



School Board Policy Manual

Seffner Christian Academy SCHOOL BOARD POLICIES

1.001-1

School Name

The name of this school shall be Seffner Christian Academy (SCA).

1.002-1

First Free Will Baptist Church By-laws regarding Seffner Christian Academy

Section 1. Purpose: The purpose of Seffner Christian Academy, a ministry of First Free Will Baptist Church (FFWBC), shall be to educate children for life by providing them with a Christ-centered education where God's word is studied, Christian character is developed, and academic excellence is pursued.

Section 2. School Board:

- A. Election: The Pastor and the FFWBC Deacon board shall propose to the church a standing committee of the church to be known as the School Board. The School Board shall consist of five to seven members of FFWBC who will serve five-year terms. The School Board shall be nominated by a member of FFWBC and approved by FFWBC at a regularly scheduled business meeting.
- B. Responsibilities : The SCA School Board shall be responsible for:
 - (a) Establishing school policy. The School Head of School shall implement this policy and be responsible for the daily operation of the school.
 - (b) Hiring for the position of School Head of School.
 - (c) Supervising the School Head of School including performing an annual review of his performance.
 - (d) Approve employee compensation.
 - (e) Approve an annual budget, tuition and fees.
 - (f) Long-range planning.

1.003-1

Mission Statement

The mission of Seffner Christian Academy is to provide academic excellence in a Christ-centered environment with a challenging educational program based on the principles of God's Word. Our goal is to train and develop young men and women of integrity who are committed to God and His Word and have a desire to impact the world for Christ.

1.004-1

Vision Statement

The vision of Seffner Christian Academy, as a ministry of First Free Will Baptist Church, is to be a Christ centered school who assists parents in the Tampa Bay area by providing the highest quality education in a safe environment.

1.005-1

Strategic Directions

Implementation of the Seffner Christian Academy philosophy is based on three strategic directions and related goals. These strategic directions have been selected to sustain the focus on critical elements that drive a highly successful Christian school ministry.

1. Acquiring Biblical Truth

Goals:

- A. Leading students to spiritual growth in relationship with Jesus Christ as Savior and Lord
 - B. Teaching the essential doctrines of the Christian faith
 - C. Developing in students a biblical world view or philosophy of life
- 2. Applying Biblical Truth
 - Goals:
 - A. Encouraging consistent application of biblical principles in daily living
 - B. Fostering self-discipline in students based on their reverence of God and respect for authority
 - C. Helping students appreciate and accept themselves and others as God's special creation
 - D. Applying a biblical view of life in the home, at work, at school, and in peer relationships
 - E. Fostering in students a desire to serve others while helping to build a strong community
- 3. Attaining Highest Academic Achievement
 - Goals:
 - A. Promoting high academic achievement through a college preparatory curriculum that includes:
 - 1. Honors, dual-credit college level classes.
 - 2. Integration and use of computer technology in all areas of study; and,
 - 3. Participation in Fine Arts.
 - B. Teaching effective study habits and a biblical basis for analysis and problem solving
 - C. Fostering an appreciation of our Christian and American heritage of freedom and human dignity
 - D. Promoting physical and mental fitness through athletics and other school activities
 - E. Enabling students to acquire grade level and above skills in:
 - 1. Language and communications (listening, speaking, writing, and technology);
 - 2. Mathematics concepts and problem solving;
 - 3. Location, comprehension and application of scientific and research information;
 - 4. Creative and critical thinking skills; and
 - 5. American heritage/Christian heritage historical significance.

1.006-1

Christian School Philosophy

Seffner Christian Academy was founded to promote the Christian world-view perspective in education. Seffner Christian Academy is a non-profit Christian educational ministry of First Free Will Baptist Church of Tampa. The school is dedicated to the task of providing a quality Christian education in pre-school through twelfth grade to all parents who want Christian training of the home and church to be complemented in the school. The school functions under the understanding that the training of the child is the cooperative responsibility of the home, church, and school. The school recognizes the authority it has been given as delegated by the parents to totally educate the child in Christian truth.

Seffner Christian Academy strives to promote academic excellence in a Christian environment. The education of students involves reaching the mind and heart of students for Jesus Christ and developing young men and women for Christ. At Seffner Christian Academy we will educate students today to be our leaders of tomorrow.

