

**HIGHLAND CHRISTIAN SCHOOL**

# Policy Manual

Reviewed and updated through FY2025

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## Section 1.0 Organizing Documents

### 1.1 Articles of Incorporation

United States of America  
State of Indiana  
Office of the Secretary of State

I, Fred A. Sims, Secretary of State of the State of Indiana, hereby certify that the annexed pages contain a full, true and complete copy of the articles of association, or agreements in writing of Association for Christian Instruction with the several certificates thereon filed January 5, 1910 as the same appears on file as the law directs in this office.

In testimony whereof I hereunto set my hand and affix the Great Seal of the State of Indiana. Done at my office in the City of Indianapolis, this 4<sup>th</sup> day of Feb. AD 1910.

Seal. Fred A. Sims, Secretary of State

We, the undersigned, certify that we do hereby associate ourselves as a body politic and corporate under and by virtue of the laws of the State of Indiana.

First:- The name of this corporation shall be Association for Christian Instruction.

Second:- That said corporation and its principal office, or place of business, is to be located in the town of Highlands in the County of Lake and State of Indiana.

Third:- The objects and purpose for which the corporation is formed are to do any, and all, of the things herein set forth as fully and to the same extent as natural persons might or could do, and in any part of the State of Indiana, and to do any and all things that like corporations may do under and pursuant to the provisions of any of the laws of the State of Indiana, namely:

To maintain and conduct a private school for the purpose of instruction in all the branches of study taught in the common schools of the State of Indiana, and any other branches of study that may be deemed advisable to be taught by the board of Directors of this association, and to give this instruction according to the Calvinistic Principals of the tenets of the Christian Reformed Church, both in the Holland and American language.

And for the further purpose of purchasing real estate upon which to erect and construct all buildings of every kind, nature and description necessary to maintain and conduct said school, and to purchase real estate for a playground, for all pupils or students attending said school, and to purchase real estate upon which to erect all buildings, or buildings, for instructors employed as teachers, or otherwise, in said school with the right and privilege to sell and convey any land so purchased by this

association and to accept any donations of real estate, money, stocks, bonds, chattels or any other articles of value.

And the right and privilege to charge a fee or tuition for any or all pupils or Students attending said school, with the right and privilege of determining what pupils or students shall attend said school.

And Further to have the right to purchase any and all articles for said school, and to have the control of said school and to provide rules and regulations for the conduct of said school and to do any and all things necessary to carry out all of the provisions and purposes for which this association is incorporated.

And said school be maintained by donations made to it by individuals and the expense and all expenses of the maintenance of said school shall be by a subscription and Donation made to it by individuals, and said corporation shall have the right and privilege to solicit subscriptions for that purpose.

And the board of directors of this association shall have the right and privilege and power, to employ all teachers or instructors, or other persons necessary to carry out the objects and purposes for which this association is incorporated.

And the board of directors for the purpose of carrying out the objects for which this association is formed shall have the power, right and privilege to borrow money to pledge, mortgage or otherwise encumber all of the property both real and personal, belonging to said corporation for the purpose of raising money.

Fourth:- The organization on account of the purpose for which it is organized, and the other objects above set forth has not capital stock, but the same shall be maintained by donations and subscriptions, and all persons donating for the maintenance of said school and signing the by-laws of said associations shall be considered members of the corporation.

Fifth:- The names and residences of each incorporating member is as follows, to-wit:-Reindert Van Til, Highlands, Ind; S. Zeeman, Highlands,Ind; John Kortenhoeven, Highlands,Ind; Nick Veldkamp, Highlands,Ind; Nick Schoon, Highlands,Ind; Anna Staal, Highlands,Ind; Romerd Boekstra, Highlands,Ind.

Sixth:- The existence of this corporation shall be perpetual.

Seventh:- The corporate seal of this corporation shall be circular in form containing The words, to-wit:- Association for Christian Instruction, Highlands, Indiana, incorporated 1909.

Eighth:- The number of directors of this corporation shall be seven, and the names and Residences of such, who are to serve for the first year and until their successors are elected and qualified are the same persons who are named in the section five of these articles of incorporation.

Ninth:- The above named directors shall hold their term of office for and during the first year, and the end of the first year three members of said association shall be elected to hold their office for a term of two years from the date of their election and four members of said board of directors shall be elected to hold their office for a term of one year and thereafter said four directors shall be elected for a term of two years and each odd year three members shall be elected and each even year four

members shall be elected and all directors elected shall hold their office until successors are elected and qualified, and all directors shall be elected by vote of the members of this corporation.

In witness whereof we have hereunto attached our hands and seals this 15<sup>th</sup> day of Dec. 1909.

Reindert Van Til, S Zeeman, Nick Schoon, John Kortenhoeven, A Staal, R Hoekstra, Nick Veldkamp

State of Indiana, County of Lake,

Before me, John Lynch a Notary Public in and for the County of Lake and State of Indiana, on this 15<sup>th</sup> day of Dec 1909 personally appeared Reindert Van Til, S Zeeman, John Kortenhoeven, Nick Schoon, Nick Veldkamp, Anna Staal and Roemerd Hoekstra, all of whom acknowledged that they signed the above and foregoing articles of incorporation as their free, voluntary act and deed and for the object and purpose as above set forth.

Witness my hand and Notarial seal.

Seal.

Jno Lynch, Notary Public.

Notary Public, Lake County, Ind.

My commission expires Oct 15, 1913.

Filed February 23, 1910 at 10 A.M.

Recorder

## 1.2 Constitution

**CONSTITUTION  
OF THE  
“ASSOCIATION FOR CHRISTIAN INSTRUCTION”  
at Highland, Indiana**

### ARTICLE I

The organization shall be known as the ASSOCIATION FOR CHRISTIAN INSTRUCTION at Highland, Indiana.

### ARTICLE II

**Basis:** This society is founded on the Holy Scripture as interpreted in the Confessional Standards of the Reformed churches.

**Purpose:** The purpose of this society is to train children in cooperation with the parents, in such a way that they, as fellow-workers with God, can perform their duties in this world to the glory of God, to their own well-being and to the welfare of others.

### ARTICLE III

#### **Statement in Support of Basis and Purpose**

In order to carry out the purpose of the society in accordance with its basis, this society shall maintain and conduct a private school in which to train the children of the parents or guardians who are members of this society and such other children who may be enrolled as hereinafter provided for in this article. All enrollments in the school of this society shall be made without discrimination as to race, color, sex or national origin.

All instruction given in the school of this society shall proceed from a wholehearted commitment to the confessional standards of the Reformed churches, specifically the Heidelberg Catechism, the Belgic Confession, and the Canons of Dordt, in order that the instruction may be distinctively Reformed in emphasis and character.

The primary responsibility and authority for educating children resides with their parents or legal guardians (Deut. 6:6, Eph. 6:1-4). The authority of the Board of Trustees, the Administration, and the teacher in discipline and character training is derived from the fact that they stand in the place of the parents or legal guardians. The authority of the teacher in subject matter is derived from faithfulness to the laws of God as revealed in Special and General Revelation.

Children whose parents or legal guardians are not members of this school society as hereinafter provided for, may be enrolled in the school, provided that one or both of the parents or legal guardians are:

1. In full agreement with the basis and purpose of this society.

2. Members in good standing of an evangelical Christian church which confesses salvation by faith in Jesus Christ, the authority of the Holy Scripture as the rule of faith and life, and the Lordship of Jesus Christ in all areas of life and in all disciplines of education.
3. Willing to support the work of this society actively by their prayers, and by their intellectual, spiritual and financial commitment.
4. Desirous of providing their children with an educational training which is distinctively Reformed in character and emphasis.

Children are regarded, first of all, as spiritual-physical creatures who are created in the image of God. Although they are, by nature, totally depraved, we believe that they are capable, through the work of the Holy Spirit in their lives, of coming to know God and to obey Him and His laws, as revealed in His Work and in His created order. Secondly, children are regarded as social creatures who stand in relationship to God and to their fellow man, and who can only truly know themselves and their moral, intellectual, social and emotional needs in terms of their relationship to God.

Biblical and religious instruction is not merely a separate curricular subject, but also an all-pervasive force in the total educational program of the school of this society. The Christian faith, as interpreted in the confessional standards of the Reformed churches, underlies and permeates all subjects in the curriculum.

#### **ARTICLE IV**

##### **Membership**

All persons eighteen (18) years of age or over, who subscribe to Articles II and III of this Constitution, and are members of a Bible-believing Protestant church affirm in writing the Foundational Beliefs of Highland Christian School, and who have made an annual contribution to any fund of the Association for Christian Instruction in the preceding year, from a date sixty (60) days prior to each annual meeting of this organization, in an amount fixed from time to time by the Board of Directors, and if not so fixed in the minimum amount of ten dollars (\$10) for each said above-described year, are eligible for membership in the society.

The President of the Board of Trustees and/or a majority of the Board of Trustees present may, as a condition to voting at any meeting of the Association, require any or all persons present to subscribe, in writing, to the requirements of Membership as herein provided, and failure of any person present to sign such a statement shall make said person ineligible to vote at such a meeting. Appeal may be made from the decision of the President of the Board of Trustees of the majority of the Board of Trustees present on the question of such Membership and a majority vote of those present entitled to vote shall be final and binding.

As of a period between forty-five (45) days and sixty (60) days before each annual meeting of members, the Secretary of the Association, at the direction of the Board of Trustees, shall prepare or cause to be prepared a list of all members in good standing of the Association called the "membership list." Such

members shall be the members entitled to notice of and to vote at the annual meeting, and such last-compiled list shall be used for any special meeting called, as herein provided.

### **Foundational Beliefs of Highland Christian School<sup>1</sup>**

Highland Christian School seeks to educate children of parents who share these basic Biblical beliefs; only when home, church, and school are in agreement can Christian education succeed.

1. The Bible is the divinely inspired, infallible written Word of God (II Timothy 3:16-17; II Peter 1:21), the only rule of faith and life.
2. God reveals Himself in Scripture as undividedly Triune — Father, Son and Holy Spirit. (Matthew 28:19; II Cor. 13:14; Genesis 1:26, 3:22, 11:7; John 10:30; Acts 5:3-4)
3. God is Creator of the heavens and the earth (Genesis 1:1): the entire universe bears His fingerprints (Psalm 19:1; Romans 1:20), and He continues to uphold creation by His eternal power and providence. (Psalm 104)
4. God is eternal, completely sovereign, all-knowing, everywhere present, supremely just, the overflowing fountain of all that is good. (Psalm 90:2, 139:1-12; Job 9:19, 42:2; Matthew 5:45; John 1:16)
5. God created mankind in his own image, reflecting Himself in righteousness and holiness, as well as granting natural endowments such as speech, creativity, knowledge, and authority to rule. (Genesis 1:26-27, 28; James 3:9)
6. Mankind died spiritually by sinning against God, and physical death came into the world as a result. (Genesis 2:17; 3:6-7, 19, 24) Every human comes into the world with the corrupt nature received from our first parents, Adam and Eve, condemnable in God's sight, inclined by nature to hate both God and neighbor. (Psalm 51:5; Romans 5:12, 15-19) Unless the sinner is reconciled with God, that sinner will perish, enduring eternal punishment. (Romans 1:18; II Cor. 5:12, 17-20; Matthew 7:23, 10:11-15; Luke 16:23; Revelation 20:10, 14-15, 21:8)
7. God graciously chose to save from the fallen human race those He gave to His Son, Jesus Christ (John 6:37, 39; 17:6), by sending Him into the world to redeem fallen human beings from sin and its consequences. Jesus Christ, the eternal and divine Word of God, took on a sinless human nature at His incarnation (John 1:14), lived a life on behalf of His people which fulfilled all the righteous requirements of the law of God, and died on the cross to atone for their sins. (Romans 3:21-26) He was then raised for their justification. (Romans 4:25)
8. God graciously grants faith to believe in Jesus Christ and so to receive His saving benefits. (Philippians 1:29; Acts 13:48; Ephesians 2:8-9) Only through belief in the finished work of Jesus Christ can we be made right with God (Romans 3:24,28); nothing we do can make us acceptable before God. (Isaiah 64:6; II Timothy 1:9) Therefore, we say that we are justified by grace alone through faith alone. (Romans 3:28)
9. In the life of a believer, good works are the joyful response of saving faith in Jesus Christ. (James 2: 17; Ephesians 2:10) Christians are called to live holy lives of gratitude to God for His great salvation. (I Thess. 4:7)
10. God regards children of believers as holy, and distinguishes them from children of unbelievers (I Cor. 7:14). God's promises are for the children as well as their believing parents. (Genesis 17:7; Acts 2:39)

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<sup>1</sup> Adapted from the *Foundational Beliefs of Calvin Christian School*. Article IV may only be amended by a subsequent vote of at least two-thirds majority of the Society.

