

# **Board Policy Manual**



*Jim Elliot Christian  
High School*

# **BYLAWS OF JIM ELLIOT CHRISTIAN HIGH SCHOOL**

## **PREAMBLE**

We, the Board, in response to the Biblical commandment for Christian education of our children, and believing that this Christian education can best be accomplished in a Christian school, hereby make and adopt the following Bylaws for the organization and operation of Jim Elliot Christian High School.

## **ARTICLE I**

### **Name**

The name of this school is Jim Elliot Christian High School.

## **ARTICLE II**

### **Non-Profit Organization**

JECHS is a 501 (c) (3) non-profit organization. Contributions are tax deductible.

## **ARTICLE III**

### **Philosophy of Education**

The JECHS Philosophy of Education is based on the school Statement of Faith, Mission Statement, Vision Statement, and Core Values. Our staff strives to provide the best integrated curriculum and methodology available in order to provide an instructional program that enables students to pursue a post-secondary education – whether in college, university or in the area of vocational training. Finally, JECHS strives to provide students with a Biblical worldview from which they develop an understanding of their role in life at home, work, play, and worship---all grounded in the Christian concept of love.

## **ARTICLE IV**

### **Indemnification**

The school shall indemnify each Board member who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrate or investigative (other than an action by or in the right of the corporation) by reason of his/her being or having been a Board member or officer of the school, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with the action, suit or proceeding if he/she reasonably believed to be in or not opposed to the best interests of the school and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

The school shall indemnify each Board member and officer who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the school to procure judgment in its favor by reason of his/her being or having been a Board member or officer of the school, against expenses (including attorney's fees) actually and reasonably incurred by him/her in connection with the defense or settlement of such action or suit if he/she acted in good faith and in a manner he/she reasonable believed to be in or not opposed to the best interests of the school, except that no indemnification shall be made in respect to any claim, issue or matter as to which the Board member

or officer shall have been adjudged to be liable for gross negligence or willful misconduct in the performance of his/her duty to the school unless and only to the extent determined by a court as provided by law.

In the event of the disposition of any action, suit or proceeding in which no determination regarding good faith, reasonable belief, gross negligence or willful misconduct, as applicable, has been made, such indemnity shall be conditioned upon prior determination that the Board member or officer acted in good faith and with reasonable belief and without negligence or misconduct, as applicable, and that such payments or obligations are reasonable.

Such determination shall be made (i) by a majority vote of a quorum consisting of Board members who are not parties to such proceeding, (ii) by independent legal counsel in a written opinion if such a quorum is not obtainable or, even if attainable, if a quorum of disinterested Board members so directs. Board members eligible to make any such determination or to refer any such determination to independent legal counsel must act with reasonable promptness when indemnification is sought by any Board member or officer. Expenses incurred in defending any proceeding may be paid by the school in advance of final disposition of such proceeding, if authorized in the manner set forth in the preceding paragraph, upon receipt of an undertaking by or on behalf of the Board member or officer to repay such amount, unless it shall ultimately be determined that he/she is entitled to indemnification.

Every reference herein to "Board member" or "officer" shall include every Board member or officer or former Board member or officer of the school as a Board member or officer or in a similar capacity of another corporation, partnership, joint venture, trust or other enterprise and in all such cases, the heirs, executors and administrators of such Board member or officer.

The school may further indemnify each Board member and officer in any other manner permitted by law.

## **ARTICLE V Dispute Resolution**

The Board shall ensure that each contract for employment shall contain language for dispute resolution as follows:

### **Employment Agreement Regarding Mediation and Binding Arbitration**

I agree to attempt to resolve differences or conflicts by following the biblical pattern of addressing the conflict in private with my employer, administrator, or a co-worker consistent with Matthew 18:15. Should the issue remain unresolved with my employer, I agree to be bound by the following mediation and arbitration agreement in an attempt to resolve these issues and bring reconciliation.

### **Mediation and Binding Arbitration Agreement**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort shall be settled by biblically based mediation. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration.

The parties agree for the arbitration process to be conducted in accordance with the “Rules of Procedure for Christian Conciliation” (“Rules”) contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. Consistent with these “Rules,” each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Conciliation a division of Peacemaker Ministries of Billings, Montana [(406) 256-1583], shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the “Rules,” the arbitrator shall issue a written opinion within a reasonable time.

The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process (name of school) agrees to pay all fees and expenses, which may be required by the mediator, case administrator and/or arbitrator related to such proceeding. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree they will endeavor to exchange information with each other and present the same at any mediation or arbitration pursuant to the ICC Rules of Procedure with the intent to minimize costs and delays to the parties. They will seek to cooperate with one another and may request the mediator, case administrator and/or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other’s issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and/or arbitrator. In addition, the parties agree that in the event of arbitration, they will use a single arbitrator who is experienced in the relevant area of law and familiar with biblical principles of resolving conflict.

The parties to this contract agree that these methods shall be the **sole remedy** for any controversy or claim arising out of the employment relationship or this agreement and **expressly waive** their right to file a lawsuit against one another in any civil court for such disputes, including any class action proceeding, except to enforce a legally binding arbitration decision. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.

## ARTICLE VI Non-Discrimination

### **Students**

Jim Elliot Christian High School, in accordance with applicable federal and state law and Jim Elliot Christian High School policy, does not discriminate on the basis of race, color, national or ethnic origin. Jim Elliot Christian High School also prohibits any form of harassment. This nondiscrimination policy covers volunteer service, admission, access, and treatment in Jim Elliot Christian High School programs and activities.

### **Employees**

Jim Elliot Christian High School, in accordance with applicable federal and state law and Jim Elliot Christian High School policy, does not discriminate on the basis of race, color, national or ethnic origin, gender, age and disability. Jim Elliot Christian High School also prohibits any form of harassment. This nondiscrimination policy covers employment, volunteer service, admission, access, and treatment in Jim Elliot Christian High School programs and activities.

**ARTICLE VII**  
**Amendments of the Bylaws**

The Board shall have the power to alter, amend or repeal these Bylaws or adopt new Bylaws by a two-thirds vote of all of Board members.