Academic Thinking with a Biblical World View

- ...are well prepared in all academic disciplines, and who are skilled in reading, writing, speaking, listening, and thinking.
- ...are proficient in mathematics, science, and problem solving.
- ...have knowledge and understanding of people, historically significant events, and the cultures of other people and places.
- ...appreciate literature and the arts and understand how they express and shape their beliefs and values.

Spiritual Formation with a Biblical World View

- ...have a growing, personal relationship with Jesus Christ as Lord and Savior.
- ...engage in the spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service.
- ...personally respond to carrying out the Great Commission locally and around the world
- ...understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace, and truth.
- ...grow in knowledge and understanding of the Bible and develop a Christ-centered lifestyle.
- ...apply Biblical principles as the foundation for moral and spiritual living.

Skill Development with a Biblical World View

- ... have the skills to question, solve problems, make wise decisions, and demonstrate higher order thinking.
- ... know how to utilize resources including technology to find, analyze, and evaluate information.
- ...respect and relate appropriately with integrity to the people with whom they work, play, and live.
- ...treat their bodies as the temple of the Holy Spirit through decisions about nutrition, fitness, and lifestyle.

1.007-1

Review of Philosophy

The philosophy of Christian Education for Seffner Christian Academy shall be made available to each staff member and parents of students in the school and shall be reviewed at least annually by every staff and school board member.

1.012-1

Statement of Faith/ Core Values

- A. There is one God eternally existing in three persons: the Father, Son and Holy Spirit (Matthew 28:19).
- B. The Bible is the Word of God, verbally inspired, infallible and inerrant in all that it says (II Timothy 3:16, I Thessalonians 2:13).
- C. The Lord Jesus Christ is fully God (John 1:1), fully man (John 1:14), born of a virgin (Matthew 1:23), lived a sinless life (Hebrews 4:15), performed miracles (John 4:29), shed His blood and died a substitutionary death (Hebrews 10:10,12,19), arose bodily from the dead (I Corinthians 15:12-20), ascended to and sits in glory at the Father's right hand (Hebrews 1:3) and is to return for His own (John 14:3).

- D. Man is by nature and practice a sinner, separated from God and can become God's child only by faith in the Lord Jesus Christ and His work of redemption on Calvary (Jeremiah 17:9, Romans 2:23, Ephesians 2:8,9 and Romans 10:9,10).
- E. Those who are born into God's family have eternal life and those who are not remain in spiritual death and will be separated from God forever in hell (John 3:18,36, Matthew 25:46).
- F. The Holy Spirit lives in the believer and enables the child of God to walk in purity of life and submission to the will of God (Ephesians 1:13,14, Galatians 5:22,23).
- G. All believers are united together by the Holy Spirit in the body of Christ for the purpose of causing the growth of the body and building itself up in love (I Corinthians 12:13, Ephesians 4:16). H. The triune God created from nothing all that is in the span of six days (Genesis 1).
- H. The ministry of the local church is God's established instrument for carrying out the Great Commission. The body of Christ, the church, is composed of all born again believers who have by faith accepted Christ as Lord.
- I. The Bible is part of our daily curriculum. This Statement constitutes the doctrinal boundaries wherein we take a firm stand. The original King James Version of the Bible will be used in all teaching and Bible memory activities.
- J. Human Sexuality. We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and woman (Hebrews 13:4 and I Corinthians 7:1-4). We believe that any form of homosexuality, lesbianism, self-identification, bisexuality, transgender lifestyle/identity, bestiality, incest, fornication, adultery and pornography are sexual perversions in the sight of God and the church (Genesis 2:24, Leviticus 18:1-30, Romans 1:26-29, I Corinthians 5:1 and 6:9, I Thessalonians 4:2-7). We believe that the only legitimate marriage is the joining of one man and one woman by mutual covenant (Genesis 2:24, Romans 7:2). We believe that men and women are spiritually equal in position before God (Galatians 3:28), but that God has ordained distinct and separate spiritual functions for men and woman in the home and the church (Colossians 3:18, I Timothy 2:8-15). The husband is to be the leader of the home, and men are to be leaders (pastors and deacons) of the church (I Timothy 3:4-5, 12). Accordingly, only men are eligible for licensure and ordination by the church.
- K. Abortion. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of an unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16, Psalm 51:5 and 139:13-16, Isaiah 44:24 and 49:1,5; Jeremiah 1:5, 20:15-18, Luke 1:44).