11. Whether in the Old Testament or New, God saves sinners in the same way — through Jesus Christ and faith in Him. The revelation of His plan in Jesus Christ became increasingly clearer as history moved from the Old Testament into the New. (Romans 4:3,23-25)
12. At the end of history, Jesus Christ will return to judge the living and the dead; (Matthew 25:31-46; Revelation 20:11-15) all will give account before God. (II Cor. 5:10) Only those who have been saved by Jesus Christ and made righteous through his atoning blood will escape eternal condemnation and live forever with Him. (Matthew 25:46)

Revised June 22, 2021

## **ARTICLE V**

### **Meetings**

1. All meetings of the Association shall be held at the main site of the school, or at such other places as the Board of Trustees may designate within the County of Lake, State of Indiana.
2. The annual meeting of the Association shall be held in the spring of each year, for the purpose of considering and approving the annual budget of the Association, and for the transaction of such other business as may properly come before the meeting.
3. Fifty (50) members of the Society shall constitute a quorum at any meeting of the members. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice.
4. Special meetings of the Association may be called by a majority vote of the Board of Trustees.
5. At the direction of the Board of Trustees, written or printed notice setting forth the agenda, the place, day and hour of any meeting of members shall be announced in the School Bell, supporting church bulletins, parental school notes, or by mail or e-mail, by posting on the HCS Web Site or on other HCS social media links to each member of the Association, not less than fourteen (14) days prior to the meeting.
6. Each member entitled to vote shall be entitled to one vote upon each matter, submitted to a vote, at a meeting of the members. For the annual meeting, absentee ballots will be given, upon request, to all persons entitled to vote. Absentee ballots must be accepted on ballot for election of members of the Board of Trustees only, subject to approval of those present at the meeting, providing same are duly signed and presented to the secretary prior to the time of vote for members of the Board of Trustees. Absentee ballots may only be used for the election of members of the Board of Trustees as provided unless recommended for additional uses by the Board of Trustees and approved by the members at the meeting.
7. The Board of Trustees shall prepare the agenda for each annual meeting, but matters not listed on the agenda may be brought up for discussion and referred to the Board of Trustees for consideration. To that end, the agenda shall contain an item called "Comments From the Membership." All Association meetings shall be ruled by Robert's Rules of Order when not in conflict with this Constitution.
8. The Board of Trustees shall call a special meeting of the Association, when such a meeting is requested in a petition signed by at least thirty (30) Members of the Association, duly addressed to the Board of Trustees, which petition shall contain, in addition to the signed and typed

signatures of each petitioner, a concise statement of the reason(s) for the calling of such meeting and containing those items which the petitioners desire to appear on the agenda. If said petition is in proper order, as herein required, said meeting shall take place within forty-five (45) days after receipt thereof by the Board of Trustees, provided that no such special meeting shall be held pursuant to such a request which is postmarked or delivered to the President or Secretary of the Board of Trustees after January 30 of any year and prior to the annual spring meeting of the Association of any year.

## **ARTICLE VI**

### **Board of Trustees**

1. The property and affairs of the Association shall be managed by its Board of Trustees.
2. The Board of Trustees shall consist of ten (10) members who are Members of the Association as herein defined.
3. The members of the Board of Trustees shall be elected for a term of three (3) years. Members who have served a term are not eligible for re-election for one (1) year. Retiring Board members, however, by a majority vote of the Board, may be asked to serve in an advisory capacity for one (1) additional year, without vote. Members receiving appointments to the Board, to fill an unexpired term, will consider such term a full term for election purposes, if the duration thereof exceeds eighteen (18) months.
4. A majority of the Board members shall be communicant (full) members in a Reformed church, as hereinabove defined. The remaining Board members shall be members in a Bible-believing Protestant church. All Board members shall affirm in writing their agreement with the Foundational Beliefs of Highland Christian School, which is referenced in Article IV above. No person shall be eligible to hold an executive or administrative office, or to be a member of the Board of Trustees, who is not a member, in good standing, of the society and meets all requirements of this Constitution.

Revised June 22, 2021
5. Vacancies, by death or resignation, in the Board of Trustees, shall be filled by the affirmative vote of the majority of the remaining Trustees, no less than a quorum. A Trustee, elected to fill a vacancy, shall serve for the unexpired term of his predecessor in office. Such vacancy shall be filled within sixty (60) days after receipt, by the Board of Trustees, of notice of death or resignation.
6. The Board of Trustees shall submit a slate of names consisting of one nominee for each vacancy for the election of Board members at the annual meeting of the society; such nominations, with a brief resume of each nominee, shall be included in the notice of the annual meeting herein provided for. The voting shall be conducted for the slate of nominees as a whole, not for the individual nominees. **Amended, May 4, 2015**
7. Members of the Board of Trustees shall hold office until their terms of office expire, or by death or resignation, or until removed for a good cause by a three-fourths (3/4) vote of the entire Board of Trustees, which action shall only be taken after due and proper written statement of

charges has been given at least ten (10) days prior to the hearing to said member of a fair and impartial hearing, if requested by said member, before the Board of Trustees. Such decision shall be given, in writing, within five (5) days after the hearing and may be appealed to the next annual Association meeting, which notice of appeal shall be given, in writing, by the appellant to the Board of Trustees within two (2) weeks after written notification of the decision of the Board.

8. If the office of an elected officer or Board member of this Association becomes vacant, by reason of action of the Board pursuant to this Article VI, a successor shall be appointed by the Board of Trustees for the balance of the unexpired term, provided, however, that no such appointment shall be made until after two weeks have expired from date of notice to a member removed for cause and only then, if no written notice has been filed with the Board as provided in paragraph 7 of this Article VI, and if such a written notice of appeal is timely received by the Board within said period, then such vacancy shall be filled within sixty (60) days after said next annual Association meeting, and then only in the event appellant is not successful in his appeal to the Association.
9. Regular meetings of the Board of Trustees shall be held once a month, if at all possible, and in no event shall there be less than eleven (11) meetings a year. Board members shall be notified of the time and place of each meeting at least seven (7) days prior thereto, unless set by appropriate Board resolution. Board members are expected to attend Board meetings absent justifiable cause. Continued non-attendance at Board meetings may become grounds for asking for the resignation of and/or the dismissal of the Board member.
10. Special meetings of the Board of Trustees may be called by the president or any three (3) Trustees. Notice thereof shall be given at least three (3) days before such meeting and delivered personally or sent by e-mail, to each Trustee at the address shown on the Association's records. The purpose or purposes of any special meeting of the Board need not be specified in any notice, unless required by law. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting.
11. The Board of Trustees shall supervise all administrative work. The institutional director (principal) shall report directly to the Board and shall be responsible to the Board for implementing the educational, financial and other policies established by the Board.
12. The Board of Trustees shall provide for at least one (1) financial audit every three (3) years conducted by an independent CPA and at least one (1) financial review during each of the other two fiscal years conducted by a qualified accountant.

## **ARTICLE VII**

### **Officers**

1. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer. They shall be elected for a term on one (1) year by the Board. These officers shall constitute the Executive Committee. The Board of Trustees may, by resolution passed by a majority of the whole Board, designate the Executive Committee to act, to the extent provided in such

resolution, for and on behalf of the whole Board and thereby exercise such delegated authority of the Board between meetings of the Board.

2. The President shall preside at all the meetings of the Board and of the Association. He shall, with the advice and consent of a majority of the other members of the Executive Committee, appoint all committees. He shall be an ex-officio member of all standing committees, but shall not have the right to vote, except on those committees of which he is a regular member.
3. The Vice President shall assist the President in the discharge of his duties whenever possible, and, in the absence of the President, the Vice President shall assume the duties of the President. Additionally, the Vice President shall be responsible to conduct regular, periodic reviews of the provisions of the HCS Constitution and policies and shall present an annual report of the results of said review to the Executive Committee.
4. The Secretary shall be responsible for all the official correspondence of the Board and shall keep accurate minutes of all meetings of the Board and of the society. He shall have the care and custody of the official documents of the society.
5. The Treasurer shall be responsible for the oversight of the Association's funds. All monies received shall be deposited by him in financial institutions approved by the Board. No disbursements shall be made without proper authority, and all payments shall be made by check or ACH. The Treasurer shall give a written financial report at each regular meeting of the Board, and a report at the annual meeting of the society, copies of which shall be filed with the Secretary.

## **ARTICLE VIII**

### **Committees**

The President shall, with the advice and consent of a majority of the Executive Committee, appoint the following committees:

1. **EDUCATION COMMITTEE:** This committee shall:
  - a. Consider all matters relative to the educational program and policies of the school and make recommendations concerning same to the Board;
  - b. Investigate the qualifications of candidates for administrative and teaching positions and make recommendations to the Board concerning the appointment of such candidates and concerning salaries for such candidates;
  - c. Keep itself informed in regard to the scholastic quality and Christian character of the instruction given, the courses of study, discipline, equipment, etc., and make recommendations concerning these and allied matters to the Board.
2. **FINANCE COMMITTEE:** This committee shall:
  - a. Recommend to the Board a budget for the ensuing year;

- b. Make suggestions to the Board as to the matter in which the school is to be maintained financially, indicating the various sources of income and how monies are to be collected from these sources;
    - c. Consider and make recommendations concerning the financial feasibility and possible execution of any matters referred to it by the Board of Trustees.
  3. BUILDING AND GROUNDS COMMITTEE: This committee shall:
    - a. Concern itself with all phases of the proper care, maintenance and adequacy of the physical equipment of the school and make recommendations to the Board concerning these matters;
    - b. Make recommendations to the Board concerning the appointment, work and salary of the custodians.
  4. TRANSPORTATION COMMITTEE: This committee shall:
    - a. Concern itself with all phases of the proper care, maintenance and adequacy of the physical equipment of the school buses and make recommendations to the Board concerning these matters;
    - b. Make recommendations to the Board concerning the appointment, work and salary of the bus drivers;
    - c. Concern itself with all phases of bus replacement, users' fees and route schedules of the buses and make recommendations to the Board concerning these matters.
  5. The President, with the advice and consent of a majority of the Executive Committee, shall appoint subcommittees. Said committees shall report to the Board of Trustees.

## **ARTICLE IX**

### **Order of Procedure at Board of Trustees' Meetings**

The order of procedure at Board of Trustees' meetings shall include the following:

1. Scripture, Devotions and Prayer
2. Development Director's Report
3. Correspondence
4. Approval of Minutes of Prior Board Meeting
5. Principal's Report
6. Committee Reports
  - a. Education
  - b. Finance
  - c. Transportation
  - d. Building and Grounds
7. Subcommittee Reports
8. New Business
9. Adjournment and closing prayer.

## **ARTICLE X**

### **Teaching Staff**

1. The administrators and teachers (full-time and part-time) shall be appointed by the Board after a careful consideration of their spiritual, academic and physical qualifications. They shall be appointed for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine, subject to the following conditions:
  - a. All administrators and teaching staff must signify their unconditional agreement with Articles II and III of this Constitution as well as the Foundational Beliefs of Highland Christian School and Policy on Human Sexuality as part of their employment contract.
  - b. A majority of the teaching staff must be full members, in good standing, of a Reformed church with the remaining teaching staff being full members, in good standing, of a Bible-believing Protestant church.
  - c. The Lead Administrator must be a full member, in good standing, of a Reformed church with the other administrators being full members, in good standing, of a Reformed church or a Bible-believing Protestant church.
2. The staff members are required to sign a contract each year on a form prescribed by the Board of Trustees, consistent with this Constitution.
3. The Board shall have the power to discharge or suspend a staff member, and such discharge or suspension may be based upon unfitness for work, instruction which conflicts with the fundamentals and the purposes of the society and/or failure to lead a Christian life. Any such discharge or suspension shall be made only after a due and proper statement of charges has been given to the staff member, and if said staff member requests a hearing before the Board of Trustees, said hearing shall not take place until ten (10) days have elapsed after the date of the statement of discharge or suspension. The Board of Trustees shall give a decision, in writing, to said staff member within five (5) days after the hearing.
4. Instruction given the children shall be in accordance with the educational laws of the State of Indiana, as they apply to private, society-controlled schools, insofar as said educational requirements do not conflict with the principles and purposes of this organization. The Board of Trustees and the principal shall determine the program of studies for each teacher and class.

## **ARTICLE XI**

### **Society Documents**

All legal documents of the society executed by and for the Board shall be properly signed by the President and the Secretary, or as otherwise designated by the Board of Trustees by an appropriate resolution.

## **ARTICLE XII**

### **Dissolution**

In case of dissolution of the society, the property and monies belonging to the society as a body, shall be donated, after liquidation, to the Christian Reformed Churches of Highland, Indiana.

#### **ARTICLE XIII**

##### **Tuition**

A tuition amount shall be included in the budget which shall be presented annually by the Board of Trustees, and if adopted by the membership entitled to vote at the annual meeting of said organization, then said tuition shall be paid by the parents and/or guardians of the children as required by the Board of Trustees.

#### **ARTICLE XIV**

##### **Amendments**

Changes in the Articles of this Constitution require a majority of at least two-thirds (2/3) of the votes polled. Every member has the right to move a modification, a revision, or an amendment of the Constitution, providing he notifies the Board, in writing, at least one (1) month before the next meeting of the society, and providing his motion is approved by the Board.

***Articles I, II, XII and XIV may not be changed.***

***This Constitution was revised and adopted at the annual meeting of the Association held May 1, 2023 and supersedes the Constitution dated April 25, 1943, revised April 18, 1955 and April 30, 1984.***

### 1.3 Highland Christian School Foundation By-Laws

#### HIGHLAND CHRISTIAN SCHOOL FOUNDATION BY-LAWS

I. **NAME**

The Board of Trustees ("School Board") of the Association for Christian Instruction, Highland, Indiana ("Highland Christian School") hereby establishes a separate fund to be known as The Highland Christian School Foundation ("Foundation").

II. **PURPOSE**

The purpose of the Foundation is to promote the long term viability of Highland Christian School by growing the assets of the Foundation and by receiving, managing and administering funds and property for the exclusive use and benefit of Highland Christian School.