**FOUNDATIONAL DOCUMENTS**

**VISION STATEMENT**

A discipleship school that partners with parents to provide excellence in Christian Education.

**MISSION STATEMENT**

Jim Elliot Christian High School, in partnership with parents, has as its mission the discipleship and complete education from a Christian perspective. The Christian point-of-view will be evidenced in all disciplines of the school, in order to achieve significant growth, excellence in academics, physical education, and social interaction that will develop knowledgeable and wise students, mature in their faith.

**SLOGAN**

For Christ and His Kingdom

**CORE VALUES**

JECHS will always be:

1. Christ Honoring – Every class and activity, every person and program will seek to glorify the Father by modeling the Son. This means:
  - The school belongs to Christ. Leadership serves His purposes and follows His leading.
  - Prayer is seen as central to the success of the school.
  - Board members, employees, and students have confessed Christ as Savior and Lord and model His behavior to the best of their abilities.
  - The school will conscientiously continue to strive for excellence in all aspects of its programs.
2. Bible Based – The infallible Scripture is the foundation of our philosophy, teaching, policies and practices. This means:
  - All curriculum and activities will follow Biblical principles and promote a Biblical worldview.
  - Bible will be taught as a core academic subject.
3. Discipleship Oriented – JECHS trains other students to boldly live a life of faith in Christ. Reverence for the Lord is the beginning of wisdom and knowledge. This means:
  - JECHS is dedicated to being a discipleship school in all that it does.

- JECHS enrolls only students who have made a profession of faith in Christ as their Savior or are willing to give the Christian faith a “fair hearing.”
  - The school works in partnership with families.
  - Education is seen as a means, not an end. JECHS helps students mature spiritually while preparing them intellectually so that they may succeed in life after high school, making a difference for Christ in their world.
  - Board members and employees are all expected to model discipleship by their commitment to and involvement in a Bible-believing church.
  - Families and students are encouraged to be involved and attend a Bible-believing church
4. Educationally Effective - JECHS will provide an academically rigorous curriculum that prepares students to reach their potential for success in the college or vocation of their choice. This means:
- Students will be academically literate, socially well rounded and spiritually grounded while choosing a healthy lifestyle.
  - Students will have ample opportunities to develop and practice the important character qualities of self-discipline, responsibility for one’s actions, service, integrity, evangelism and good citizenship.
  - Teachers will demonstrate a love for students and a passion for academic excellence.
  - Students are enrolled who desire academic excellence in a Christ-centered environment.
5. Operationally Honorable - The operations of the school will be God honoring and follow the highest standards of integrity. This means:
- All business practices are anchored in Biblical principles and are transparent to scrutiny.
  - The board will strive to provide the best employee compensation, benefits, and professional development opportunities possible.
  - The school will remain an independent educational institution with no denominational affiliation.

### STATEMENT OF FAITH

Each member of the Board and each employee of the corporation, having accepted Jesus Christ as their personal Savior, shall subscribe to the following Statement of Faith:

1. **We believe** the bible to be the inspired; the only infallible; authoritative; inerrant Word of God (*II Timothy 3:15, II Peter 1:21*).
2. **We believe** there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).
3. **We believe** in the creation of man by the direct act of God (*Genesis 1:26-28, 5:1-2*).
4. **We believe** in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*), His sinless life (*Hebrews 4:15, 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*), His resurrection (*John 11:25, I Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), His personal return in power and glory (*Acts 1:11, Revelations 19:11*).

5. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5*).
6. **We believe** in the resurrection of both the saved and the lost, that they are saved unto the resurrection of life, and that they are lost unto the resurrection of damnation (*John 5:28-29*).
7. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).
8. **We believe** in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life (*Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18*).

**Changes to any Foundational Document requires a three-fourths vote of all Board members.**

## **BOARD POLICY MANUAL**

### **EXPECTATIONS**

#### **BENEFICIARIES**

The primary beneficiaries of Jim Elliot Christian High School are the enrolled students. They are to receive a Biblically based education that will prepare them for their future endeavors. Their education at JECHS in both academics and life skills shall establish themselves as set apart to follow God's will and to be His ambassadors in their everyday lives by reflecting mature Christian discipline. Students shall graduate as responsible citizens prepared to succeed in higher education or in the careers of their choice, always reflecting Godly character. The following outcomes are known to the school as ESLRs (Expected School-wide Learning Results):

**Academic Achiever**---Students should be able to:

- Demonstrate competence in the academic disciplines that will enable them to pursue the advanced studies and career goals to which they aspire.
- Express their God-given creative potential in all intellectual, artistic, practical, and physical pursuits.
- Become technologically literate and adapt to emerging technologies.
- Understand that doing one's best in academic pursuits is a mark of Christian discipleship (Col. 3:23).

**Well-Equipped Christians**---Students should be able to:

- Recognize the meaning and implications of the biblical worldview in contrast to other major worldviews.
- Demonstrate how to use the Bible as a guidebook for life.
- Distinguish right from wrong using the Bible as the standard.
- Defend their faith and prepare to share that faith with the world.
- Apply Biblical principles in order to become physically, emotionally, intellectually, and spiritually fit.
- Demonstrate the proper treatment of the physical body which is the temple of the Holy Spirit.
- Portray Christ-like character.

**Effective Communicators**---Students should be able to:

- Apply the conventions of English for effective communication.
- Read, write, speak, and listen reflectively and critically.
- Recognize the value of working together cooperatively.
- Apply listening skills objectively to other points of view and seek conflict resolution.
- Demonstrate communication skills at school, career, and community activities.

**Critical Thinkers**---Students should be able to:

- Demonstrate logical and effective decision making skills.
- Identify, locate, and organize information or data.
- Demonstrate the ability to analyze, synthesize, and evaluate information through independent and/or cooperative efforts in order to reach resolution.
- Apply problem-solving strategies to real-life scenarios.
- 

**Community Contributors**---Students should be able to:

- Choose to use their time and talents to improve the quality of life in schools, communities, and the world.
- Demonstrate positive and productive citizenship.
- Exhibit an appreciation and concern for the natural environment.
- Demonstrate an awareness of world viewpoints, belief systems, cultures, and other languages.
- Choose to act in an ethical and responsible manner that reflects the character of Christ.
- Apply an appreciation for the historical background and diverse origins of people and events.

