law regarding immunizations, life-threatening health conditions, communicable diseases, emergency treatment, administration of medications, student health, and requirements for physical exams.

APPENDICES

APPENDIX A: COMMITTEE PROFILES (Refer to Sections 1020 and 1300)

EXECUTIVE COMMITTEE OVERVIEW:

Mission:

The mission of the Executive Committee of Lighthouse Christian School is to faithfully represent the Board between meetings and in matters involving Board strategy and Administration relations.

Responsibilities:

Among the Executive Committee's key responsibilities are:

- Developing Board strategy
- Evaluating the Campus Administrator
- Serving as a senior advisory resource to the Campus Administrator
- Approving tuition grants in excess of 65% as recommended by the Tuition Assistance Committee
- Overseeing complaint process related to the Whistle Blower Policy
- Reporting Executive Committee activity to the Board

Authority and Limitations:

The Executive Committee is authorized to act on behalf of the Board in between meetings and assuming the responsibilities described above. Any actions or decisions are promptly reported to the Board for review and ratification.

Procedures within Committee and with Board (including board calendar cycle):

The Executive Committee has the prerogative to represent the Board, but is accountable for prompt reporting of its actions on or before the next scheduled Board meeting.

Committee Composition (who can serve):

The Executive committee consists of the Chair, Vice Chair, Treasurer, and Secretary. Meetings can be initiated by any member, as well as by the Campus Administrator. Meetings will consist of the four members and the Campus Administrator, with the exception of instances where Campus Administrator performance issues are, or can reasonably be expected to be, discussed.

Expected Meeting Frequency/Seasonality:

The Executive Committee meets on an as needed basis to fulfill its responsibilities, as proposed by any committee member or the Campus Administrator. Seasonal peaks occur in February and May/June when the evaluations of the Campus Administrator are prepared and delivered.

Relationships with other Committees, if any:

The Executive Committee works with the Tuition Assistance Committee on any grant requests exceeding 65% of tuition.

BOARD GOVERNANCE COMMITTEE OVERVIEW:

Mission:

The Board Governance Committee promotes the mission of Lighthouse Christian School by developing, orienting, equipping, supporting, and evaluating the Board of Directors.

Responsibilities:

- To determine the Board's recruitment needs
- To profile and recruit prospective Board member and to interview eligible candidates according to qualifications established in the Policy Manual
- To oversee new Board member orientation
- To annually evaluate the Board's functioning and effectiveness
- To partner with the Board Chairman to ensure effective Board meeting design and leadership
- To review the Board section of the Policy Manual every four years
- To draft and review policies and policy proposals for action by the Board
- To designate an *ad hoc* Board committee to review the entire Policy Manual and the General and Operations sections of the Administrative Procedure Manual every four years

Authority and Limitations:

The Board Governance Committee has authority to carry out its responsibilities, working cooperatively with the Board Chairman and communicating with the full Board on a regular basis. As necessary, the Board Governance Committee will consult the Board.

Procedures within the Committee and with Board: See attached forms.

The Committee begins assessing recruitment needs for the Board in the late winter. In the spring, it oversees distribution and collection of Parent Representative nominations and provides pertinent information to potential candidates. The Committee then conducts candidate interviews and oversees the election process. It also oversees At-Large member elections using the same process. Notification of election results to the parent body is made before the end of the academic year. The Committee and Board Chairman oversees orientation of new Board Members in the summer and early fall. Ongoing board governance topics are addressed by the Committee throughout the year.

Committee Composition :

The Committee consists of at least two Board members, one of whom serves as chairman.

Expected Meeting Frequency/Seasonality:

The Committee meets as needed, with peak times occurring in early and late spring.

Relationships with other Committees, if any:

The Committee works closely with the Board Chairman in its policy oversight and governance roles.

FINANCE COMMITTEE OVERVIEW:**Mission:**

The mission of the Finance Committee is to faithfully ensure strong financial management, effective financial reporting, and good stewardship of the school's financial resources.

Responsibilities:

The Finance Committee's key responsibilities include:

- Oversight of the financial management of the school
- Review and approve monthly and annual financial statements
- Development of financial policies and procedures
- Development of the annual budget, in conjunction with Administration
- Financial communication to the Board, ensuring appropriate clarity, transparency, and frequency of reporting
- Education of the Board on financial matters relevant to management of the school and stewardship of the school's financial resources
- Coordination of banking and insurance programs and relationships
- Selection of, and coordination with, the school's external auditor
- Recommend additional committee members, as needed, to the Board for approval

Authority and Limitations:

Acting in the best interests of LCS and in line with the Committee's mission statement, the Finance Committee is authorized to:

- Select the school's external auditor
- Determine banking relationships, accounts, and signature authorities
- Determine appropriate insurance coverage, programs, and relationships
- Approve extra budget spending up to \$15,000 (as detailed in the Spending Authority policy)

All key decisions and activities of the Committee will be promptly reported to the Board.