III. **ENABLING RESOLUTION AND REVISIONS**

This Foundation has been established by a duly passed resolution at the annual meeting of the Highland Christian School on the 22nd day of April, 1985, and by resolution of the School Board passed on the 22nd day of April, 1985. These current By-Laws were revised and passed by a resolution at the annual meeting of the Association for Christian Instruction on April 26, 2004. These By-laws may be revised from time to time as provided for in Article XX.

IV. **PRINCIPAL**

Unless otherwise agreed upon by the donor, any money or other assets donated to the Foundation become principal funds of the Foundation and are not available for distribution to the Association other than as provided for in these By-laws.

V. **INCOME**

Dividends, interest, realized gains and losses, and unrealized gains and losses shall be credited or debited to the income account of the Foundation.

VI. **ALLOCATION OF EXPENDITURES**

Expenditures related to increasing or growing principal funds will be treated as expenses of the principal account. Expenditures related to investment management and income production will be treated as expenses of the income account. The Trustees shall establish guidelines for determining the allocation of any Foundation expenditures between the Principal and Income Funds of the Foundation.

VII. **DISTRIBUTIONS AND PROTECTION OF PRINCIPAL**

The Foundation Board shall make an annual distribution to the Association of 4% of the rolling three year average of net asset value of the Foundation Fund calculated as of July 31st. The distribution amount calculated as of the most recent July 31st shall be paid out after the end of the subsequent fiscal year. For example, the distribution calculation as of July 31, 2012 should be paid on or after August 1, 2013 but no later than May 1, 2014.

In setting the annual distribution policy, the Foundation Board shall honor the principal distribution restrictions of the Foundation Fund and seek to maintain the inflation-adjusted

value of the original principal gift to the Fund. Any distribution(s) of principal other than those provided for in Article VII must be separately authorized by a special resolution passed by the affirmative vote of the majority of both the Foundation Board and the School Board, no less than a quorum in each case.

**VIII. OTHER FUNDS**

Other funds created by donor or School Board restriction are not part of the Foundation Fund and shall be segregated from the Foundation Fund and managed separately by the School Board. The Foundation Board may provide investment management oversight and other services to the School Board in regard to these other funds, as mutually agreed upon from time to time.

**IX. TRUSTEES**

- a. The Foundation shall be administered by a board (“Foundation Board”) of no less than seven and no more than twelve Trustees. At least one of such Trustees shall be a member of the School Board. The remaining Trustees shall be appointed from time to time by a majority vote of the School Board for a term of three years, and such trustees are eligible for reappointment for one additional term, and are thereafter not eligible for reappointment for a period of one year.
- b. All Trustees shall be members in good standing of an evangelical Christian church and in full agreement with the goals and purposes of Highland Christian School.
- c. At no time shall members of the School Board comprise a majority of the Foundation Board.
- d. Vacancies on the Foundation Board by death or resignation shall be filled by an affirmative vote of the majority of the School Board, no less than a quorum. A trustee elected to fill a vacancy shall fill the unexpired term of his predecessor in office. Such vacancy shall be filled within 60 days after notice of death or resignation.

**X. DUTIES**

The Trustees shall have the following duties and responsibilities:

- a. Develop and carry out such programs and activities that will further the Purpose of the Foundation as set forth in Article II.
- b. Determine policies, procedures and investment vehicles for amounts contributed to the Foundation, the purpose of which shall be to generate a return equal to the distribution policy plus inflation, with capital appreciation as a secondary goal. All policies and procedures adopted by the Foundation Board shall be subject to approval by the School Board.
- c. Provide assistance to the School Board in managing funds or properties of the Association as such assistance may be requested from time to time by the School Board.
- d. Establish and promote the solicitation of contributions to the Foundation.
- e. Apply standards for confidential treatment of financial and personal information.

**XI. COMMITTEES**

With the concurrence of the Foundation Board the Chairman may appoint ad hoc or standing committees from time to time with such duties and responsibilities as the Foundation Board may consider appropriate to advance the Purpose of the Foundation.

**XII. USE OF NON BOARD MEMBERS**

With the concurrence of the Foundation Board, the Chairman may appoint individuals other than Foundation Board members to serve as members of or advisors to any ad hoc or standing committees.

**XIII. USE OF PROFESSIONALS**

The Foundation will seek the advice and assistance from legal, financial, or other professionals in the conduct and management of its affairs as are approved by the Foundation Board. All agreements entered into by the Foundation for such professional services will be negotiated and authorized by the Foundation Board.

All other business carried out by the Foundation shall make use of such professionals as are appropriate and authorized for such purposes by the Foundation Board. Prospective donors are encouraged to consult with and employ their own professional advisors in matters relating to the structure and implementation of bequests, planned giving arrangements, and other estate planning matters.

**XIV. USE OF PROFESSIONAL MANAGERS**

The committee may engage professional money manager(s) to manage investments on behalf of the Foundation. The Foundation Board will make their investment objectives and restrictions known to the money manager(s) in written form. The Board will review the results of the investments of the money manager(s) on a regular basis.

**XV. DEVELOPMENT DIRECTOR**

The Foundation may engage the services of a Development Director for the purpose of promoting the Foundation, providing estate planning support, and educating the constituency. The Foundation will fund a portion of the cost of the Development Director's salary using Foundation principal funds.

**XVI. ORGANIZATION**

- a. The Trustees shall elect a Chairman at its first meeting after the beginning of each school year.
- b. The Trustees shall conduct regular meetings quarterly and submit minutes of such meetings to the School Board.
- c. Quorum shall consist of half plus one of the Foundation Trustees then serving.
- d. The Trustees shall submit regular accountings of the Foundation's financial condition, including an account of receipts, disbursements, assets and liabilities at least quarterly to the School Board. An annual report of the condition of the Foundation shall also be made at the annual society meeting of Highland Christian School.
- e. The fiscal year of this Foundation shall correspond to that of Highland Christian School.
- f. The office and place of records of this Foundation shall be at Highland Christian School, 3040 Ridge Road, Highland, Indiana 46322.

- g.** All assets designated for such purposes set forth above, or for similar purposes, shall be segregated from other funds of the school and entrusted to the Foundation for deposit and investment. All contributions received by Highland Christian School for the purposes as set forth herein shall likewise be transferred over to the Foundation. The Trustees of this Foundation may inquire of anyone who contributes an undesignated amount to Highland Christian School of at least one thousand dollars (\$1,000) to determine whether such amounts were intended as a contribution to the Foundation.

**XVII. RECEIVING GIFTS FOR THE FOUNDATION**

- a. PLANNED GIFTS.** Although the Foundation has discretion to accept all types of planned gifts, the Foundation will emphasize those types of gifts which require less complex administration. When the Foundation receives more complex types of gifts, the services of Barnabas Foundation or other legal, accounting or investment management specialists will be used.

Charitable gift annuities and revocable gift agreements will generally conform to the issuance age, deferred payment policies, and minimum value requirements as established by Barnabas Foundation from time to time.
- b. REVIEW OF PLANNED GIVING.** The Foundation Board will review and authorize the acceptance of all cash and non-cash planned gift arrangements in order to determine that such acceptance will be in the best interests of the Foundation as well as Highland Christian School.

  - i.** If the value of a non-cash gift is difficult to determine or if there are significant complexities or limitations involved in the non-cash gift, the full Foundation Board shall consider the matter.
  - ii.** The Foundation Board will comply with Internal Revenue Service guidelines and the federal tax code.
  - iii.** No gifts of real property or agreements to enter into life income arrangements will be accepted until they have been reviewed and approved by the affirmative vote of the majority of the full Foundation Board at a regular or special meeting.
  - iv.** Non-cash gifts will normally only be accepted if readily convertible to cash at the asset's appraised value.

**XVIII. INVESTMENT OF FOUNDATION FUNDS**

- a. FUNDS MANAGEMENT.** Investment decisions shall be made by the Foundation Board or by such investment advisors as have been authorized and approved by the Foundation Board to exercise such discretion with respect to investment decisions.
- b. MANNER.** The funds of the Foundation will be invested with the following objectives: to generate an annual return equal to the Board adopted distribution policy plus inflation, with capital appreciation as a secondary objective.
- c. INVESTMENT POLICY.** Consistent with the investment objectives, the assets of the Foundation will be invested in accordance with such written investment policies as determined and approved from time to time by the Foundation Board.

**XIX. PROMOTING THE FOUNDATION AND EDUCATING DONORS AND OTHERS**

The Foundation Board shall promote the growth of the Foundation and inform the prospects, donors, and constituents about Foundation services and opportunities in the following ways:

- a. By providing information about the purpose and benefits of the Foundation and by providing financial and estate planning options and opportunities in the School Bell or other school publications.
- b. By producing, mailing and/or distributing brochures describing the Foundation and its programs.
- c. By conducting or promoting seminars and in-service education about wills, estate planning, and charitable giving options available to donors and donor prospects, and by making follow-up calls as requested to assist Foundation and school supporters with wills and estate planning by which gifts and bequests to the School are made.
- d. By mobilizing lawyers, accountants, realtors, bankers, insurance agents, financial planners, deacons, ministers, Christian education committees, and other leaders among the School's constituency to provide encouragement and assistance for broad participation in the Foundation by the School's supporters.

**XX. AMENDMENTS**

The Foundation Board with School Board concurrence reserves the right to amend the provisions of these By-laws by the affirmative vote of the majority of the School Board Trustees, no less than a quorum.

**XXI. DISSOLUTION**

Dissolution of the Foundation can be accomplished by the affirmative vote of a majority of the School Board and with the concurring majority vote of the Society at an annual or special meeting of Highland Christian School. Upon dissolution, the assets of the Foundation will revert to Highland Christian School and control of these assets will pass to the School Board. However, in the event of dissolution of the Foundation, the assets of the Foundation must be maintained by the School Board in accordance with the intent of the donors and Articles IV through VII.

***Approved by Highland Christian School Foundation Board – February 27, 2013***

***Approved by Highland Christian School Board – April 16, 2013***

## **1.4 Investment Policies of the Highland Christian School Foundation**

### **Investment Policies of the Highland Christian School Foundation**

**Adopted February 27, 2007**

**Amended June 17, 2008 and April 16, 2013**

#### **Statement of Investment Policies and Objectives**

##### **I. PREAMBLE**

The Association for Christian Instruction at Highland d/b/a Highland Christian School (“Highland Christian School”), a charitable not-for-profit entity incorporated under the laws of the State of Indiana, has established a Foundation Fund to promote the long term viability of Highland Christian School by growing the assets of the Foundation and by receiving, managing and administering funds and property for the exclusive use and benefit of Highland Christian School.

The Highland Christian School Board has appointed the Foundation Board to promote and manage the Foundation Fund. The Foundation Board has adopted this Statement of Investment Policies and Objectives in view of its fiduciary responsibility to the society members of Highland Christian School as stated in Article IX.B. of the HIGHLAND CHRISTIAN SCHOOL FOUNDATION BY-LAWS.

The Foundation Board is committed to make an annual distribution to Highland Christian School as provided for in Article VII of the By-Laws.

##### **II. MANAGEMENT OF THE FUND**

The Foundation Fund is managed by the Foundation Board consisting of no less than seven and no more than twelve Trustees. Trustees are appointed from time to time by a majority vote of the School Board for a term of three years, and such trustees are eligible for reelection for one additional term, and are thereafter not eligible for reelection for a period of one year. The Foundation Board invests and reinvests the principal and income of the Foundation Fund and is not limited to investments authorized by law for fiduciaries but makes investments at its discretion. However, all investments must comply with the Investment Policies of the Highland Christian School Foundation.

The Foundation Board performs the following duties:

- a.** Selects and supervises investment managers and other hired professionals.
- b.** Periodically reviews this Statement of Investment Policies and Objectives.
- c.** Reports and makes recommendations to the Highland Christian School Board on matters related to Foundation Fund design and changes in investment management.
- d.** Manages the Foundation Fund for the exclusive benefit of Highland Christian School in a manner consistent with its fiduciary responsibilities and the By-laws of the Foundation.

**III. PURPOSES OF INVESTMENT POLICIES AND GOALS**

- a. To aid the Foundation Board and its investment managers in acquiring and maintaining a varied and diversified portfolio that is balanced as to risk and return.
- b. To inform the Fund's investment managers as to the type of management expected, including social responsibility objectives.
- c. To ensure that all investment activities are consistent with the long term requirements of the Foundation Fund and with the investment policies adopted by the Foundation Board and the School Board.

**IV. INVESTMENT GOALS**

- a. The basic investment objective is to achieve a return equal to 4% plus inflation, with capital appreciation as a secondary goal, in order to provide a stable, reliable, and growing long-term funding stream for Highland Christian School.
- b. The investment managers shall adhere to this Statement of Investment Policies and Objectives and shall exercise the care, diligence and skill in the investment management of the Foundation Fund that a person of ordinary prudence would exercise in dealing with the property of another person.