Other beneficiaries include faculty/staff, student families, alumni families, church partners and the community.

## **POLICY TYPE: GOVERNANCE PROCESS**

### **GOVERNANCE COMMITMENT**

The Board, supporting the welfare of the students, the work of staff and the interest of the community, shall hold itself accountable by ensuring that all action it takes is consistent with the Bylaws, Foundational Documents, and Board Policies.

### **Non-Discrimination-**

#### **Students**

Jim Elliot Christian High School, in accordance with applicable federal and state law and Jim Elliot Christian High School policy, does not discriminate on the basis of race, color, national or ethnic origin. Jim Elliot Christian High School also prohibits any form of harassment. This nondiscrimination policy covers volunteer service, admission, access, and treatment in Jim Elliot Christian High School programs and activities. Jim Elliot Christian High School also prohibits any form of harassment.

#### **Employees**

Jim Elliot Christian High School, in accordance with applicable federal and state law and Jim Elliot Christian High School policy, does not discriminate on the basis of race, color, national or ethnic origin, gender, age and disability. Jim Elliot Christian High School also prohibits any form of harassment. This nondiscrimination policy covers employment, volunteer service, admission, access, and treatment in Jim Elliot Christian High School programs and activities. Jim Elliot Christian High School also prohibits any form of harassment.

**POLICY TYPE: GOVERNANCE PROCESS**

**GOVERNANCE STYLE**

1. The Board shall govern with emphasis on organizational vision, encourage diversity in viewpoints, focus on strategic leadership, observe clear distinction between Board and Administrator roles, make collective decisions, exhibit future orientation, and govern proactively. The Board shall be made up of at least five (5) but not more than nine (9) members. Beginning in the 2014-2015 school year, Board membership may increase to up to eleven (11) members. Each Board Member shall serve the Board for a term of three years unless such service is terminated by resignation, death, or dismissal. A Board Member is eligible to serve for three successive 3-year terms subject to approval by a majority vote of the Board at the end of each 3-year term. After three, 3-year terms on the Board, the Board Member must step down from service for at least one full year before being eligible again for service on the Board. At no one time can more than 1/3 of the board leave their service. A Board member may serve as President for no more than three consecutive years. The President or Vice President, by vote of the Board, may extend their term by one (1) year in the event both members term out in the same school year. This may increase Board membership to twelve (12) for the specified school year. The terms of service for the Board Members shall begin July 1 and expire three years later on June 30.
  - 1.1. At all times, the Board shall seek God’s direction as its members discharge their responsibilities for the continued improvement of JECHS and the learning environment for its students. The Board’s efforts shall also serve to uplift the students’ families, faculty, staff, alumni and alumni families, partner churches, and the communities of JECHS.
  - 1.2. Board members shall commit themselves to continually recognize the potential impact JECHS may have on the community and dedicate themselves toward attaining goals established by the Board that will position JECHS as a positive Christian influence in the community.
- 1.3. Members of the Board shall:
  - 1.3.1. Be born-again believers and shall agree without reservation with the Statement of Faith of JECHS. Further, they shall be members in good standing of a church or fellowship whose doctrine is in agreement with the Statement of Faith of JECHS.
  - 1.3.2. Hold themselves accountable to one another in regular attendance at Board meetings.
  - 1.3.3. Thoroughly prepare in advance for meetings and abide by policy-making procedures as adopted by the Board.
  - 1.3.4. Recognize and uphold the role of individual Board members to provide input to Board decisions.
  - 1.3.5. Work cooperatively and courteously with one another to guarantee a Spirit-led discussion at all times.
  - 1.3.6. Be supportive of all decisions once determined by a vote of the Board.
  - 1.3.7. Uphold the Board governing process and not allow any individual member, officer or committee to misrepresent the Board at any time.
  - 1.3.8. Commit themselves to developing policies that will guide JECHS into the future.
- 1.4. The role of the Board is to set policy and to lead JECHS in obtaining those goals for the school as

adopted by the Board.

- 1.5. Specific contributions by the Board shall be reflective in the areas of Governance Process, Financial Polices, Board/Administrator Policies, Directional Policies for the Administrator, and Finance Review.
  - 1.5.1. All official Board meetings are open to the public with the exception of Executive Sessions.
  - 1.5.2. Board members are responsible in their actions to the Board and must abide by the policy decisions of the Board.
  - 1.5.3. Board member interaction with the Administrator or members of the faculty and staff lacks authority unless designated by the Board.
  - 1.5.4. Board member interaction with the public, press or other entities must recognize the same limitation to speak for the Board except to repeat stated Board decisions when authorized by the Board or the Board President.
  - 1.5.5. Board members shall maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the Board, especially those matters discussed in executive session.
- 1.6. The Board shall employ an Administrator to oversee the operations of the school, with the exception of finances and human resources. The Board shall employ a Chief Business Officer who will manage finances pursuant to the adopted Budget for each fiscal year and human resources (i.e. insurance benefits, insurance coverage and compliance with governmental agencies).
- 1.7. Board members shall provide for the desired performance of the Administrator by monitoring the Job Description and Directional Policies for the Administrator.
- 1.8. Board Member Criteria---In electing nominees to the Board, the Board Executive Committee shall follow a board-approved "profile" showing the desired make-up of the Board and the gifts, skills, and talents for its members.
- 1.9. Board Nominee Briefings---Prior to election, each Board nominee shall be given adequate briefings on the role of the Board, officers, and staff. The nominee shall also receive an overview of Board plans for JECHS; a financial overview of the school; and other information as deemed necessary by the Board Executive Committee.
- 2.10 Nominations to the School Board---The Board Executive Committee shall nominate candidates for the Board. A properly completed application will be submitted to the Committee.
  - 2.10.1 Such candidacies must be reviewed by the Committee to determine interest, suitability, and eligibility prior to submission to the Board for consideration.
- 2.11 Vacancies on the Board---A vacancy on the School Board shall be deemed to exist in the case of expiration of term, resignation before expiration of term, death or removal from the Board.
- 2.12 Appointment of Board members to fill unexpired terms---Any vacancy on the Board may be filled by a majority vote of the remaining Board members. The newly appointed Board member will begin a new three (3) year term.
- 2.13 Resignation or dismissal from Board---