Procedures within Committee and with Board:

The Finance Committee meets regularly to fulfill its responsibilities, and routinely updates the Board on important financial matters and decisions.

Committee Composition:

The Committee consists of the Treasurer, Finance Director, Campus Administrator, and additional, Board-approved members, with complementary financial experience

Expected Meeting Frequency/Seasonality:

The Finance Committee meets monthly throughout the year, twice per month in February and March during initial budget development, and otherwise as needed to complete the committee's responsibilities.

Relationships with other Committees:

- Tuition Assistance Committee - specifically relating to allocation of funds for tuition assistance.
- Facilities Committee - specifically relating to leasing of the school facilities, rental rates, and spending to maintain/upgrade school facilities and equipment.
- Marketing & Development Committee - specifically relating to fund raising needs and allocation of funds raised through various programs.

FACILITIES COMMITTEE OVERVIEW:**Mission:**

God calls us to be good stewards of the land and buildings entrusted to Lighthouse Christian School. The Facilities Committee exists to provide ideas, advice, and direction to the Administration and Board regarding the use, maintenance, and improvement of the LCS campus.

Responsibilities:

1. Act as an advisory committee/sounding board to the board, administration, faculty, and staff.
2. Draft and recommend policy changes to the Board as needed.
3. Approve building/lease rates and leases.
4. Review capital improvements and deferred maintenance projects.
5. Maintain a 5 year facilities plan.
6. Initiate facility improvement projects when needed.

Authority and Limitations:

1. Has the authority to set lease rates and approve leases.
2. Has the authority to approve spending within the approved facilities budget.

Procedures within Committee and with Board (including board calendar cycle):

1. Reports meeting minutes to the Board.
2. Conducts and reports an annual November review of the 5 year facilities plan.

Committee Composition (who can serve):

The Committee is chaired by a Board member, and will include the facilities director, one administrator, and at least one teacher for a minimum of four. Interested parents, staff, or community members may also be included if approved by the Committee.

Expected Meeting Frequency/Seasonality:

The Committee meets once per month while school is in session and as needed during the summer.

Relationships with other Committees, if any:

Spending recommendations that fall outside of approved budget will be referred to the Finance Committee for approval.

MARKETING AND DEVELOPMENT COMMITTEE OVERVIEW:

Mission:

The mission of the Marketing and Development Committee is to support the continued growth and development of Lighthouse Christian School through decisions, actions, and recommendations to the LCS Board and/or Administration that further the school's mission.

Responsibilities:

To strengthen annual marketing and development and marketing efforts:

1. Marketing opportunities (e.g., promotional materials and advertising)
2. Development opportunities (e.g., fund-raising opportunities, sustained annual giving program, endowment-building process)

Authority and Limitations:

This Committee works closely with and provides guidance to School Administration and Board concerning issues pertinent to school marketing direction and fund-raising.

Procedures within Committee and with Board (including board calendar cycle):

Committee minutes are written and submitted to the Board for all meetings.

Committee Composition (who can serve):

The committee is chaired by a board-appointed member of the Lighthouse Christian School Board of Directors.

The Development Director and Campus Administrator serve as members of this committee. All other committee members are approved by the Board.

Expected Meeting Frequency/Seasonality:

The Committee meets monthly and experiences little seasonality in workload.

Relationships with other Committees, if any:

This Committee maintains a strong line of communication with the Outcomes Committee and the Finance Committee regarding development needs.

TUITION ASSISTANCE COMMITTEE OVERVIEW:

Mission:

It is the mission of the Tuition Assistance Committee of Lighthouse Christian School to prayerfully and faithfully oversee and implement the tuition grant process.

Responsibilities:

- Collect necessary information to process applications and oversee the independent financial assessment organization for quality and accurate processing (currently FFNA).
- Conduct interviews with applicants when necessary or requested.
- Make individual grant decisions, by consensus.
- Preserve confidentiality of all applicant information.
- Recommend action to ensure program visibility to parent body.
- Recommend policy changes to the Board.

Authority and Limitations:

The Tuition Assistance Committee has the authority to make grant decisions independently in amounts not to exceed a 65% discount. The Committee may submit grant requests to the Executive Committee for approval in cases that exceed these guidelines.