**V. PERFORMANCE EVALUATION OF THE PORTFOLIO**

- a. **Performance Criteria.** The performance of all the investment managers in total shall be evaluated on the basis of the following criteria:
  - i. The ability to achieve rates of return, after fees, which average a return at least equal to the distribution policy plus any increase in the U.S. Consumer Price Index, measured on a three , five , and ten year moving average basis.
  - ii. The policy index shall consist of appropriate indices selected in proportion to the chosen strategic asset allocation model, as may from time to time be authorized by the Foundation Board, but shall at all times be diversified across equities, fixed income instruments, cash, real assets and commodities.
- b. **Investment Guidelines.** In working to achieve the performance criteria, the portfolio shall adhere to the Asset Allocation Guidelines and Benchmarks amended and adopted by the Board from time-to-time.
  - i. Asset Allocation. Asset Ranges and Policy Benchmarks are adjusted from time to time as recommended by the Foundation Fund's investment managers and advisers and as approved by the Foundation Board.
  - ii. Investment management discretion parameters shall be determined and approved by the Foundation Board. These parameters will include the degree of latitude to be afforded to third parties to enable them to make investment management decisions using their expertise, consistent with investment strategies appropriate to achieving the investment objectives of this investment policy. The parameters may contemplate the degree of latitude to be afforded

to third parties for investment decisions even if not specifically outlined in the investment guidelines.

- c. Voting Rights. Administration of the voting rights on fund investments shall be maintained by the investment managers.
- d. Social Responsibility. The Foundation Fund will not knowingly purchase or retain investments in entities engaged in distinctly un-Christian practices.
- e. Loans to Highland Christian School. Nothing herein shall preclude the Foundation Fund from lending funds to Highland Christian School for capital improvements or other purposes, subject to appropriate arrangements as determined by the Foundation Board.

**VI. ASSET DONATIONS**

- a. General Policy. Asset donations shall be converted to cash as soon as practical for reinvestment, unless the donated assets are non-cash assets or non-marketable securities (such as real estate, limited liability company interests, etc.).
- b. Special Asset Donations. When offered by a donor, other assets may be received by the Foundation Fund as specifically approved in advance by the Foundation Board, including but not limited to such items as:
  - i. Non-publicly traded stocks, bonds, notes, convertible securities and mortgage securities.
  - ii. Non-rated or non-investment grade publicly traded debt instruments.
  - iii. Real estate, including real estate limited partnerships.
  - iv. Commodities

## **Section 2.0 Organization**

### **2.1. The organization shall be known as the ASSOCIATION FOR CHRISTIAN INSTRUCTION at Highland, Indiana.**

#### **2.1.1. Basis**

The society is founded on the Holy Scripture as interpreted in the Confessional Standards of the Christian Reformed churches.

Constitution Article II

#### **2.1.2. Purpose**

The purpose of this society is to train children in cooperation with the parents, in such a way that they, as fellow-workers with God, can perform their duties in this world to the glory of God, to their own well-being and to the welfare of others.

Constitution Article II

#### **2.1.3. Mission**

In order to honor God, the parents and staff of Highland Christian School seek to nurture and guide students through a quality, Christ-centered education. At Highland Christian School, students will see the Father's creation, will observe order and sense in a world redeemed by Christ, and will strive to serve the God of Grace through the leading of the Spirit.

Policy Adopted December 16, 2001

#### **2.1.4. Documents**

All legal documents of the society executed by and for the Board shall be properly signed by the President and the Secretary, or as otherwise designated by the Board of Trustees by an appropriate resolution.

Constitution Article XI

#### **2.1.5. Membership**

All persons eighteen (18) years of age or over, who subscribe to Articles II and III of this Constitution, and who are members of a Reformed church and who accept the historic creeds of the Reformed churches, namely, the Heidelberg Catechism, the Belgic Confession, and the Canons of Dordt, and who have made an annual contribution to any fund of the Association for Christian Instruction in the preceding year, from a date sixty (60) days prior to each annual meeting of this organization, in an amount fixed from time to time by the Board of Directors, and if not so fixed in the minimum amount of Ten Dollars (\$10) for each said above-described year.

The President of the Board of Trustees and/or a majority of the Board of Trustees present may, as a condition to voting at any meeting of the Association, require any or all persons present to subscribe, in writing, to the requirements of Membership as herein provided, and failure of any person present to sign such a statement shall make said person ineligible to vote at such a meeting. Appeal may be made from the decision of the President of the Board of Trustees of the majority of the Board of Trustees present on the question of such Membership and a majority vote of those present entitled to vote shall be final and binding.

As of a period between forty-five (45) days and sixty (60) days before each annual meeting of members, the Secretary of the Association, at the direction of the Board of Trustees, shall prepare or cause to be prepared a list of all members in good standing of the Association called the "membership list." Such members shall be the members entitled to notice of and to vote at the annual meeting, and such last-compiled list shall be used for any special meeting called, as herein provided.

Constitution Article IV

**2.1.5.1. Non-discrimination**

Highland Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

Adopted December 20, 2005

**2.1.6. Meetings**

**2.1.6.1. Location**

All meetings of the Association shall be held at the main site of the school, or at such other place as the Board of Trustees may designate within the County of Lake, State of Indiana.

**2.1.6.2. Annual Meeting**

The annual meeting of the Association shall be held in April of each year, for the purpose of considering and approving the annual budget of the Association and for the transaction of such other business as may properly come before the meeting.

**2.1.6.3. Ten Percent (10%) Quorum**

Ten percent (10%) of the members shall constitute a quorum at any meeting of the members. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice.

**2.1.6.4. Special meetings**

Special meetings of the Association may be called by a majority vote of the Board of Trustees.

#### **2.1.6.5. Meeting announcements**

At the direction of the Board of Trustees, written or printed notice setting forth the agenda, the place, day and hour of any meeting of members shall be announced in the School Bell, supporting church bulletins, parental school notes, or by mail to each member of the Association, not less than fourteen (14) days prior to the meeting. Such period of notice shall include two (2) Sundays.

#### **2.1.6.6. Voting**

Each member entitled to vote shall be entitled to one vote upon each matter, submitted to a vote, at a meeting of the members. For the annual meeting, absentee ballots will be given or mailed, upon request, to all persons entitled to vote. Absentee ballots must be accepted on the first ballot for election of officers only, subject to approval of those present at the meeting, providing same are duly signed and presented to the secretary prior to the time of vote for Board of Trustees.

#### **2.1.6.7. Agenda**

The Board of Trustees shall prepare the agenda for each annual meeting, but matters not listed on the agenda may be brought up for discussion and referred to the Board of Trustees for consideration. To that end, the agenda shall contain an item called "Comments from the Membership." All Association meetings shall be ruled by *Robert's Rules of Order* when not in conflict with this Constitution.

#### **2.1.6.8. Special Meetings**

The Board of Trustees shall call a special meeting of the Association, when such a meeting is requested in a petition signed by at least thirty (30) Members of the Association, duly addressed to the Board of Trustees, which petition shall contain, in addition to the signed and typed signatures of each petitioner, a concise statement of the reason(s) for the calling of such meeting and containing those items which the petitioners desire to appear on the agenda. If said petition is in proper order, as herein required, said meeting shall take place within forty-five (45) days after receipt thereof by the Board of Trustees, provided that no such special meeting shall be held pursuant to such a request which is postmarked or delivered to the President or Secretary of the Board of Trustees after January 30 of any year and prior to the April annual meeting of the Association of any year.

Constitution Article V

#### **2.1.6.9. Society Meeting Reports**

Reports to the Annual Society Meeting should include a report when applicable from the following committees:

1. Finance
2. Building and Grounds/Capital Improvement Educational Committee
3. Bus Committee

Adopted - March 10, 1974

### **2.1.7. Amendments**

Changes in the Articles of this Constitution require a majority of at least two-thirds (2/3) of the votes polled. Every member has the right to move a modification, a revision, or an amendment of the Constitution, providing he notifies the Board, in writing, at least one (1) month before the next meeting of the society, and providing his motion is approved by the Board. Articles I, II, XII and XIV may not be changed.

Constitution Article XIV

### **2.1.8. Dissolution**

In case of dissolution of the society, the property and monies belonging to the society as a body, shall be donated, after liquidation, to the Christian Reformed Churches of Highland, Indiana.

Constitution Article XII

In the event Highland Christian should close, Crown Point Christian School will receive and assume responsibility for all student records.

Adopted July 19, 2022

## **2.2. Board of Trustees**

### **2.2.1. Responsibilities**

#### **2.2.1.1. Regular meetings**

Regular meetings of the Board of Trustees shall be held once a month, if at all possible and in no event shall there be less than eleven (11) meetings a year. Board members shall be notified of the time and place of each meeting at least seven (7) days prior thereto, unless set by appropriate Board resolution. Board members are expected to attend Board meetings absent justifiable cause. Continued non-attendance at Board meetings may become grounds for asking for the resignation of and/or the dismissal of the Board member.

Constitution Article VI. 9

#### **2.2.1.2. Management of affairs and property**

The property and affairs of the Association shall be managed by its Board of Trustees.

Constitution Article VI. 1

#### **2.2.1.3. Supervision of Administrative activities**

The Board of Trustees shall supervise all administrative work. The institutional director (principal) shall report directly to the Board and shall be responsible to the Board for implementing the educational, financial and other policies established by the Board.

Constitution Article VI. 11

**2.2.1.3.1. Maintenance of school records**

**2.2.1.3.2. Establish a school calendar**

**2.2.1.3.2.1. School Term**

The school term will be as required by the laws of the State of Indiana.

Adopted - August 21, 1990

**2.2.1.3.2.2. School Cancellations**

In the case of inclement weather or the necessity to cancel school, the following will be adhered to:

1. Call lines will be instituted.
2. Radio stations (as designated in the school directory) will be notified.

Adopted - September 18, 1990

**2.2.1.3.3. Maintain an accurate Board Policy Manual**

Adopted - March 16, 2004

**2.2.1.3.3.1. Policy Revisions- changes, additions, deletions**

Standing Committees of the Board shall systematically review those policies affecting the activities of the committee. Amendments, changes, additions and deletions shall be brought to the full board for consideration. Recommendations for amendments, changes, additions and deletions may be introduced by a committee or be an action of the full board. Recommendations accepted by the Board for consideration shall have two readings with discussion at regularly scheduled board meetings before they can be adopted as policy. The adoption of changes to policy requires a two thirds majority. The Board may use absentee ballots for approving policy changes. Members of the Highland Christian School Association shall be informed of policy changes in a timely manner.

Policy Adopted - March 18, 2003

**2.2.1.3.4. Maintain a complete set of minutes**

Adopted - March 16, 2004

**2.2.1.4. Provide an audit or review of the books annually**

The Board of Trustees shall provide for at least one (1) audit during each fiscal year of all books and records by a qualified accountant.

Constitution Article VI.12

**2.2.2. Eligibility to serve**

**2.2.2.1. Ten (10) Members**

The Board of Trustees shall consist of ten (10) members who are Members of the Association as herein defined.

Adopted - March 16, 2004

**2.2.2.2. Three (3) Year Term**

The members of the Board of Trustees shall be elected for a term of three (3) years. Members who have served a term are not eligible for re-election for one (1) year. Retiring Board members, however, by a majority vote of the Board, may be asked to serve in an advisory capacity for one (1) additional year, without vote. Members receiving appointments to the Board, to fill an unexpired term, will consider such term a full term for election purposes, if the duration thereof exceeds eighteen (18) months.

**2.2.2.3. Reformed Church Membership**

All Board members shall be communicant (full) members in a Reformed church, as hereinabove defined. No person shall be eligible to hold an executive or administrative office, or to be a member of the Board of Trustees, who is not a member, in good standing, of the society and meets all requirements of this Constitution.

Constitution Article VI. 2,3,4

**2.2.3. Board Officers**

Unless otherwise noted, all items pertaining to officers are found in Article VII of the Constitution.

**2.2.3.1. Offices established**

The officers of the Board shall be the President, Vice-President, Secretary and Treasurer. They shall be elected for a term of one (1) year by the Board.

**2.2.3.1.1. President**

The President shall preside at all the meetings of the Board and of the Association. He shall, with the advice and consent of a majority of the other members of the Executive Committee, appoint all committees. He shall be an ex-officio member of all standing committees, but shall not have the right to vote, except on those committees of which he is a regular member.

**2.2.3.1.1.1. Limitation**

A first year board member may not be elected as board President.

Policy Adopted July 21, 1990

**2.2.3.1.2. Vice President**

The Vice-President shall assist the President in the discharge of his duties whenever possible, and in the absence of the President shall assume his duties.

**2.2.3.1.3. Secretary**

The Secretary shall be responsible for all the official correspondence of the Board and shall keep accurate minutes of all meetings of the Board and of the Society. He shall have the care and custody of the official documents of the Society.

**2.2.3.1.4. Treasurer**

The Treasurer shall be entrusted with the Association's funds. All monies received shall be deposited by him in financial institutions approved by the Board. No disbursements shall be made without the authority of the Board, and all payments shall be made by check. He shall give a written financial report at each regular meeting of the Board, and a report at the annual meeting of the society, copies of which shall be filed with the Secretary.

**2.2.3.1.5. Assistant Treasurer**

The Assistant-Treasurer shall be elected from first year board members. Assistant-Treasurer shall automatically be advanced to Treasurer in their second year. Third year duties would be to assist and advise the Treasurer.

Policy Adopted July 21, 1990

**2.2.3.2. Executive Committee**

The board officers shall constitute the Executive Committee. The Board of Trustees may, by resolution passed by a majority of the whole Board, designate the Executive Committee to act, to the extent provided in such resolution, for and on behalf of the whole Board and thereby exercise such delegated authority of the Board between meetings of the Board.