- 2.13.1 Any Board member may resign from office by tendering his/her resignation in a letter to the Board President.
  - 2.13.2 Any Board member may be removed from the Board for failure to be a Christian role model, for excessive absences from regular and special meetings of the Board or in the judgment of the Board such removal would be in the best interest of the school. Removal from the Board shall be a matter of “last resort” and shall require a three- fourths vote of all Board members.
  - 2.13.3 In view of the serious nature of a Board member’s involuntary removal from the Board, every effort shall be made by all parties to show Christian compassion.
  - 2.13.4 If a member removed from the Board was an officer, another member shall be designated by majority vote of the Board to assume the responsibilities of the vacant office.
- 2.14 Board Member Code of Conduct---The Board commits itself and its members to Christian, ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. This accountability to JECHS supersedes:
- 2.14.1 Any conflicting loyalty a member may have to other advocacy or interest groups, boards or staffs.
  - 2.14.2 Any conflicting loyalty based upon being a parent or relative of a student, alumnus or an employee of JECHS.
- 2.15 Board Member Conflict of Interest---Board members shall avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a member is confronted with an issue in which the member has a personal interest or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the interests of JECHS. A Board member owes to the Board a fiduciary duty to act in the best interest of JECHS. Roberts Rules of Order (Revised Version) shall apply at all times to issues of conflict of interest which requires the member in conflict to exit the meeting room during discussion.
- 2.15.1 All Board members will comply with State and federal laws pertaining to conflict of interest.
  - 2.15.2 Board members may have family or business relations that could create the perception of a conflict of interest. In such instances where State and federal laws do not require any action, the Board member shall disclose the interest, abstain from Board discussion and abstain from voting.
  - 2.15.3 In all matters that may have the appearance of impropriety, in addition to disclosing the interest and abstaining from taking any formal action, the Board member shall not attempt to influence the decisions of staff or other Board members on the issue either in or out of a Board meeting.
  - 2.15.4 In addition to restrictions on taking formal action regarding matters, which create the appearance of conflict of interest, a Board member is expected to avoid a conflict of interest in the exercise of the member’s other duties. A Board member shall not:
    - 2.15.4.1 Disclose or use confidential information acquired during the performance of official duties as a means to further the Board member’s own personal financial interests or the interests of a member of the Board member’s immediate family.

- 2.15.4.2 Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, of which the Board member knows or should know, is primarily for the purpose of a reward for official action.
- 2.15.4.3 Engage in a substantial financial transaction for private business purposes with a person whom the Board member directly or indirectly supervises.
- 2.15.4.4 Receive any compensation for services rendered to JECHS from any source except designated Board compensation and reimbursement of expenses incurred as a Board member.

2.16 President's Role---The President of the Board shall maintain the integrity of the Board's processes and is the only Board member to speak on behalf of the board, unless otherwise determined by the Board. The President shall:

- 2.16.1 Conduct and monitor Board meeting discussions to guarantee that only Board issues, as defined in Board policy, are discussed.
- 2.16.2 Maintain a fair, open and thorough deliberation that includes an appropriate discussion of issues before the Board.
- 2.16.3 Chair all Board meetings according to Robert's Rules of Order (Revised Version) and in accordance with existing By-laws.
- 2.16.4 Lead Board members in an annual self-review/assessment to guarantee process improvement.
- 2.16.5 Take action outside of Board meetings that only reflects the policies and decisions of the Board.
- 2.16.6 Refrain from exercising any authority as an individual to supervise or direct the Administrator.
- 2.16.7 Annually assess the performance and conduct the evaluation of the Administrator as directed by the Board.
- 2.16.8 Represent Board decisions and positions to the public. When necessary, this duty may be assigned to other Board members but the President shall be responsible for such representations.
- 2.16.9 Sign all contracts authorized by the Board.
- 2.16.10 Appoint chairpersons of all Board committees.

2.17 Vice President Role---the Vice President of the Board shall:

- 2.17.1 In the absence or inability of the President to perform his/her duties, the Board Vice President shall have all of the powers, duties and responsibilities of the President.
- 2.17.2 The Vice President of the Board shall be responsible for maintaining a current and accurate record of archived documents relating to the Board, including but not limited to By-laws, Policy Manual and Board Handbook.
- 2.17.3 It is understood that the Vice President will be trained and mentored by the current

President with the intent of becoming the next President, by vote of the Board.

2.18 Secretary Role---the Secretary of the Board shall:

- 2.18.1 Take minutes of all meetings of the Board and record official action.
- 2.18.2 Prepare and distribute minutes of Board meetings to Board members and Administrator within 10 days of the meeting.
- 2.18.3 Keep the Board Handbook up to date.
- 2.18.4 Be sure the Board does not unknowingly overturn prior Board action.
- 2.18.5 Secure Board members' annual affirmation of service to JECHS as members of the Board.
- 2.18.6 Handle all correspondence required for the effective operation of the Board.

2.19 Board Committees---Committees may include but not be limited to:

- 2.19.1 Board Executive Committee---This Standing Committee develops a roster of potential Board members based on the Board profile, nominates new Board members and orients new Board members. The committee is also responsible for receiving and investigating all formal grievances filed with the Board. It shall consist of the Board Officers.
- 2.19.2 Finance Review Committee---This Standing Committee provides to the Board a regular review of the financial standing of JECHS and the development of fund raising efforts.
- 2.19.3 Grievance Committee---This standing Committee will be made up of three Board- appointed members and will oversee the receipt and investigation process of any formal appeals to the grievance process filed with the Board.
- 2.19.4 Ad-Hoc Committees---These committees shall be established by the Board to serve a specific purpose according to a designated time of service.