1.013-1

Notice of Nondiscrimination

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

The School Board of SCA also unanimously adopted the following resolutions, which meet IRS guidelines:

RESOLVED, that the Notice of Nondiscriminatory Policy as to Student, is hereby adopted and approved in all respects and

FURTHER RESOLVED, that upon acceptance of applications of prospective students, the Notice

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of Nondiscriminatory Policy as to Students shall be published in a newspaper likely to be read by prospective students and their families in accordance with Internal Revenue Procedure 75-50 and

FURTHER RESOLVED, that the Notice of Nondiscriminatory Policy as to Students be included in all brochures and catalogues published by the school and

FURTHER RESOLVED, that the following notice be included in any written advertising published by the school: "SCA admits students of any race, color, and national or ethnic origin."

The Nondiscriminatory Policy of the SCA also includes "the hiring of faculty or administrative staff."

1.014-1

ACSI Membership

SCA will be a continuing member of the Association of Christian Schools International.

1.015-1

ACSI Activities

As a result of this (ACSI) membership there are several experiences in which our school will at times participate. The activities are as follows:

- ☐ Convention for faculty members and selected staff members.
- ☐ Student Activities

Other participation will be evaluated at the time new activities are available.

1.016-1

ACSI Certification

All teachers 1st through 12th grade and administrative personnel of SCA will hold valid ACSI certificates. Teachers and Head of Schools who have a Temporary Certificate are expected to complete the requirements for the Standard Certificate before their Temporary Certificate expires.

1.017-1

ACSI Accreditation

SCA shall seek a continued program of accreditation with the Association of Christian Schools International.

1.018-1

ACSI Teacher Conventions

SCA will cover the costs of full-time teachers and Head of Schools attending an ACSI-sponsored Teacher Convention, subject to prior approval by the Administration.

1.019-1

ACSI Head of School/Board Conferences

SCA will cover the costs of all school Head of Schools attending an ACSI-sponsored Head of School/Board Conference, subject to prior approval by the Head of School as provided in the budget.

1.020-1

Line of Authority

1. There shall be only one official line of authority which will flow from the Board, through the Chairman, to the Head of School who is charged with the responsibility for properly conveying the decisions and actions of the Board to the staff, faculty, students, and parents as is appropriate.
2. The Head of School has a place of direct-line authority under the Board and advisory capacity to those committees and/or sub-committees to which he is assigned or appointed.

1.021-1

Board Member Nomination

1. A Board member, Head of School, church member or Pastoral staff presents a name for consideration as a Board member to the FFWBC Deacon Board.
2. The FFWBC Deacon Board discusses and presents new candidates to the church membership for approval.

1.022-1

Employee Eligibility

No full-time teacher or staff member employed by the school shall be eligible to serve on the School Board. Board members with a member of the immediate family employed by the school shall abstain from voting on any issue directly involving the family member.

1.023-1

Church Membership

School Board Members shall be active and in good standing at FFWBC.

1.024-1

Responsibilities Outside of Board Meetings

The authority of the Board is corporate, with individual members having responsibilities only as authorized by the Board as a whole.

1.025-1

Qualification for Serving on the School Board

1. Board members acknowledge the Lordship and sovereignty of Christ.
2. Board members realize that nothing can be accomplished apart from the work of the Holy Spirit.
3. Board members have a Christ-centered focus with the desire to bring honor and glory to Christ through all that is said and done.
4. Board members are mature Christians who grow daily in their personal relationship with Christ.
5. Board members are members of and involved in the ministry of FFWBC.
6. Board members are godly role models in the performance of their board duties and decisions.
7. Board members view their service on the school board as a ministry and a calling from God.
8. Board members believe in the power of prayer and are exemplary in their commitment to pray for the school, leadership, faculty and students.
9. Board members understand and are committed to a biblical worldview and a Christian philosophy of education.
10. Board members balance their work with their spiritual lives and home responsibilities and

- have the same expectations for the staff.
11. Board members follow the Matthew 18 principle in dealing with students, parents, administration, and staff.