Adopted July 21, 1990

**2.2.4. Nominations**

The Board of Trustees shall submit nominations for the election of Board members at the annual meeting of the society; such nominations, with a brief resume of each nominee, shall be included in the notice of the annual meeting herein provided for. (At least two candidates for each vacancy shall be nominated by the Board ) A Slate of names consisting of one nominee for each vacancy will be submitted by the Board.\*

Constitution Article VI & Policy Adopted August 21, 1990

\*Amended May 4, 2015

**2.2.4.1. Board Nominees**

It shall be the policy of this body not to nominate for board members the immediate family of staff members unless there are special considerations. Board member's immediate family, ordinarily, will not be considered for additions to the staff. \*Immediate family defined as parent, spouse, sibling and children relations only; and staff will be defined as any school paid position consisting of more than 1,040 hours during a school fiscal year.

Policy Adopted - August 21, 1990

\*Defined -January 21, 2014

**2.2.5. Terms of Office**

The members of the Board of Trustees shall be elected for a term of three (3) years. Members who have served a term are not eligible for re-election for one (1) year.

Constitution Article VI. 3

### **2.2.5.1. Unexpired terms**

Members receiving appointments to the Board, to fill an unexpired term, will consider such term a full term for election purposes, if the duration thereof exceeds eighteen (18) months.

Constitution Article VI.3

### **2.2.6. Vacancies**

Vacancies, by death or resignation, in the Board of Trustees, shall be filled by the affirmative vote of the majority of the remaining Trustees, no less than a quorum. A Trustee, elected to fill a vacancy, shall serve for the unexpired term of his predecessor in office. Such vacancy shall be filled within sixty (60) days after receipt, by the Board of Trustees, of notice of death or resignation.

If the office of an elected officer or Board member of this Association becomes vacant, by reason of action of the Board pursuant to this Article VI, a successor shall be appointed by the Board of Trustees for the balance of the unexpired term, provided, however, that no such appointment shall be made until after two weeks have expired from date of notice to a member removed for cause and only then, if no written notice has been filed with the Board as provided in paragraph 7 of this Article VI, and if such a written notice of appeal is timely received by the Board within said period, then such vacancy shall be filled within sixty (60) days after said next annual Association meeting, and then only in the event appellant is not successful in his appeal to the Association.

Constitution Article VI. 5,8

## **2.3. Committees of the board**

(Unless otherwise noted, all items pertaining to committees are found in Article VIII of the Constitution.)

### **2.3.1. Standing Committees**

The President shall, with the advice and consent of a majority of the Executive Committee, appoint the following.

#### **2.3.1.1. Education**

This committee shall:

1. Consider all matters relative to the educational program and policies of the school and make recommendations concerning same to the Board; Investigate the qualifications of candidates for administrative and teaching positions and make recommendations to the Board concerning the appointment of such candidates and concerning salaries for such candidates;
2. Keep itself informed in regard to the scholastic quality and Christian character of the instruction given, the courses of study, discipline, equipment, etc., and make recommendations concerning these and allied matters to the Board.
3. The Education Committee has the authority to accept new parents and to enroll their children as students without the board 's approval after the August full board meeting.

**2.3.1.2. Finance**

This committee shall:

1. Recommend to the Board a budget for the ensuing year;
2. Make suggestions to the Board as to the matter in which the school is to be maintained financially, indicating the various sources of income and how monies are to be collected from these sources;
3. Consider and make recommendations concerning the financial feasibility and possible execution of any matters referred to it by the Board of Trustees.

**2.3.1.3. Building and Grounds**

This committee shall:

1. Concern itself with all phases of the proper care, maintenance and adequacy of the physical equipment of the school and make recommendations to the Board concerning these matters;
2. Make recommendations to the Board concerning the appointment, work and salary of the custodians.

**2.3.1.4. Bus Committee (Transportation)**

This committee shall:

1. Concern itself with all phases of the proper care, maintenance and adequacy of the physical equipment of the school buses and make recommendations to the Board concerning these matters;
2. Make recommendations to the Board concerning the appointment, work and salary of the bus drivers;
3. Concern itself with all phases of bus replacement, users' fees and route schedules of the buses and make recommendations to the Board concerning these matters.

**2.3.1.5. Ad hoc Committees**

The President, with the advice and consent of a majority of the Executive Committee, shall appoint various ad hoc committees, as deemed necessary from time to time, said committees to report to the Board of Trustees.

**2.3.2. Committee meeting dates**

1. All standing committees – 2nd Tuesday of the month.
2. Full Board – 3rd Tuesday of the month.

Policy Adopted March 7, 1963

**2.3.3. President may be an ex-officio member**

The President may be an ex-officio member of all standing committees, but shall not have the right to vote except on those committees of which he is a regular member.

Policy Adopted July 21, 1990

## **2.4. Administration**

### **2.4.1 Lead Administrator**

(Unless otherwise noted, all items pertaining to Administrator are found in Article X of the Constitution and Board Policy Job Description for Administrator.)

#### **2.4.1.1 Qualifications of the Lead Administrator**

The Administrator of Highland Christian School ("School") must:

1. Be a spiritually mature individual who is a professing member of a Christian Reformed or Reformed Church and who is in agreement with the Constitution and policies of the School.
2. Pass a criminal background check.

Adopted - December 20, 2005

3. Have the necessary education, training, and experience for administrative work and also a deep love for the profession.
4. He or she must have a thorough knowledge of the School, be acquainted with current philosophies and trends in education, and possess a vision to maintain a Reformed Christian program.
5. He or she shall possess a graduate degree in Education Administration and shall maintain a current state certificate in Education Administration.

Adopted - December 20, 2005

#### **2.4.1.1.1 Responsibilities of the Lead Administrator to the Board**

The Administrator is responsible to:

1. Enforce the Constitution of the School as it relates to the management of the School.
2. Carry out policies made and determined by the School Board ("Board") and make decisions relative to them.
3. Present a monthly written report to the Board and be available for consultation at all Board meetings.
4. Support the educational mission and vision of the Board.
5. Act as educational expert to the Board.
6. Be an advisory member of the Education and Finance Committees of the Board.

7. Assist the Finance Committee in setting the School's annual budget.
8. Coordinate the lines of communication among students, teaching staff, personnel, parents, Board, and the School's constituency.
9. Conduct and oversee all matters related to the staff and faculty, including recruitment, teaching assignments, and supervision.

Adopted – November 20, 2018

#### **2.4.1.2 Responsibilities of the Lead Administrator to the Teaching Staff**

The responsibilities of the Administrator to the teaching staff ("staff") are to:

1. Outline the methods and procedures to be followed in providing a well-rounded educational program for the students. This includes providing a course of study, selecting textbooks (with Board approval), scheduling classes, and coordinating extra-curricular activities.
2. Promote improvement of staff by: Encouraging and providing professional growth opportunities for the faculty both on and off campus.
3. Communicate Board priorities to the faculty and staff.
4. Ensure that the curriculum and instruction reflect the priorities of the Board
5. Evaluate the faculty according to the schedule evaluation tool approved by the Board.

##### **2.4.1.2.1 Responsibilities of the Lead Administrator to the Students**

In regard to student matters, the Administrator shall be responsible to:

1. Ensure the Administrative Team appropriately regulates and enforces discipline in School, on School property, and on School buses.
2. Subject to Board policies, the Administrator may suspend students from School; however, expulsion of a student from School is a decision for the Board.
3. Maintain attendance records for all students and address problem areas.
4. Ensure that student services are in place for assessment, counseling, and intervention for students who struggle and enrichment activities for students who excel.

##### **2.4.1.2.2 Responsibilities of the Lead Administrator to Parents and Constituency**

In these areas, the Administrator shall:

1. Make reports Oversee the reporting to parents and the Board on behavior, grades, absences, and progress of students.
2. Make an oral report to the annual meeting of the Association for Christian Education.
3. Take leadership as to the public relations and promotion of the School to parents, constituency, and the community in general. This will include working alongside the Development Director, meeting with donors, and building relationships with local churches and businesses.

Adopted – November 20 , 2018

#### **2.4.1.3 Responsibilities of the Lead Administrator to Personnel and Building**

As to the physical plant personnel and the School building, the Administrator shall:

1. Determine the duties and responsibilities of office personnel and custodians employed by the School.
2. Supervise in a general manner the duties and responsibilities of such personnel and report any concerns or difficulties to the Board.
3. Oversee and coordinate with the Head Custodian on items that need to be maintained, repaired, or updated. The Lead Administrator will coordinate with the Building and Grounds Committee as appropriate. Report all matters of appearance and upkeep of the School building to the Building and Grounds Committee.
4. Oversee and coordinate school safety and security initiatives.

#### **2.4.1.4. Terms of the contract for the Lead Administrator**

The employment of the Administrator by the School shall be governed by the following:

1. The Administrator's employment shall be on a twelve month basis (July 1 through the following June 30) with adequate vacation period as allowed by the Board.
2. Additionally, the Administrator is entitled to one (1) Professional Development Day per month at his/her discretion with appropriate notice provided to the Board President

Adopted – February 2017

3. The Board shall conduct an evaluation of the Administrator in advance of the Board meeting in November of each School year. If the results of such evaluation are acceptable to the Board, a new contract of employment for the following School year will be offered to the Administrator within two months of the completion of the November evaluation. In a Lead Administrator's first year of employment, there shall be two evaluations, one in November and one in May.
4. The Administrator is employed by the School on a full-time basis.

5. The Board encourages participation in Church and civic activities. However, such activities should be limited so as not to detract from the performance of the Administrator's duties at School. The Administrator should keep the Board informed as to such activities.
6. The salary of the Administrator shall be determined by the Board. The Board shall consider such factors such as school size, performance review, market compensation analysis, and other metrics deemed appropriate by the Board it deems appropriate in this regard.

Adopted - March 1, 1991

#### **2.4.2 Additional Administrator Roles**

(Unless otherwise noted, all items pertaining to Additional Administrators are found in Article X of the Constitution and Board Policy Job Descriptions for Administrators)

##### **2.4.2.1 Qualifications**

Any additional administrators of Highland Christian School ("School") must meet the general qualifications for staff found in Article X of the Constitution as well as any specific qualifications necessary for the position as outlined in Board Policy Job Descriptions.

##### **2.4.2.2 Responsibilities**

The responsibilities of additional administrators are those items which are included in the Board Policy Job Descriptions for each role. Additional administrators shall report directly to the Lead Administrator regarding all matters to which they are assigned.

##### **2.4.2.3 Terms of the contract**

The employment of additional administrators by the school shall be governed by the following:

1. The Administrator's employment shall be on a twelve month basis (July 1 through the following June 30) with benefits and a schedule that align with the general teaching staff benefits and schedule. Individual work reporting schedules will be verified in writing as part of the contract.
2. The Lead Administrator shall conduct an annual evaluation of the additional administrator before the end of school year. This report shall be shared with the Board.
3. The Administrator is employed by the School on a part-time or full-time basis as outlined in the Board Policy Job Descriptions.
4. The Board encourages participation in Church and civic activities. However, such activities should be limited so as not to detract from the performance of the Administrator's duties at School. The Administrator should keep the Lead Administrator informed as to such activities.

5. The salary of the Administrator shall be determined by the Board. The Board shall consider such factors such as school size, performance review, market compensation analysis, and other metrics deemed appropriate by the Board.

## **Section 3.0 Business**

### **3.1. Fiscal Year**

Highland Christian School's fiscal year will begin on August 1 and end on July 31.

Policy Adopted - February 13, 2001

### **3.2. Facilities**

#### **3.2.1. Maintenance**

##### **3.2.1.1. Property of the School**

Property of the School (including, but not limited to supplies, materials, furniture, video equipment) may not be removed from the School without prior written authorization from the Administration. Any property removed from the School shall be inspected prior to its departure and upon its return.

Adopted - September 18, 1990

##### **3.2.1.2. Damage to Property**

Any damage to property or equipment done by students or guests through horseplay or vandalism - the cost of repair or replacement will be the responsibility of the parents or guardians.

Adopted - July 18, 1989

##### **3.2.1.3. Sale of Goods on school grounds**

Only School-owned items are to be sold or displayed for sale on School grounds unless approved by the Building and Grounds Committee.

Adopted - September 22, 1992

##### **3.2.1.4. No Smoking**

This is a no smoking facility.

Adopted - September 18, 1990

Amended - October, 2011

#### **3.2.2. Construction**

##### **3.2.2.1. Routine Maintenance and Facility Updates**

Routine maintenance and facility update are the responsibility of the Building & Grounds Committee.

##### **3.2.2.2. Major Construction**

Major construction may be undertaken only with approval of the Association.

### **3.2.2.3. Funding of Construction**

The General Operating Fund may be used for new construction only when approved by the HCS Board.

Updated – March 21, 2023

## **3.3. Contracts**

### **3.3.1. Contract anniversary dates**

#### **3.3.1.1. Administrators Contract**

The Administrator's contract shall commence on July 1 and conclude on June 30 and not exceed a length of 3 years.

Updated – March 15, 2022

#### **3.3.1.2. Teacher contracts**

Teacher contracts shall commence on August 1 of each year and conclude on July 31.

### **3.3.2. Gym Rental Contracts & Fees**

Building and Grounds Committee will review and approve an unlock/lockup cleanup fee annually.

### **3.3.3. Other contracts**

Contracts for other than employee services are entered at the discretion of the Board.