Procedures within Committee and with Board (including board calendar cycle):

Communicate to the Board the number of applications, amount of funding granted, funding needs, and any other pertinent information. Prior to annual re-enrollment, review and update the Supplemental Form, application process, and likely funds needed and available.

Committee Composition (who can serve):

The Tuition Assistance Committee shall consist of at least one Board member and up to two Board approved individuals. A Board member will serve as the Chairman of the committee. The Committee's membership is to remain confidential.

Expected Meeting Frequency/Seasonality:

The Tuition Assistance Committee meets on an as needed basis while experiencing seasonal peak demands (late spring, and end of summer), for application processing.

Relationships with other Committees, if any:

The Tuition Assistance Committee works with the Executive Committee as previously mentioned on particular cases. The Committee provides recipient names to the Campus Administrator to monitor disciplinary and or delinquent

issues that could affect grant eligibility. The Committee coordinates with the Finance Director on application processing.

OUTCOMES COMMITTEE OVERVIEW:

Mission:

The Outcomes Committee's mission is to establish the criteria and the means for evaluating the School's performance relative to its mission to serve its key constituencies (God, students, parents, Administration, and Board).

Responsibilities:

- Measure performance relating to the school's Mission statement based on observable results.
- Define Hallmarks of Excellence.
- Generate and evaluate the annual school survey and other measurement processes.

Authority and Limitations:

The Committee reports to the Board while working with the Campus Administrator on surveys and conclusions.

Procedures within Committee and with Board (including board calendar cycle):

The Committee meets monthly and provides survey conclusions to the Board upon completion.

Committee Composition (who can serve):

Board members, parents, and staff are invited to serve on the Committee, with a Board member serving as Chair.

Expected Meeting Frequency/Seasonality:

The Committee meets monthly but experiences a higher workload in spring during surveying.

Relationships with other Committees, if any:

The Committee communicates relevant information with the Marketing and Development Committee.

APPENDIX B: PROCEDURE FOR MANAGING CONFLICTS OF INTEREST (Refer to Section 1170):

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Lighthouse Christian School has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- f. Interested Persons who are not members of the Board of Directors of Lighthouse Christian School, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Lighthouse Christian School's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

Confidentiality:

Each director and key employee shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Lighthouse Christian School. Furthermore, directors and key employees shall not disclose or use information relating to the business of Lighthouse Christian School for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

Review of policy:

Each director and key employee shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

Annually each director and key employee shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to Lighthouse Christian School. Any such information regarding the business interests of a director or key employee, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.

APPENDIX C: PROCEDURE FOR REPORTING SUSPECTED FRAUD—WHISTLE-BLOWER PROTECTION (Refer to Section 3550):

Every employee and director has the responsibility of reporting concerns of suspected fraud. Such concerns shall be made in writing and delivered in a sealed envelope to the Campus Administrator, who will deliver the sealed envelope to the Board Chairman for dissemination to the Executive Committee. In the event that the report implicates the Campus Administrator, the sealed envelope will be delivered to the Director of Human Resources, who will then deliver it to the Board Chairman. The envelope should be labeled as follows: "To be opened by the Executive Committee only; Being submitted pursuant to the policy, 'Reporting Suspected Fraud-- Whistle-blower Protection', adopted by the Board of Directors".

The Executive Committee will then investigate each matter so reported and take appropriate corrective and disciplinary actions in a timely manner. The Executive Committee may enlist committee members, employees of the school, and/or independent legal, accounting, or other advisors, as appropriate, to conduct necessary investigations of complaints of fraud. The Executive Committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of the information provided. Further information may be sought from the complainant.

The complainant will be given the opportunity to receive the following information regarding the reported concern within two (2) weeks:

1. An acknowledgment that the concern was received
2. An indication of how the matter will be addressed
3. An estimation of the time required for a final response
4. An indication of whether initial inquiries have been made
5. An indication of whether further investigations will follow, and, if not, why

Subject to legal constraints, the complainant will receive information about the outcome on any investigations.

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

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

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

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

1. The seriousness of the issue raised
2. The credibility of the concern
3. The likelihood of confirming the allegation from verifiable sources.

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

DEFINITION OF TERMS

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

1. Theft or other misappropriation of school assets
2. Misstatements or other irregularities in the school's financial records.
3. Incorrect financial activities
4. Misuse of school financial resources
5. Illegal financial activities
6. Any other form of fraud

APPENDIX D: GIFT ACCEPTANCE POLICIES (Refer to Section 4253)

In the acceptance of gifts, it is the goal of the Board to protect Lighthouse Christian School's good name and tax exempt status while guaranteeing that all donors are treated fairly and equitably through accurate information, recording, accounting, acknowledgment, and recognition of each gift in a timely manner. These policies are subject to periodic review, revision or additions by the Board.