2.20 Board Committees shall:

- 2.20.1 Not interfere nor disrupt the delegation of authority from the Board to the Administrator.
- 2.20.2 If so designated by the Board, work with the Administrator to achieve a specific objective but never in a role of oversight. That role remains with the Board.
- 2.20.3 Only interact with members of the JECHS faculty according to the Board's direction and with consultation of the Administrator.
- 2.20.4 Restrict themselves to the assigned task delegated by the Board and not assume a broader role of service.
- 2.20.5 Maintain its focus at the policy level of the Board and not the implementation of policy as it affects the day-to-day operations of JECHS. This focus shall be directed at the amending of existing policy or the development of new policy.
- 2.20.6 Not serve in a monitoring capacity of a specific organizational performance in which it originally developed policy.

2.20.7 Include non-Board members as part of the committee if so designated by the Board.

2.21 Board Meetings---

2.21.1 The tentative schedule of Board meetings shall be established one year in advance.

2.21.2 At all meetings of the Board, a majority of Board members shall constitute a quorum for the transaction of business. Only members present may vote at any meeting of the Board.

2.21.3 No meeting shall be conducted without the presence of a quorum of Board members.

2.21.4 The last agenda item for the June Board meeting will be the election of officers for the following year, starting July 1.

**POLICY TYPE: FINANCIAL POLICIES**

**FINANCIAL POLICIES**

3.1 The school will operate with a balanced budget that reflects a Board approved financial plan for the year. The budget will be reviewed by the Finance Review Committee in specifics and presented to the Board as a categorical budget for their review and approval.

3.2 The presented budget will provide enough detail to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow and income/expense review, and disclosure of planning assumptions.

3.3 The Board shall establish a schedule of tuition fees in accordance with a balanced budget.

3.4 Budget may not reduce the current assets at any time to less than an amount equal to the current liabilities or a one to one ratio.

3.5 The Board shall establish a scale for tuition relief for employees of JECHS and local pastors.

3.6 Financial Condition—Until such time a Chief Business Officer is hired, a representative of the Finance Review Committee will accurately report the financial condition at each meeting of the Board and respond clearly to questions from the Board members regarding that report. The report to the Board will reflect “Year to Date” budget to actual comparisons for the present year and cash position.

3.6.1 The Board must approve any line of credit, short- and long-term borrowing, and risk level of interest-bearing accounts.

3.7 The Finance Review Committee shall:

3.7.1 Insure against theft and casualty losses to at least 80 percent replacement value and against liability losses to Board members, staff, or to JECHS itself to minimally acceptable and prudent levels.

3.7.2 Protect JECHS, its board and staff from claims of financial liability.

3.7.3 Oversee the receipt, process, and disbursement of funds under controls sufficient to meet the standards of the board-appointed financial reviewer.

3.7.4 See at minimum that an annual review is completed by an outside CPA and its findings

submitted to the Board.

3.8 Receipt of donated items for fundraising purposes: Items and/or services accepted from donors shall follow these guidelines:

- 3.8.1 Items and/or services accepted may not be dishonoring to the Lord or to the Body of Christ.
- 3.8.2 Items and/or services accepted shall be reflective of the values of JECHS and not connected with activities or industries that may cause disharmony.
- 3.8.3 Fundraising events are not restricted to non-alcoholic. Best practices as to the presence of alcohol will be utilized.
- 3.8.4 Subject to prior approval by the Board, unsolicited gifts from persons or entities generating their funds through legal but undesirable activities may be accepted.
- 3.8.5 Care is to be taken to be sensitive to the feelings of those whose donation is deemed to be inappropriate for use in JECHS fundraising activities. Personal affirmation of the person offering such a gift to further the ministry of the school is important as they are likely to be unaware of the conflict such a gift presents to the school.
- 3.8.6 The Board is ultimately responsible to determine the suitability of an item.

#### **POLICY TYPE: BOARD/ADMINISTRATOR POLICIES**

##### **BOARD/ADMINISTRATOR RELATIONSHIP**

- 4.1 The Board's primary connection to the day-to-day operational organization of JECHS, its achievements, and conduct is through the Administrator.
- 4.2 Only decisions of the Board are binding on the Administrator.
- 4.3 The faculty and staff shall be hired by and report to the Administrator. The Administrator exercises operational authority over JECHS staff and is responsible to the Board for staff accountability.
- 4.4 The Board will instruct the Administrator through written policies that prescribe the organizational Expectations to be achieved and describe organizational situations and actions to be avoided, allowing the Administrator to use any reasonable interpretation of these policies.
- 4.5 An annual evaluation of the Administrator shall be conducted according to the process and timeline established by the Board and included in the annual calendar. New Administrators shall be evaluated twice a year for the first two years.
- 4.6 In addition to the ongoing monitoring, Board members will give input to and organize their evaluation of the administrator's performance in an Executive Session. The finalized evaluation will be presented in a face-to-face meeting between the administrator and the Board President. At this time, the Board President and the Administrator will agree on specific performance goals for the year ahead based on Board recommendations. The Administrator's compensation package will be reviewed during or soon after this process. The process for evaluation will follow that recommended by ACSI in its pamphlet for such an assessment.
- 4.7 Monitoring reports regarding the Administrator, as appropriate, will be requested from the Board President. These reports will focus on the fulfillment of the policies that the Board has set. In some cases (such as audits), external reports are required, utilizing experts to apprise the board of

compliance with its policies. These experts may recommend that the board adjust or add policies for additional organizational policies.