Adopted - March 16, 2004

## **3.4. Budget**

### **3.4.1. Basis**

The budget is one of the keystones in the transformation of a set of educational aims and objectives into a program of Christian instruction. The budget is intended to:

1. Interpret to the constituency the cost of offering a particular type of education program.
2. Ensure the continuance of this educational program for a definite period of time.
3. Provide information about the educational activities for which funds are being expended. The budget is an important public relations instrument.
4. Serve as a means of financial control.
5. Provide the Board and administration with the authority to make expenditures within a pattern established by a predetermined educational program.
6. Serve as a basis for determining the amount of money which must be obtained from charges, contributions, or other sources.
7. Serve as an instrument to assist in determining account estimates of future expenditures.

### **3.4.2. Available for review**

The budget, exclusive of individual salaries, is available for review upon request in the School office.

### **3.4.3. Budget Calendar Procedure**

Planning the budget is a continuous process. A budget time-line shall be presented by the Administrator to the Finance Committee no later than its March meeting.

Adopted - March 16, 2004

## **3.5. Collection of Tuition and Gifts**

### **3.5.1. Payment**

If individuals are unable to meet their financial obligations, arrangements should be made with the Finance Committee. The removal of any children due to financial problems will be at the discretion of the Finance Committee.

Adopted - October 21, 1980

### **3.5.2. Government Aid**

The School Board of Highland Christian School hereby signifies that since the government has offered through legislation, aids to education to non-public as well as public school children, and if these aids can be received without forfeiting or compromising our distinctive Christian School in accord with our Reformed Christian philosophy, do hereby approve of application for said aid and authorize the administration to cooperate with the local school authorities when necessary to apply for said aid.

Adopted - January 13, 1966

### **3.5.3. Tuition Policy**

The School Board has established this Tuition Policy to bring greater fiscal accountability to the school's budget. The policies are designed to eliminate or control delinquent tuition balances from month to month during the school year and from one school year to the next. The Tuition Policy is outlined below.

- A. Tuition payments are based on a ten (10) month payment schedule, the first of which is due on or before August 15. The balance of your tuition will be divided into nine (9) monthly installments. Your next statement will be mailed or emailed in September and tuition is due by the 15th. It is Board policy that all accounts must be paid in full by May 31.
- B. Any family that falls two months behind in their tuition obligation must meet with members of the Finance Committee. It is the family's responsibility to contact the Finance Committee Chairman when problems arise with the tuition payments.
- C. Children will not be permitted to return to school at the end of the third month in which the family is behind in their tuition unless they have met with the Finance Committee.
- D. Newly enrolled families must pay a tuition down payment equal to one month's tuition and the Building User Fee by the 15th of August. If a family chooses to use bus service, that monthly amount will also be due by the 15th of August.

- E. All previous year's tuition accounts must be paid in full by May 31 unless an alternate arrangement has been made with the Finance Committee.
- F. Articles "D" and "E" above must be satisfied before the children are permitted to start the new school year.
- G. Tuition accounts that are delinquent (8th grade students) will be addressed in this way:
  - a. The student (if academically eligible) will be permitted to participate in ceremonies.
  - b. The signed diploma will be withheld until the tuition balance is paid.
  - c. The signed diploma will be released upon completion of tuition payment of the 8th grade student.
  - d. Balances owed for other students within the same family will be considered for arrangements by the Finance Committee.
- H. If a family withdraws their child(ren) from Highland Christian School during the school year, the tuition fee and bus fee will be calculated on a per day basis. The building user fee is a yearly fee and will not be refunded.
- I. Families issuing a check with insufficient funds will be billed a returned check fee as established by the business office per each occurrence. Payments initiated online with insufficient funds will also be billed a fee as established by the business office per each occurrence. Payment and the NSF fee must be made with cash or Money Order within five days. After two NSFs in four months, all payments that school year must be made with cash or money order.

**\*It is the family's obligation to contact the Treasurer, the Asst. Treasurer or the Business Manager when unforeseen circumstances arise with tuition payments.**

**HOT LUNCH POLICY** There are no refunds on hot lunch tickets. Tickets are transferable to family members.

#### **3.5.4. Tuition Assistance**

Private Christian education is an investment that requires prayer and careful planning. HCS operates with a lean budget that is reviewed annually. We coordinate fundraising efforts throughout the year to offset large portions of the budget. In addition, the HCS Foundation works to keep private Christian education affordable through the management of gifts to the Foundation fund.

Tuition is established each year in June based on the approved budget divided by the number of students that are enrolled. By utilizing a per student rate, we assure fair cost for product value. This method distributes cost fairly and penalizes no one.

We understand that each family comes to HCS with a different financial situation. As you prayerfully consider the decision to enroll your child(ren) in HCS, please consider all potential sources of financial assistance that may be available to meet your financial obligation to HCS including the potential assistance that may be available from your extended family or your church. Also, please make yourself

aware of our Tuition Policy and the current/projected cost of a Christian education at HCS for the upcoming school year. Information regarding these matters is available from the HCS Development Director or Business Manager.

If you desire the high quality, Christ centered education we offer at HCS and are concerned about the costs, please communicate with us. Our Finance Committee of the Board desires that your hope to provide a Christian education for your child(ren) is fulfilled. To that end, members of the Finance Committee are willing to meet with you to discuss your financial obligations to HCS. However, it is your responsibility to communicate with the Finance Committee of the Board to initiate these discussions.

One potential source of assistance to meet the costs of a Christian education is through the Indiana Choice Voucher program. This is a state sponsored program which operates pursuant to the guidelines, requirements, deadlines, etc. as established by the State of Indiana. Details regarding the Choice Voucher program can be obtained from the HCS Development Director.

HCS also has a Tuition Assistance Fund that is distributed to families who have demonstrated their commitment to provide Christian education for their children through their diligent attention to their tuition obligations and their prompt communication with the Finance Committee when circumstances prevent their regular, consistent, monthly attention to their financial obligations to HCS. This fund is limited by the annual contributions of our donors and the Finance Committee determines awards from the Fund.

In order to be considered for Tuition Assistance you must:

1. Demonstrate your commitment to Christian education by timely paying your tuition during the first year your child(ren) is/are enrolled at Highland Christian School.
2. Complete an application for Tuition Assistance (available from the HCS office). This application and a small fee are submitted to a 3rd party organization that analyzes your financial situation and establishes an expected contribution level.
3. Meet with two members of the Finance Committee during the year in which you are requesting Tuition Assistance. Please contact the school office to initiate this meeting.
4. Upon Board review, you will be notified as to the availability of Tuition Assistance funds.

#### **HCS Tuition Assistance Policy Board Guidelines**

The following Guidelines are established for use by the Finance Committee to assist in determining the amount of tuition assistance to award to a family, if any.

1. There is no entitlement to tuition assistance. Each application is to be considered on a case by case basis

2. Prior to considering an award of tuition assistance, ensure that the parents have completed steps 1-3 as outlined in the HCS Tuition Assistance Policy (attached)
3. For applications for Tuition Assistance filed on or after January 1, 2018, the financial information submitted by the parents to Covenant Tuition Services must be the most current financial available. Under no circumstances may the same financial information be used to apply for tuition assistance for more than one (1) school year.
4. The maximum tuition assistance that may be awarded to a family is limited to twenty percent (20%) of the family's total tuition obligation. Under no circumstances will tuition assistance be awarded for or applied to pay the registration fee, Building User fee, bus fee, milk fee, hot lunch ticket cost, before and after care charges, Jr. High technology fee, sports fees, band fees, and the like.
5. At the Finance Committee's discretion any tuition assistance awarded may be applied to the family's tuition account as a lump sum or as a matching sum equal in some relationship to tuition payments made by the family.
6. Tuition assistance is available for a family's current school year tuition obligation only. Under no circumstances shall tuition assistance be awarded for or applied to tuition due and owing from prior school years.

Approved – August 2017

### **3.5.5. Indiana CHOICE Scholarship (Voucher) Program**

The Indiana School CHOICE Scholarship program is a State of Indiana Department of Education fund that provides partial tuition payment for eligible families who have been accepted to and enrolled in Highland Christian School. State payments are based on residential address, household income, and the number of people living in a household. The voucher dollar amount will be 50% or 90% of the per-child State dollars paid to the district in which the qualified student resides. Parents are responsible to pay the difference between the CHOICE Scholarship voucher and the actual billed charges.

Families must apply, be accepted to, and enrolled in Highland Christian School PRIOR to applying for a voucher. Once enrolled, families must schedule an appointment with the School CHOICE Voucher Administrator at HCS to apply. Families must bring physical documentation of and provide copies of the supporting documents required by the State of Indiana.

If Highland Christian School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that Highland Christian School can successfully accommodate, then Highland Christian School would conduct a random drawing of eligible Choice Scholarship students who meet admission standards and have been accepted for enrollment at Highland Christian School. This drawing would be held at a public meeting.

Highland Christian School's admission policy includes priority enrollment as follows:

1. Returning students
2. Siblings of returning students
3. Supporting Church members
4. Students coming from another protestant Christian School
5. New Students

Prospective Students must be enrolled at Highland Christian School and a Choice Scholarship Application must be completed by July 15 to be considered for the lottery.

If required, the Lottery will be held on the last Monday of July.

Approved – October 2018

### **3.6. Expenditures**

#### **3.6.1. Petty Cash**

Petty Cash (not to exceed \$200.00) shall be available for office use.

Adopted - September 18, 1990

#### **3.6.2. Vendor Preference**

When any work is done or materials purchased for the School, consideration shall first be given to members of our Association and secondly, to local vendors.

Adopted - April 13, 1962

#### **3.6.3. Expenditure Guidelines**

The following expenditure limits are set for daily operational expenditures:

3.6.3.1. Administrator approves \$0.00 - \$1,000.00

3.6.3.2. Administrator and Finance Committee Chairman approves \$1,001.00 - \$2,000.00

3.6.3.3. Committee and/or full Board approve \$2001.00 plus

3.6.4. The bus mechanic or administrator may expend up to \$5000.00 in repairs.

Updated – October, 2021

3.6.5. The need for bus replacement will be reviewed annually.

3.6.6. The use of buses owned by Highland Christian School is limited to School students and events. Buses cannot be loaned or leased to any other persons or organizations due to the limitations of our insurance policy.

Adopted - September 16, 2003

### **3.7. Fundraising**

#### **3.7.1. Building Fund**

3.7.1.1. A Building Fund Drive or School Improvement Fund Drive will be conducted annually for the purposes of specified projects or amenities designed to improve the qualities and capabilities of HCS as determined by the Board.

3.7.1.2. The Building Fund Drive or School Improvement Fund Drive will be conducted by the Finance Committee with the authorization of the full Board.  
Approved – November 2018

3.7.2. The Highland Christian School Board and the Highland Christian School Foundation Board representatives should meet once a year, to review the Foundation's policies and procedures and to keep avenues of communication open.  
Adopted - March 16, 2004

#### **3.7.3. Auction**

3.7.3.1. A minimum of \$5,000.00 of revenue from the auction is to go to the Highland Christian School Foundation.  
Adopted - February 18, 1986  
Revised - February 17, 2004

3.7.3.2. Thank you letters for materials donated and services rendered to the School are to be sent to the donors in a timely fashion.

3.7.3.3. The School's mailing list is private property and is not to be given out without Board's approval.  
Adopted - July 1, 1986

#### **3.7.4. Collecting of Funds**

The Board will carefully monitor all fund raising activities and collections from students.  
Adopted – 1982

#### **3.7.5. Parent Organization**

Parent Organization fundraising will be monitored by the Development Office.

## **Section 4.0 Personnel**

### **4.1. Requirements of all Highland Christian School Employees**

#### **4.1.1. Pass a criminal background check**

#### **4.1.2. Personal Qualifications**

1. Member of a Protestant Bible-believing Church.
  - a. All administrators and teaching staff must signify their unconditional agreement with Articles II and III of this Constitution as well as the Foundational Beliefs of Highland Christian School and Policy on Human Sexuality as part of their employment contract.
  - b. A majority of the teaching staff must be full members, in good standing, of a Reformed church with the remaining teaching staff being full members, in good standing, of a Reformed church or a Bible- believing Protestant church.
  - c. The Lead Administrator must be a full member, in good standing, of a Reformed church with the other administrators being full members, in good standing of a Reformed church or a Bible-believing Protestant church.
2. Manifest a Christian lifestyle.
3. Agreement of Foundational Beliefs and Policy on Human Sexuality.
4. Adherence to the Highland Christian School Code of Ethics.
5. Exhibit professional conduct in all matters.
6. Maintains an exemplary relationship with students and staff.

### **4.2. Education and Licensing Requirements**

*All employees are required to maintain valid licensing and certification as applicable to their role.*

1. Head of School, Academic Principal and Assistant Principal- Masters degree of Education or higher
2. Teacher and Dean of Students- Bachelors degree of Education or higher
3. Technology, Marketing, Finance, Admissions or Facilities personnel- Bachelors degree in related field
4. Part-Time or Evening Custodian; Secretary and Classroom Aide- high school diploma or higher
5. Bus Drivers- high school diploma or higher along with valid CDL license and annual physical examination

### **4.3. Terms of Employment for all Highland Christian School Employees:**

#### **4.3.1. Benefits and Salary**

1. Employee benefits and salary will be annually distributed.
2. An employee's contract will outline individual pay as either an hourly rate or salary as approved by the Finance Committee.
3. A maximum of ten years of teaching experience will be accepted for salary purposes for new teachers entering our system.

Adopted- February 21, 1984

Updated November 2021

#### **4.3.2. New Employees**

1. All new employees will receive orientation prior to the start of the start of school their first year or within the first week of employment.
2. All new employees will have an assigned mentor teacher or co-worker to answer day-to-day operational questions and provide collaborative feedback throughout their first year of employment.