The following Policies are in support of this goal:

POLICY I: Legal Standards

Lighthouse Christian School shall accept only those gifts for which the transference and implementation shall be deemed consistent with the public laws and/or regulations and/or public policy of the respective incorporating State and the Federal Government.

POLICY II: Qualification

Lighthouse Christian School shall accept only those gifts that are consistent with its mission, goals, purposes, and services.

POLICY III: Gift Solicitation

No individual or department of Lighthouse Christian School shall solicit funds in the name of or on behalf of the school until and unless authorized to do so by the Director of Marketing & Development and the Campus Administrator or their designated representative(s).

POLICY IV: Authority for Gift Acceptance

Unrestricted gifts, grants, and gift instruments of cash, checks or marketable securities may be received by the Campus Administrator or Director of Marketing & Development. All other unrestricted or any restricted gifts that are not readily marketable, such as real property, must first be reviewed and approved by the Board Finance Committee. The Finance Committee will determine whether approval by the full board is necessary. Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal, where appropriate, secured by the donor and assessment of other costs associated with receiving and maintaining the gift. Lighthouse Christian School reserves the right to secure its own appraisal.

POLICY V: Verification of Value

No individual in the employ of Lighthouse Christian School shall verify the value of a gift in written form other than cash or checks.

POLICY VI: Endowments-Permanently Restricted

Income generated by the Endowment fund(s) shall be used as directed by the donor and if not specified, then as recommended by the Finance Committee

with final approval of the full Board. All permanently restricted bequests and testamentary gifts to Lighthouse Christian School shall be deposited into the Endowment Fund(s), unless otherwise directed by the donor. The Endowment funds shall be managed under the guidance of the Board Finance Committee.

POLICY VII: Named Giving Opportunities

The Board has sole approval for designation of named giving opportunities and acceptance of same including but not limited to endowment funds, capital projects, tuition grants, and gifts in memoriam.

The following minimum standards apply to naming physical facilities, programs, services, departments, and endowment objectives:

- A named fund may be established within the Endowment fund with a minimum initial donation of \$20,000. If a minimum initial pledge of \$20,000 or more is made, the pledge must be fulfilled within five years from the original pledge date.
- Donors who contribute one-half or more of the total budgeted cost of any new facility may submit a name for that building, subject to Board approval. The total cost of any new facility is understood to be the cost of constructing the facility (architectural, planning, and construction costs; fees; site clearance and landscaping; furnishings; and equipment), plus an amount, determined by the school, to endow its maintenance.
- To name an existing facility not previously designated by a past donor would require a gift of one-half of the cost of the replacement value of the facility in today's dollars. This valuation, based on an appraisal conducted by a qualified professional, will be set by the school, and will include an amount determined by the school, to endow its maintenance.
- For administrative positions, staff, programs, and functions, endowments must be projected at figures producing income for estimated total budgeted costs five years from the date of gift, or an endowment amount predetermined by the Finance Committee of the Board. The Endowment gift must be with a minimum initial donation of \$100,000. If a minimum initial pledge of \$100,000 or more is made, the pledge must be fulfilled within five years from the original pledge date.
- Commitments provided by bequest, estate plan, or other planned gift program or deferred gift vehicles should be counted as donations according to generally accepted accounting principles and should be recognized in gift reports by name, or by the word "anonymous" at the time of recording.

POLICY VIII: Memorial Gifts

Unrestricted gifts to Lighthouse Christian School *in memoriam* shall be credited as a contribution to the General Operating Fund for the fiscal year in which they are given. Where requested these gifts will state “in memory of...” in acknowledgments, the Annual Report and any public recognition deemed appropriate. The family of the deceased will be given timely listings of the gifts and their donors. All restricted gifts to Lighthouse Christian School *in memoriam* shall meet all the requisites of the Policies herein described and are subject to acceptance by the Board of Trustees including but not limited to named-giving opportunities, endowment and scholarship funds including tuition grants.

POLICY IX: Personal Property

Major Gifts of tangible personal property, such as art, furniture, books, stamps, coins, libraries, and other collections, often are of significant value and can be of benefit to Lighthouse Christian School. The mission of the school and the value of the donation will need careful assessment prior to any acceptance of such gifts since insuring and maintaining gifts of these types can incur significant ongoing costs for the school. Lighthouse Christian School prefers that the donor allow immediate sale of such tangible personal property if the school accepts such a gift.