**POLICY TYPE: DIRECTIONAL POLICIES FOR THE ADMINISTRATOR**

**EXECUTIVE POLICIES**

The Administrator shall maintain and oversee the following areas:

- 5.1 The Administrator shall encourage those practices that are lawful, ethical, safe, respectful, prudent, moral, and reputable in conformance with Board policy.
- 5.2 In order to protect the Board in the event of sudden and unexpected loss of Administrator services, the Administrator shall assure that at least one other executive staff member is familiar with Board and Administrator issues and processes and is capable of assuming Administrator responsibilities on an emergency basis, should the need arise.
- 5.3 The Administrator shall inform and support the Board in its work.
- 5.4 The Administrator is an *ex officio*, non-voting member of the Board and is notified and expected to attend Board meetings.
- 5.5 The Administrator shall handle day-to-day school operations with the best interest of the school in mind
- 5.6 The Administrator shall protect, maintain and manage the property and equipment of the school in a safe and quality manner.
- 5.7 The Administrator shall annually review/update the Employee Handbook and School Handbook to be approved by the Board.
- 5.8 The Administrator shall develop and submit an annual school calendar to the Board for approval.
- 5.9 The Administrator shall maintain the Crisis Management Plan that addresses natural disasters and other emergency situations, including communication with legal authorities, families, media, and the community.
- 5.10 The Administrator shall ensure that appropriate and ongoing input from constituents and stakeholders is regularly sought
- 5.11 The Administrator shall follow the approved budget and financial priorities.
- 5.12 The Administrator shall preserve the financial integrity of JECHS.

**FINANCIAL POLICIES**

The Chief Business Officer shall oversee the following areas:

- 6.1 The Chief Business Officer shall assure the implementation of the financial planning of any fiscal year or the remaining part or any fiscal year shall conform to the Board's Expectations, priorities, fiscal responsibility, and reflect the Board's multi-year plan.
- 6.2 The Chief Business Officer shall follow the Board approved budget and financial priorities.
- 6.3 The Chief Business Officer shall work to ensure that all JECHS assets are protected and adequately

maintained to avoid physical and financial risk.

6.4 With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Chief Business Officer shall preserve the fiscal integrity and Christian testimony of JECHS.

6.5 JECHS shall support a third-party selection process for student financial assistance within a balanced budget. A third party process is defined as an outside vendor or Board appointed ad-hoc committee.

## **EMPLOYEE POLICIES**

The Administrator shall maintain and oversee the following areas:

7.1 With respect to interactions with school families or potential school families, paid staff and/or volunteers, the Administrator shall encourage conditions, procedures, and decisions which are safe, dignified, Biblical, and provide appropriate confidentiality or privacy.

7.2 The Administrator shall provide to all employees an Employee Handbook and a School Handbook and each employee shall certify annually in writing that he/she has received and reviewed these handbooks.

7.3 Individuals serving on the faculty and staff shall be born-again believers and subscribe without reservation to the school's Statement of Faith and Philosophy of Education. Such individuals shall be Christian role models in the school and community.

7.4 Individuals serving as the faculty or staff shall be a member in good standing of a church or fellowship whose doctrine is in agreement with the Statement of Faith of Jim Elliot Christian High School.

7.5 Employee responsibilities are to be defined in job descriptions established and maintained by the Administrator.

7.6 The faculty shall be appointed each year by written contract after careful consideration of spiritual and academic qualifications and Administrator's evaluations.

7.7 All administrators and teachers must meet ACSI accreditation standards.

7.8 All administrators and faculty are required to continue their education in conjunction with an Administrator-approved Professional Growth Plan.

7.9 The Administrator will discuss with the Board and seek appropriate legal advice when dealing with the termination of an employee or non-renewal of an employee's contract.

7.10 The teaching staff is required to adhere to policies regarding RenWeb grading and homework assignments as defined in the Employee Handbook.

## **STUDENT POLICIES**

The Administrator shall maintain and oversee the following areas:

8.1 The Administrator shall develop and maintain admission standards and enroll only those students who conform to the standards.

8.1.1 The student and at least one parent/guardian must be Christians, giving a clear profession of

faith during the application and interview process.

8.1.2 The student and at least one parent/guardian must regularly attend a Bible-believing church or fellowship and concur with the JECHS Statement of Faith.

8.1.3 The student must express a desire to attend school at JECHS.

8.1.4 The student's grades and/or behavior must meet acceptable standards as determined by the Administrator. If either grades or behavior are substandard, the student may be accepted on a probationary basis provided he/she agree to the school's plan to address any deficiencies.

8.2 The Administrator shall assure that school-sponsored trips will be mission-oriented and/or academically-focused. The destination, supervision, requirements, and planning of school-sponsored trips will be approved by the Administrator.

8.3 Student records will be maintained according to ACSI and State requirements.

8.4 The Administrator will provide a code of student conduct that will be written in the School Handbook and annually reviewed with students and staff.

8.5 The Administrator will establish a dress code for students and staff based upon appropriateness and modesty. The dress code will be written in the School Handbook and annually reviewed with students and staff.

8.6 The Administrator will establish and maintain an appropriate Discipline Plan for the school.

## **INSTRUCTIONAL PROGRAM POLICIES**

9.1 With respect to the programs/services provided by JECHS, the Administrator shall strive to ensure these programs/services meet or exceed education standards as defined by the Board.

9.2 With respect to a nondenominational approach in the classroom, the Administrator shall oversee the adherence to the following principles:

9.2.1 Nondenominational Position--The Statement of Faith is fundamental to basic Christian tenants and contains those doctrines to which JECHS unreservedly teaches and adheres. Since it is the desire of JECHS to maintain this position and in order to do so in all fairness, the following areas are left primarily to the teaching of home and church:

9.2.1.1 Church government: authority and discipline

9.2.1.2 Time and mode of baptism

9.2.1.3 Security and the believer

9.2.1.4 Timing of future events according to Scripture

9.2.1.5 Second work of grace: baptism of the Holy Spirit

9.2.1.6 Sinless perfection

9.2.1.7 Gifts of the Spirit: tongues, interpretation of tongues, healing, miracle working, discerning of spirits

- 9.3 With respect to school accreditation, the Administrator will be diligent in maintaining a clear understanding of current accreditation standards and requirements and the Administrator shall not allow any condition to exist which would cause JECHS to fail to achieve re-accreditation or lose its accredited status.
- 9.4 The Administrator shall develop a written classroom management policy that is implemented appropriately at all grade levels and is clearly communicated to the school community.
- 9.5 The Instructional Program will be established by written curriculum guides, which have been developed by the school staff and supported by the textbooks that assist the students and teachers to attain the outcomes established by the school.
- 9.6 Bible is viewed as a core subject in the school and students will receive formal Bible instruction, based on the curriculum guide, every week of school.
- 9.7 Textbooks are selected by the Administrator, with extensive input from the faculty. These books should be selected in light of the foundational documents and policies of JECHS. There shall be a defined process for selecting textbooks that appropriately solicits input from the school constituents in the decision-making process.