#### **4.3.3 Annual Teacher Evaluation**

**4.3.3.1** First year teachers will receive a series of three administrator observations within their first year using the HCS Framework for Teaching.

**4.3.3.2** Experienced teachers (second year and beyond with proficient evaluations in each domain) will be evaluated using the HCS Framework for Teaching. This schedule includes a four year rotation ( Assistant Principal observation, Lead Administrator observation, Assistant Principal observation, and Parent Survey.) This will be alongside the final evaluation.

Revised- November 2018

Revised- August 2022

**4.3.3.3** Experienced teachers (second year and beyond with a domain or domains that do not meet levels of proficiency) will have three Administrator observations using the clinical supervision model. If a teacher does not meet levels of proficiency of the following year the teacher will move to RISC status. Based on the Lead Administrator evaluation a teacher may skip this step and immediately go to RISC status.

Adopted- August 2022

#### **4.3.4 Annual Employee Evaluation (non-teacher)**

**4.3.4.1** Every HCS employee will receive an annual evaluation from their direct supervisor with the exception of the Head of School who will receive an annual evaluation from the Executive Committee of the School Board.

**4.3.4.2** Employees are expected to maintain proficient evaluations in each domain. If an employee does not meet levels of proficiency, they move to RISC status. Based on the Lead Administrator's evaluation, an employee may skip this step and immediately go to RISC status.

#### **4.3.5 Required Improvement Status Category (RISC)**

Any employee demonstrating unsatisfactory practices identified on the regular observation processes may be placed in the RISC category by an Administrator. An employee in the RISC category will receive:

1. A specific time period for the required improvement to be accomplished (ex: semester or year).
2. A specific set of improvements that will be required to return to the experienced status category.
3. Three or more clinical observations within the time frame outlined on the RISC plan.
4. Assistance and advice on strategies to remove the problem behaviors.
5. Optional coaching as assigned.

#### **4.3.6 Termination**

1. Any employee placed in the RISC category, who does not respond to the assistance offered but continues the unsatisfactory practices will be terminated at the end of the current contract unless there is cause for immediate termination.
2. Any employee who, after due processing, is found at fault for any egregious criminal activity or an offense against the Policy on Human Sexuality and/or Highland Christian School Code of Ethics will be immediately considered for termination by the Lead Administrator and Board of Trustees.

#### **4.3.7 Reduction In Force (RIF)**

Should the need to reduce the staff at Highland Christian School arise the decision will be based on the needs of the school, the certified qualifications of the employed staff and finally on seniority.

### **4.4 Other Considerations**

#### **4.4.1 Continuing Education and Employer Assigned Training**

##### **4.4.1.1 Continuing Education**

1. The continuing education benefit is to be 50% of nine credits per teacher per year.
2. The courses must be credited as graduate courses and pre-approved by the administrator.
3. Only courses in which the teacher receives a “B” average or better will qualify for funding.
4. Payment for courses completed in the final year of employment must be returned to the school.

#### **4.4.1.2 Employer Assigned Training**

The School will pay the expenses of an employee who is asked by the School Board to attend a workshop, institute, or particular course in order to implement a change or addition to their assigned duties.

#### **4.4.2 Alternative Avenues for Hiring Specials Teachers**

With the full support from the Education Committee, the School may hire an art, music, physical education, or technology teacher without an Indiana teaching license, if the candidate has extensive training or experience in the area of instruction. The teacher will seek appropriate experience in the area of instruction. The teacher will seek appropriate state licensure within the first two years of employment or comply with the continuing education requirements set by CSI. Preference for all hires will be given to candidates that already hold state licensure and have obtained a bachelor’s degree.

Adopted April 2023

#### **4.5 Steps for Hiring Employees**

##### **4.5.1 Substitute Teachers**

Substitute teachers will be interviewed by an Administrator. Upon a successful interview, reference checks and background checks, a candidate may be approved by the Administrator for hire. There is no substitute teaching license required. Once clearance is obtained from the background check, the Administrator may move forward with placing the candidate on the substitute list. This position is at will; the Lead Administrator may remove them at any time. Education Committee members will be updated at the monthly meetings of new hires that have been added to the substitute list.

##### **4.5.2 All Other Employees**

(BAC, Bus, Lunch, Custodial, Teachers, Aides, Directors, Administrators)

All other employees will be interviewed by a team as determined by the Lead Administrator. Upon a successful interview, reference checks and background checks, a candidate will be sent to the Education Committee, or the appropriate board committee, for approval. Training and support, necessary for employment, will be provided upon hiring.

**4.5.3 Lead Administrator**

The Board will determine the path of a new hire using a diverse hiring team. Upon a successful interview(s), reference checks and background checks, a candidate will be sent to the entire Board for approval. Training and support, necessary for employment, will be provided upon hiring.

## **Section 5.0 Students**

### **5.1. Enrollment Policies**

#### **5.1.1. Non-discrimination**

Highland Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

Adopted - February 13, 1974  
Updated from HCS Policies 2.1.5.1

#### **5.1.2. Church Membership in Good Standing**

At least one of the parents or legal guardian(s) must be active professing members of an evangelical Christian church. Evangelical pertains to a church which holds that the essence of the gospel consists mainly in its doctrines of man's sinful condition and need of salvation, the revelation of God's grace in Christ, the necessity of Spiritual conversion, and participation in the experience of redemption through faith. While enrolled, it is expected the family remains engaged in weekly in-person attendance at a qualifying church. Should a family cease church participation or change membership to a church that does not meet Highland Christian's requirements, enrollment will not be renewed for the following school year.

Adopted – October 10, 1990  
Revised - November 2018

#### **5.1.3. Agreement with Confessional Standards**

Highland Christian School is not a parochial or church owned School. It is owned and operated by a society of parents who are interested in training their children "in such a way that they, as fellow workers with God, can perform their duties in this world, to the glory of God, to their own well-being, and to the welfare of others." In light of this, enrollment is not limited to children of parents of a particular denomination. Rather, all parents who are in agreement with and support the Constitution of the Association for Christian Instruction in Highland, Indiana and Foundational Beliefs, are welcome to inquire regarding possible enrollment of their children in the Highland Christian School.

##### **5.1.3.1. Parent Cooperation**

Parents must agree to cooperate and support the efforts of their child's teacher, administration, and all school staff.

#### **5.1.3.2. Academic Testing**

Prior to grade placement, approved applicants will be academically tested and previous student records will be requested from the school last attended. This includes, but is not limited to: previous report cards, an administrator recommendation, a teacher recommendation, and any applicable service plan documentation that is available. Based on the school's evaluation, and in consultation with the family, a grade level and service decisions will be determined.

Adopted - April 15, 2014

#### **5.1.3.3. Right to Establish Enrollment Limits**

The administration and School Board reserve the right to establish enrollment limits per grade.

Classroom caps are as follows:

- 22 students (Kindergarten- 3rd Grade); with committee approval this can be increased to 24
- 24 students (4th- 8th Grade); with committee approval this can be increased to 26

Adopted – March 28, 2023

#### **5.1.3.4. Current in Payment**

Parents of children who are applying for admission must remain current in the payment of their financial obligation per Tuition Policies set by the Finance Committee.

#### **5.1.3.5. Right to Accept or Reject**

The School Board reserves the right to accept or reject all applicants. Those who are rejected will receive a written explanation for the action upon request.

Adopted - March 16, 2004

#### **5.1.3.6 Student Enrollment Requirements**

Highland Christian School adheres to a philosophy stating that proper grade level placement is one of the keys to student success. To that end, the school follows specific practices in admission and placement of students.

1. Highland Christian School requires kindergarteners to be five (5) years of age by August 1 for enrollment.
2. Highland Christian School requires first grade students to be six (6) years of age by August 1 for enrollment.
3. An academic assessment will be administered to all incoming students prior to recommendation for placement.
4. Screening and/or additional testing may be requested when the initial assessment indicates areas of weakness or exceptional strengths.

5. School records from accredited institutions will be honored for placement of transferring students.

### **5.1.3.7 Enrollment Priority**

Each year, school administration must ensure there is broad communication with local churches, in school publications, and on the school's website about enrollment policies, application windows, and pertinent policies that related to enrolling at Highland Christian. Due to high demand, the following priority list will be utilized.

#### **New Kindergarten Student Priority List:**

1. Employees at Highland Christian and other local CSI affiliated school
2. SEC students with K-8 siblings currently enrolled at HCS, who apply before HCS' priority period ends.
3. Non-SEC students with K-8 siblings currently enrolled at Hcs, who apply before HCS' priority period ends.
4. SEC students without older K-8 siblings, who apply before HCS' priority period ends
5. Members at a Reformed Church (did not attend SEC)
6. Members at eligible non-Reformed churches (did not attend SEC)
  - Once the admissions opens, #1-4 must have a minimum of a two week priority window.

#### **New 1st- 8th Grade Student Priority List:**

1. Employees at Highland Christian and other local CSI affiliated school
  2. Students with K-8 siblings currently enrolled at HCS, who apply before HCS' priority ends
  3. Families that relocated, attended a Christian School in the previous year, and prior to the relocation lived more than 30 minutes away from Highland Christian
  4. Members at a Reformed Church
  5. Members at eligible non- Reformed churches
- Once the admissions opens, #1-2 must receive a minimum of a two week priority window.

Adopted - September 2024

### **5.1.3.7 Liquidated Damages**

HCS retains the right to seek liquidated damages for an employee that breaks contract or a family that withdraws from Highland Christian School.

### **5.1.4. New Families**

Parents of children who are new to Highland Christian may be subject to an interview, if the family is not a member of a Reformed Church. Acceptance of children will be subject to review by the School Board.

Adopted -April 15, 2014

### **5.1.5. Minimum Enrollment Age and Deadlines**

Children entering kindergarten must be five years old by August 1 of the current school year. Children entering preschool must also be 3 or 4 years old by August 1 of the current school year to be enrolled in an age-appropriate Pre-K classroom. Birthday waivers may, although rare, may be given with administrators approval.

Adopted - October 10, 1990

### **5.1.6. Highland Christian School believes that parents, teachers, and pastors are guides and role models for our students.**

Highland Christian School believes that parents, teachers, and pastors are guides and role models for our students. They model biblical behaviors by what they say and how they act. For this reason, parents applying for admission to HCS must not advocate for, or participate in, homosexual relationships if their child is to be admitted. This is outlined in HCS' Policy on Human Sexuality (Appendix G). Any family that disregards biblical norms by advocating an immoral lifestyle will be dismissed from HCS.

Adopted -April 2016

### **5.1.7. School Closure**

In the event of school closure, all academic and student records would be transferred to Crown Point Christian School for proper management.

Adopted – March 28, 2023

## **5.2. Expectations for Students.**

### **5.2.1. Regular Attendance**

#### **5.2.1.1. Student Absenteeism**

Parents are expected to have students attend school every instructional day.

**Excused Absence** - Students will receive an excused absence for sickness, weddings, special doctor's and dentist's appointments, or death in the family. Explanations or requests for the above should be sent to the Main Office. Students will receive the number of missed days plus one to make up their daily work and tests they have missed.

**Unexcused Absence** - Students will receive an unexcused absence for being absent without parental notification, vacations, holidays not acknowledged by the school, and any other absence not covered under the law. Students will receive the number of days missed plus one to make up their daily work and tests they have missed. Any deviation from this policy must be the decision of the Administration in consultation with the teacher and parents.

Adopted - March 16, 2004

**5.2.1.2. Tardy Students**

Students arriving at school after the tardy signal should report directly to their room. Attendance will be taken at 8:25 a.m. and calls will be made to confirm absences at that time.

**5.2.2. Students will demonstrate diligent application.**

**5.2.2.1. Accept his/her role as an image bearer of God.**

**5.2.2.2. Work to develop their talents for the honor of God.**

**5.2.2.3. Seek to be of service in all areas of life.**

**5.2.2.3.1. Demonstrate the nine elements as outlined in the Portrait of a Graduate.**

- **Creation Caretaker** who celebrates and cares for God's creation.
- **Image Reflector** who individually and uniquely reflects God's image.
- **Beauty Creator** who uses their creativity and efforts to glorify God.
- **Scripture Follower** who actively connects to God's calling upon their life by applying scripture.
- **Truth Promoter** who spreads God's truth.
- **Justice Advocate** who recognizes and Biblically responds to injustice.
- **God Worshiper** who exalts God's name through worship and service as led by the Holy Spirit.
- **Servant Worker** who demonstrates God's love by serving others.
- **Community Builder** who promotes unity and collaboration around them.

**5.2.3. Respectful participation**

Students are to respectfully cooperate with School staff.