If any tangible, personal property is accepted by the school, the donor must have values assessed by accredited appraisers, retained by the potential donor for appropriate gift tax credit according to U.S. Internal Revenue Service (IRS) regulations. Lighthouse Christian School shall acknowledge receipt of such (see POLICY V).

POLICY X: Real Property

Gifts of real property can be outright, made to a charitable remainder trust or take the form of a “retained life estate” contribution. Lighthouse Christian School gives consideration to accepting all forms of real property, including residential, commercial and industrial properties, undeveloped land, and ownership interests in these kinds of properties, e.g. limited partnerships.

In the case of an outright gift, especially involving non-income producing properties, Lighthouse Christian School generally would sell the property so that we can use the proceeds to support the program or fund of the donor’s choice or, if gifted for Board designation, where the proceeds are needed most. If a gift of non-income producing real property is made to a charitable remainder trust, the property will be sold and the proceeds will be reinvested in a portfolio of securities to produce an income stream for the donor’s lifetime or for a specified period of time.

When a donor intends to contribute appreciated real property to Lighthouse Christian School, the donor needs to secure a qualified appraisal to substantiate the value of the property. It is the donor's obligation to obtain such an appraisal at his/her own expense.

Lighthouse Christian School requests a copy of the appraisal to assist in its gift review and acceptance process. From a timing standpoint, this means that a donor and the School will typically have already agreed upon the terms of the gift, and the donor can then order the appraisal and complete the gift within sixty (60) days of receiving the final written appraisal report.

With all gifts of real estate, Lighthouse Christian School will perform a due diligence evaluation of the property prior to making a determination as to its acceptability to: a) Insure that a meaningful gift will result; and b) to ensure that the School and the donor share an understanding about the prospects for the disposition of the property.

Initially, the School will obtain a preliminary title report and assess the marketability of the property in question. This assessment will include an evaluation of the property's status with respect to outstanding mortgages, liens, and presence of hazardous substances. If hazardous substances or dangerous conditions are discovered during this inquiry, the School and the donor will discuss what remedial action the donor can take to bring the property to a condition that is acceptable for transfer to the School.

There may be occasions when Lighthouse Christian School does not sell donated property. In those cases, The School may opt to retain title to the property. The School's decision to retain ownership of a property is influenced by the perceived value of the property to the School, the donor's gift purpose, the anticipated carrying costs associated with retaining a property, and applicable land use and zoning regulations.

Lighthouse Christian School will treat all potential real property gifts on an individual basis and will strive to hold full and open discussions with donors to ensure an optimal philanthropic outcome for both the donor and the School.

POLICY XI: Unrestricted Giving

Gifts to the Annual Fund and other gifts without any donor instructions are unrestricted and support the mission of Lighthouse Christian School. The specific use of unrestricted and/or undesignated funds shall be consistent with the school's spending authority policy.

POLICY XII: Sale of Stock

When informed by a donor that a stock transfer will take place, the Director of Marketing & Development and/or Campus Administrator will immediately notify the Board Finance Committee. All stock transfers to Lighthouse Christian

School may be sold within 24 hours of transfer. The Director of Finance is authorized by the Board to direct the sale of stock and notify the Director of Development & Marketing and or Campus Administrator of each sale.

This Policy was approved by the Board of Directors of Lighthouse Christian School on June 9th, 2009.

APPENDIX E: RECORDS RETENTION AND DESTRUCTION POLICY (Refer to Section 4440)

An organization's record policies should ensure that necessary records and documents are adequately protected and maintained and ensure that records that are no longer needed or are of no value are discarded at the proper time. In addition, it can aid employees in understanding their obligations in retaining electronic documents -including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

RECORD RETENTION AND DESTRUCTION POLICY

1) Policy

This Policy represents the Lighthouse Christian School's ("LCS") policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

2) Administration

A Record Retention Schedule can be found in the Administrative Policy Manual. The Record Retention Schedule is approved as the initial maintenance, retention and disposal schedule for physical records of LCS and the retention and disposal of electronic documents. The Campus Administer (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for LCS; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

3) Suspension of Record Disposal In Event of Litigation or Claims

In the event LCS is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning LCS or the commencement of any litigation against or concerning LCS, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

4) Applicability

This Policy applies to all physical records generated in the course of the operation of LCS, including both original documents and reproductions. It also applies to the electronic documents described above.

This Policy was approved by the Board of Directors of Lighthouse Christian School on June 9th, 2009.