## **GENERAL POLICIES**

### 10.0 General Policies of the JECHS Board---

**CONFIDENTIALITY:** Persons involved in the education and care of AIDS infected students must respect the student's dignity by maintaining confidential records. The number of personnel who are aware of a child's condition should be kept at a minimum necessary to assure proper care and supervision of the infected student, while at the same time providing for the safety and good health of other students and teachers in the school. No information about an AIDS-infected individual may be released publicly without prior approval from the school.

The Administrator shall report absenteeism of an infected student to public authorities in accordance with the applicable provisions of state law, if any.

**ADMISSION:** Each AIDS-infected case shall be considered on an individual basis. The decisions about admitting or continuing the enrollment of an infected student will be based upon the behavior, neurological development, and the physical condition of the student.

**PLACEMENT:** First consideration should be given to placing the infected student in the regular educational setting consistent with the appropriate precautions needed to avoid infecting others or becoming infected with other diseases transmitted by fellow students or others connected with the school.

**EXCLUSIONS:** Short-term exclusions may be used where either in the judgment of the screening council there is need for additional medical diagnostic appraisals or in the judgment of the Administrator there is a situation of such a serious and urgent nature that temporary removal of the infected person from the educational environment is in the best interest of all concerned.

More extended exclusions may be necessary where the child, based on the best medical advice available, presents a risk of infection to others or would himself/herself be subjected to serious risk of

infection from others.

Where either short-term or more extended exclusion is required, school administrators should do everything possible to maintain confidentiality in the entire procedure and to deal with the student and his/her families or guardians in a way that exemplifies Christian compassion and concern.

**EDUCATION:** Schools should strive to provide appropriate information to teaching staff, families, and students regarding the nature of AIDS and its transmission. Information should reflect Christ's teaching regarding care and concern for the ill and the afflicted and should emphasize Christian responsibility for one's own health and for the health of others. Effective educational efforts and the development of a Christian outlook well in advance of any possible crisis situation are the best assurance that an actual crisis, if it occurs, will be dealt with rationally and without panic.

**EVALUATION:** These policies will be reviewed regularly by the School Board to seek to assure that they are based on the latest and most reliable medical information reasonably and generally available regarding management of AIDS cases. These policies may be modified at any time based on new findings and recommendations from medical and health agencies.

## 10.2 Substance Abuse Policy

10.2.1 JECHS will investigate any incident suggesting drug involvement by students on or off campus. Students involved in possession, use or sale of any controlled substance or its paraphernalia will face discipline consequences. The appearance of any of these activities, including falsely identifying a substance to be tobacco, alcohol, or an illegal drug will subject the student to discipline procedures. Discipline may include any or all of the following: drug testing, immediate suspension, expulsion, and legal action.

10.2.2 A condition of enrollment at JECHS is for each student and his/her family to sign an agreement allowing the school to require drug testing if there is a reasonable suspicion to do so. The school bears the cost of the first drug test; any subsequent testing will be at the family's expense.

10.2.3 Should a student, who has been found to be involved in any of the actions mentioned above, be allowed to remain enrolled at JECHS, a program of restoration will go into effect that may include random drug testing and counseling at the family's expense.

Voluntary Disclosure: In an effort to allow our students to be proactive in correcting problems or self-destructive behaviors, JECHS has a Voluntary Disclosure Plan. Before a problem is recognized by the administration, staff or student body, if a student confides in a JECHS staff member and is willing to follow a school-prescribed program to correct the problem then staff at JECHS will work with the student. Should the student not agree to or adhere to the school-prescribed program then JECHS reserves the right to either suspend or move for immediate expulsion.

## 10.3 Social/Dance Policy

A social event may include a dance activity. Best practices as to the presence of dancing are to be utilized.  
*Revised 1/11/18*

If there is a non-school-sponsored after-party at the same facility as a school activity, there must be a distinct separation between the end of the school activity and the beginning of the non-school activity.

## STATEMENT ON MARRIAGE, GENDER AND SEXUALITY

- 11.1 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. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
- 11.2 We believe that the term "marriage" has only one meaning: the uniting of one man and one in a single, exclusive union, as delineated in Scripture. (gen. 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 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.
- 11.3 We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual contact, bestiality, incest and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)
- 11.4 We believe that in order to preserve the function and integrity of Jim Elliot Christian High School as the local Board of Christ and to provide biblical role to the Jim Elliot Christian High School member and the community, it is imperative that all persons employed by Jim Elliot Christian High School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)
- 11.5 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; Rom 10:9-10; 1 Cor 6:9-11).
- 11.6 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 not in accord with Scripture nor the doctrines of Jim Elliot Christian High School.

Comment [K1]:

## TUITION POLICIES

### PAST DUE ACCOUNTS POLICY

- 12.0 All accounts (*inclusive of all applicable fees and the first month's tuition*) must be current prior to the first day of school. A student will not be admitted to class if his/her account is past due prior to the first day of school.
- 12.1 JECHS must receive tuition payments on or before each due date. Due date for tuition or bank transfers is the first (1<sup>st</sup>) day of each month, commencing August 1, 2016. An account is considered delinquent if not paid by the 10<sup>th</sup> of each month. Delinquent tuition payments will be assessed with a \$ 45.00 late fee.
- 12.2 Should an account become ten (10) days or more past due from its due date, the student will not be admitted to class until the delinquency is paid unless JECHS obtains adequate security acceptable for such account. If the delinquency is not paid within an additional five (5) day period, the student may be dismissed from school.
- 12.3 Except as required by law, JECHS will not grant a diploma to a student unless all obligations, including but not limited to financial, disciplinary and academic, have been met. A student will not be allowed to participate in graduation or other school activities (such as athletic events) if his/her account is past due.