**5.2.3.1. Each student must be appropriately responsive when disciplined by any School staff member.**

**5.2.3.2. Any staff member who needs assistance in matters of behavior and/or discipline may work alongside the Administration, and/or Student Support Team to provide necessary support or discipline.**

**5.2.3.3. The School's Behavior Policy outlines consequences and procedures that result from inappropriate behavior of students towards teachers, other students, and HCS facilities. The published policy shall be approved annually by the Board of Directors.**

#### **5.2.4. Student Dress Standards**

**5.2.4.1. School attire is a major contributor to the atmosphere at Highland Christian School.**

**5.2.4.2. Each child will be taught that he or she is a reflection of God's glory and a representative of Christianity to the secular world.**

**5.2.4.3. The Board will approve and publish the dress code annually.**

#### **5.2.5. Bus Conduct**

**5.2.5.1. Student conduct on buses is regulated by state law and School rules.**

**5.2.5.2. Students and parents will be advised of bus rules.**

**5.2.5.3. Bus misbehavior will be treated as a discipline issue and may result in consequences. This may include permanent refusal of services.**

**5.2.5.4. Progression of disciplinary consequences:**

**First offense** - Warning to the parents.

**Second offense** - Three day suspension from the bus.

**Third offense** - Exclusion from riding the bus resulting in a meeting with the parents, child, and the Bus Committee.

Adopted – September 13, 1977

### **5.3. What Students May Expect of Highland Christian School**

#### **5.3.1. Academic Competence**

- 5.3.1.1. Classes will be taught by teachers licensed through accredited teacher preparation institutions. With board approval, an individual in a transition to teaching program or individual with an emergency teaching license may be approved for hire. This should not be a regular occurrence.**
- 5.3.1.2. Teachers will challenge each student to perform to his or her God-given capacity.**

#### **5.3.2. Human Dignity Policy**

- 5.3.2.1. At Highland Christian School each member of the school community, student, teacher, administrator, parent and constituent, will be challenged to respect all members of the community as image bearers of God. Each member of the HCS community has the right to a safe and equitable educational environment.**
- 5.3.2.2. Discrimination based on race, national origin, age, gender, disabilities and/or physical characteristics will not be tolerated.**
- 5.3.2.3. Physical, emotional verbal or digital intimidation, humiliation or harassment will not be tolerated.**
- 5.3.2.4. Members of the HCS community should be aware that the law requires school personnel to report incidents of possible abuse or harassment to law enforcement agencies for investigation and possible prosecution. Offenses will be addressed regardless of the method or means of the harassment and regardless of where the harassment took place.**

#### **5.3.3. Open Communication**

- 5.3.3.1. Open and honest communication between members of the Highland Christian School Community is essential to our unity.**
- 5.3.3.2. A prayerful Biblical approach to conflict resolution is to be our path when initial communication fails.**

Adopted – March 16, 2004

## **Section 6.0 Instruction**

### **6.1. Curriculum**

#### **6.1.1. Textbook Adoption Process**

##### **6.1.1.1. Committee Evaluation**

###### **6.1.1.1.1. Aligns with Biblical world-view and all school policies**

###### **6.1.1.1.2. Evaluate the text as it pertains to:**

1. Alignment to Indiana Standards
2. Level of Rigor
3. Comprehensive and reading level to appropriate grade level
4. Compatibility of technology

Revised – July, 2022

###### **6.1.1.2. Colleague evaluation and suggestions.**

###### **6.1.1.3. Multiple vendor representatives will be consulted.**

###### **6.1.1.4. The final recommendation presented for approval to the Education Committee is formulated by a committee made up of an administrator, staff members, and may include an Education Committee member.**

Updated – November, 2021

### **6.2. Evaluation of Students**

#### **6.2.1. Frequent Formative Assessment**

Teachers use frequent formative assessments to evaluate student work, to identify strengths, areas of concern, provide encouragement and stimulate best efforts. These assessments inform classroom instruction.

#### **6.2.2. The assessment system will be communicated to students and parents at the beginning of the year.**

#### **6.2.3. Grading**

Standards based grading is used from Kindergarten - 8th grade. This method of grading focuses on student proficiency and is oriented around a four point scale. Academic work and behavior are recorded separately to ensure students are advancing per the state standards. If a student does not achieve levels

of mastery, it is likely he/she will be given the opportunity to participate in a retake of the assessment or assignment. This is not always provided, but encouraged in a learning environment.

K-2nd Grading Scale:

Words used for Skill Assessment (Behavior and Work Habits):

Consistently = C

Sometimes = S

Rarely = R

Words used for Course Standards Assessment:

Excels = E

Meets Standard = M

Meets Standards Occasionally = MSO

Does Not Meet Standard Yet = N

Not Assessed = NA

3rd-8th Grading Scale:

4 = Exceeds Standard

3 = Meets Standards

2 = Progressing Towards Standards

1 = Not Meeting Standards

0/NA = Not Taught or Assessed Yet

Updated – November 2021

#### **6.2.4. Basis of Grades**

Students shall be clearly informed on the component requirements of their grades. Rubrics are an excellent means of communicating expectations. Teachers will communicate grades in a timely manner.

Revised – November 2018

### **6.3. Co-curricular Programs**

#### **6.3.1. Activities**

##### **6.3.1.1. Field Trips**

**6.3.1.1.1. Field trips will be selected for their contribution to the educational objectives, standards, and benefit to the students.**

**6.3.1.1.2. Trip planning will include:**

1. Department Head and Principal approval.

2. Scheduling and planning all aspects of the trip in a timely manner.
3. Parent permission slips.
4. Adequate chaperones for the number of students.

**6.3.1.2. Class Activities**

**6.3.1.2.1. Class trips beyond a 50 mile radius or overnight trip must be approved by the Education Committee.**

Adopted - May 14, 1970

**6.3.1.2.2. Grade Year-End Activities**

**6.3.1.2.2.1. 8th grade revenue sources- \$5,000 from Auction**

**6.3.1.3. Money/Funds**

**6.3.1.3.1. Collection of Monies**

All monies collected by the classroom teachers must be sent to the office for safe keeping on a daily basis. No money may be kept in classrooms or in a teacher's desk at any time.

Adopted - March 16, 2004

**6.3.2. Interscholastic Sports**

**6.3.2.1.1. Athletic Statement of Purpose**

The purpose of athletics at HCS is:

- |              |  |
|--------------|--|
| Section 7.0  | To honor God through the use and enjoyment of God-given talents and interests  |
| Section 8.0  | To develop skills and knowledge above and beyond Physical Education  |
| Section 9.0  | To benefit student health through the use, and development of the body   |
| Section 10.0 | To reveal, enhance and use valuable qualities such as; teamwork, respect, self-confidence, self-control, competitiveness and leadership in God honoring way. |

**10.1.1.1.1. School Attendance**

1. A student athlete may not participate in any athletic activity (practice, game, tournament, etc.) if they missed an entire day due to sickness or an unexcused absence.
2. A student athlete may not participate in any athletic activity (practice, game, tournament, etc.) if they leave school due to sickness.

3. To be eligible to participate in after school sports, student athletes must be at school by 12:00 p.m. Exceptions for non-illness-related absences (funerals, weddings, doctor's appointments) may be granted with prior approval from the coach in advance with at least 24 hours notification.

Adopted - February 3, 1976

**10.1.1.1.2. Transportation to co-curricular events**

1. Phone calls may only be made for the purpose of parent/athlete communication.

- Failure to comply will result in the device being confiscated. Parents may retrieve the device from the child's coach at their earliest convenience.

2. Food and drink (except water) may not be consumed while on the bus.

3. HCS uses 3 types of transportation to most away sporting events:

-Two-Way Bus Service: The bus takes players to the game and stays to take players back to HCS if needed.

-One-Way Bus Service: The bus takes players to the game but does not stay to take players back to HCS.

-Parent Drivers: In the event that a school bus cannot be provided for a sporting event, parents may provide their own transportation, or may give written consent for a school approved adult (staff member or parent volunteer) to provide transportation. Communication regarding transportation will be provided by the school, or coach, prior to the event.

4. Students who are not on the team but who wish to attend the game must find alternate transportation.

5. At least one responsible adult chaperone must be present on the bus for each team riding.

**10.2. Policies adopted to affect instruction.**

**10.2.1. Highland Christian School Code of Ethics - Appendix A**

**10.2.2. Creation - Appendix B**

**10.2.3. Policy on Human Sexuality -Appendix C**

## Appendix A: Highland Christian School Code of Ethics

The short definition of ethics is: rules or standards governing the conduct of the members of a profession; moral duty or obligation.

As a board member, principal, teacher, secretary or other staff member, there will be many times when you will need to rely on your sense of ethics to guide you in your daily duties. The purpose of this statement is to aid you in determining the ethical path to follow when confronted with problems that are not covered by policy, job description, or work rules.

The job description for a board member, principal, teacher, secretary or other staff member places you in a position where you may have access to and knowledge of records, plans, executive decisions, disciplinary cases and medical histories that affect every aspect of our school operation.

When the information available is of a sensitive nature, or when the premature release of it can have an adverse effect on our school, it is vital that the information be kept in the strictest confidence.

It shall always be considered unethical for a board member, principal, teacher, secretary or other staff member to release, divulge, or discuss information deemed to be sensitive or confidential with any person other than his or her immediate supervisor or colleague on a need to know basis.

- **Confidential information:** Records, student records, decisions, information, conversations, and plans assigned the level of Confidential shall be considered as SECRET and may not be released, divulged or discussed with any person other than the staff member's immediate supervisor.
- **Open information:** This classification means the information may be openly released, divulged or discussed with anyone requesting the information.

Only the principal or the confidential secretary shall have the authority to assign classification to records, decisions, information, conversations or plans that originated in or passed through his or her office.

Gossip: Idle talk about others, regardless of fact is gossip.

If a board member, principal, teacher, secretary or other staff member were to engage in gossip, he/she must consider the possibility that others may well think that his/her opinions or statements are those of his/her supervisor and give credibility to him/her that he/she does not deserve. Additionally, a gossiping board member, principal, teacher, secretary or other staff member can create the image that his/her comments are the official position or policy of the school. It shall always be considered unethical for a board member, principal, teacher, secretary or other staff member to engage in gossip.

A board member, principal, teacher, secretary or other staff member must always be conscious of the fact that other employees will think he/she has special privileges due to his/her position. In view of this, the board member, principal, teacher, secretary or other staff member must always be above reproach in

his/her behavior and never even allow the appearance of impropriety. To do so would be considered unethical.

As a Highland Christian School staff member you will be held to the highest standards of honesty, loyalty and above all, a strong sense of ethics. To model less as a staff member of the school would be unacceptable.

Accordingly, the board member, principal, teacher, secretary or other staff member who violates the code of ethics will be disciplined and may be discharged.

Adopted - August 19, 2003

## Appendix B: Creation:

Recognizing the differences of opinion on Creation within the Reformed Christian community on the relationship of science and Scripture (especially the first chapters of Genesis), the School Board ("Board") of Highland Christian School ("School") issues the following statement. By this statement the Board means to uphold that which is affirmed in our School's Constitution and to provide a congenial Christian environment in which our children may be taught.

At Highland Christian School we hold these basic statements to be true and expect our teachers and staff to positively endorse them in their teaching:

1. We recognize that all human endeavor in the field of education and learning, including scientific effort, is never neutral (i.e., it is either for or against the God of Scripture) and always bases its interpretations on believing or unbelieving presuppositions.
2. Our first presupposition is that the Bible is God's inspired, infallible Word and that this Book is our only rule for faith and practice.
3. We believe that God "has created of nothing the heaven, the earth, and all creatures, when it seemed good unto Him" and "that He still upholds and governs them by His eternal providence and infinite power for the service of mankind, to the end that man may serve his God." Belgic Confession, Art. 12.
4. "We believe that God created man out of the dust of the earth, and made and formed him after His own image and likeness," which means that all mankind, beginning with our first parent, Adam, is a product of divine creation rather than evolutionary development. Belgic Confession, Art. 14.
5. We believe that Adam's original sin "is a corruption of the whole nature and a hereditary disease affecting him and all of creation". Belgic Confession, Art. 15.
6. We believe that the results of sound scientific effort can give us reliable information regarding the natural laws which govern all mankind.
7. We believe that all laws governing man's moral and spiritual understanding and behavior are found only in the Bible.
8. We believe that the Good News of man's recovery from his fallen state by the birth, life, death, resurrection, and ascension of Jesus Christ as "the last Adam" (1 Corinthians 15:45) presumes the corporate structure of the human race as revealed in God's Word (Genesis 1:27; Romans 5: 18,19). Therefore, we cannot allow any suggestion that Adam and Eve are not the real, historical, and first parents of the whole human race.

Adopted - July 23, 1991

## Appendix C: Policy on Human Sexuality

At Highland Christian School (hereinafter referred to as "HCS") we believe that the Bible is God's inspired, infallible Word and that Holy Scripture is our only rule for faith and practice. (Belgic Confession Articles 3 & Article 7; 2 Timothy 3:16-17; 1 Peter 1:10-12; 1 Corinthians 3 : 11; Galatians 1:6-9).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that marriage between one man and one woman for life uniquely reflects Christ's relationship with His church (Ephesians 5:21-33) and serves as the foundational unit of a stable society (1 Corinthians 7: 2) providing children the best opportunity for being raised in a stable family life consistent with the Biblical model for marriage and family life.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; Romans 1:21-28; 1 Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of HCS and to provide a biblical role model to the HCS's faculty, staff, parents, students and the community, it is imperative that all parents seeking admission of their child/children into or continued enrollment in HCS agree to and abide by our Statement of Faith and this Policy on Human Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are neither in accord with Scripture nor the doctrines and policies of HCS.

Our Statement of Faith and this Policy on Human Sexuality do not exhaust the extent of HCS's beliefs. The Bible alone, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality and the proper conduct of mankind and as such is the sole and final source of all that we believe. HCS is not now nor ever has been a parochial or church owned school. Therefore, for purposes of HCS's faith, doctrine, practice, policy and discipline, the Board of Directors is HCS's final interpretative authority on the Bible's meaning and application.

Adopted -April 2016