- 12.4 If an account is delinquent twice, resulting in two late fees, this will result in the automatic processing of a past-due balance due to the credit card on file. Additionally, a student will be required to have future tuition payments automatically deducted from the bank account through FACTS Tuition Payment Program.
- 12.5 *For the academic year 2015-2016 only, those accounts in arrears at time of enrollment are required to be paid in full. Arrears is defined as monies owed as of 6/30/15. If such payment would result in an undue hardship on the family, a payment plan will be available. Maintaining eligibility for the payment plan is conditioned upon timely payments towards the outstanding balance **and** timely payment of tuition for the current academic year. Failure to maintain timely payments will result in the following:*
- 12.5.1 Payment plan will be void.*
- 12.5.1 Full payment on the balance owed will be required to maintain student enrollment.*

### **TUITION ASSISTANCE POLICY**

- 13.0 The tuition assistance program of JECHS is designed to help any qualified, mission appropriate students who are committed to academic excellence, to growing in faith and leadership, and who desire to actively participate in extra-curricular activities offered.
- 13.1 JECHS does not grant merit based tuition assistance. JECHS believes that every family is capable of making a sacrifice and financial contribution to attend. Tuition assistance and the admittance process are mutually exclusive. Tuition assistance is only considered after the enrollment process has been completed and is awarded based on the following criteria:
- 13.1.1 Applications for financial assistance must be submitted by end of February of the current academic year, to be considered for the following school year. The application can be accessed on the JECHS web site. A non-refundable application fee of \$ 35.00 must be submitted with the application.
- 13.1.2 Upon receipt of the Elliot Tuition Assistance Program (ETAP) application, it will be assigned to the ad-hoc committee of the JECHS Board for consideration.
- 13.1.3 Upon receipt of the recommendation from ETAP ad-hoc committee the JECHS Board alone will make the decision of whether or not to grant tuition assistance and the amount of assistance to be awarded, not to exceed 25% of the annual tuition.
- 13.1.4 Tuition assistance is solely for tuition reduction and may not be applied toward school, club, or athletic fees.
- 13.1.5 Tuition assistance decisions shall be based upon financial need and any unusual financial burdens. Other non-financial criteria considered will include a student's academic record, attendance record, school and community activities, and discipline record.
- 13.1.6 If an application for tuition assistance is denied prior to the start of the school year, that family may request that their enrollment and other fees be refunded based upon hardship.

- 13.1.7 Any previous outstanding balances must be paid in full before an application for tuition assistance may be submitted and considered.
- 13.1.8 Once tuition assistance is awarded, such assistance will remain in effect only as long as the family's account remains current.
- 13.1.9 Failure of a student to meet the criteria of good conduct, attendance, and a 2.0 GPA (with no F's) may result in the loss of tuition assistance for the remainder of the semester or school year.
- 13.1.10 If a family's financial situation improves during the course of the year, it is expected that the family will notify the JECHS Board so that other applicants may be considered.
- 13.1.11 Tuition assistance is granted on a one year basis and is not guaranteed for future years. A new application must be submitted each year. JECHS offers no promise of continued assistance for future years.
- 13.1.12 If a student withdraws or is expelled from school during the year, all unused portions of tuition assistance will be retained by JECHS.
- 13.1.13 JECHS employee's children are not eligible for tuition assistance.
- 13.1.14 Any family who is awarded tuition assistance must participate in the SCRIP program if such program is being offered. All SCRIP rebates earned will be retained by JECHS for the purpose of replenishing the scholarship fund. SCRIP rebates will not be applied to individual family accounts.

**TUITION RELIEF POLICIES**

**Employee Tuition Relief**

- 14.0 **Eligibility and Conditions**
  - 14.1 Employee must be currently employed at JECHS in a *full-time capacity*.
  - 14.2 Students must be children or direct legal dependents of the Employee or the Employee's spouse
  - 14.3 Fees and other non-tuition costs are to be paid in full each year and are not subject to discounts
  - 14.4 Scholarship is automatic and is based on total years of service at JECHS within the last 15 years
  - 14.5 Tuition Relief is part of Employee Benefit Package

14.6 If the policy changes during the employee's time at JECHS the Employee can choose the new policy or be Grandfathered in to the old policy

**14.7 Scholarship Benefit**

14.7.1 0-1 years:10%discount off tuition for first child (1 child only)

14.7.2 1-2 years: 20% discount off tuition for first child (1 child only)

14.7.3 2-3 years:25% discount off tuition for first child (1 child only)

14.7.4 3-4 years:30% discount off tuition for first child (1 child only)

14.7.4 4-5 years: 40% discount off tuition for first child (1 child only)

14.7.5 5-10 years: 50% discount off tuition for first child and 25% off tuition for additional children

14.7.6 10+ years: 50% discount off tuition for all concurrently enrolled students

14.7.7 In any case, benefits will not exceed 50% of overall tuition cost of any given child or direct legal dependent.

**Local Pastors Tuition Relief**

**14.8 Eligibility and Conditions**

14.8.1 Must be a currently employed full- or part-time minister on staff at a local church or at a local Christian organization affiliated with a local church.

14.8.2 Minister is defined as an ordained and/or licensed pastor or missionary

14.8.3 Fees and other non-tuition costs are to be paid in full each year and are not subject to discounts

14.8.4 Standard request for tuition assistance must be submitted on a yearly basis for Board review and approval.

14.8.5 JECHS Board will review each application for approval of tuition relief, at Boards' discretion

**14.9 Scholarship Benefit**

14.9.1 Local ministers eligible to receive the following discounts off tuition:

14.9.1.1 Full time pastoral staff: 20%discount off tuition for each child

14.9.1.2 Part time pastoral staff: 10%discount off tuition for each child