1.026-1

Board Member Annual Affirmation of Service

1. I continue to fully support the mission, vision, and core values of Seffner Christian Academy.
2. I am able to fully support, without reservation, the leadership of Seffner Christian Academy Board, and the Head of School.
3. I agree to be a positive role model of the school and actively promote the school in the community.
4. I will enroll my own children in Seffner Christian Academy, if eligible to attend.
5. I unconditionally agree with the First Free Will Baptist Church Statement of Faith.
6. If anything should occur during the year which would not allow me to keep these intentions of being a positive contributor to our board, I will take the initiative to talk to the officers about a voluntary resignation to allow another to serve who is able to meet these common expectations of the board.
7. I agree that matters discussed at board meetings are entirely confidential and are not to be discussed with those outside of the board.

1.027-1

School Board Chairman

The Chairman shall have all authority and responsibility necessary to operate the school in all its activities and departments, subject only to such policies as may be issued by the Board. The Chairman shall act as the duly authorized representative of the Board in all matters in which the Board or the Members have not formally designated some other person to act. The Chairman shall report as directed to the Board at each meeting. The Chairman shall sign, with the Secretary or any other proper officer of the School authorized by the Board, any instruments which the Board has authority to execute except in cases where signing an execution shall have been expressly delegated by the Board or these by-laws, or by statute, to some other officer or agent of the Church.

Other Duties of the Chairman of the Board

1. Schedule school board meetings.
3. Appoint sub-committees of the board.
4. Act as an ex-officio member of all committees.
5. Assign responsibilities to various working committees and coordinate the efforts of each committee so as not to duplicate or overlap responsibilities.
6. Follow-up all unfinished items of business to insure their completion.
7. Formulate orientation sessions for new board members.

1.029-1

School Board Secretary

1. Take minutes of all meetings of the Board and record official action.
2. Keep Board Policy Manual up-to-date.
3. Be sure Board does not unknowingly overturn prior Board action.
4. Provide previous minutes for each meeting for the School Board members at least one week prior to the monthly board meeting.

1.030-1

Terms of Board Members

Each member of the School Board shall serve on the board until they choose to resign or asked to resign by request of the Pastor of FFWBC. Each member of the school board may be reviewed at the end of five years and go before the church body for re-election.

1.031-1

Removal of Board Members

"How good and pleasant it is when brothers live together in unity!" (Psalm 133:1)

A member of the School Board may be removed for a violation of a Biblical principle after following Matthew 18 by a unanimous vote of the total membership of the School Board, with that member abstaining.

In the event a member can no longer perform the duties of a board member, the member's written resignation may be submitted to the Board.

1.032-1

Compensation and Reimbursement of Board Members

Members of the School Board shall receive no compensation for their services as a member or officer of the School Board. The board may authorize the reimbursement of expenses for members incurred in the performance of official functions for the School Board.

1.033-1

Conflict of Interest

No board member(s) shall perform labor or services or furnish equipment and/or supplies for which financial remuneration is made without prior knowledge of the board. The following guidelines shall be followed concerning the matter of conflict in interest:

1. When any matter involving financial consideration comes before the Board for consideration and one (1) or more Board members discover they have a personal interest either directly or remotely related, said Board member(s) shall declare this interest to other members of the Board.
2. In addition thereto, a member(s) shall refrain from participating in the matter of business being considered to the extent of nonparticipation in discussion concerning said business, abstain from voting, or retire from the meeting in case a majority of the remaining Board members consider this to be the most ethical procedure to follow.
3. Nothing in this policy shall deprive a duly elected Board member of the right to exercise his/her legal right to vote on any matter before the Board except in those instances in which he/she has some personal interest which could be construed to be in conflict with general school interest.
4. Each member shall have the right and responsibility to declare any personal interest in any item of business under consideration by the Board and shall be obligated to abide by the majority judgment of the others members of the Board as to whether the extent of personal interest shall disqualify the members from deliberative and voting privileges in consideration of this particular matter.

1.034-1

School Board Agendas

The Head of School shall prepare the agenda for all Board meetings. Items of business may be suggested by any Board member or by the administration of the school for inclusion on the agenda.

Items of business may not be suggested from the floor for discussion and/or action at the same meeting until all business scheduled on the agenda has been completed, and then only at the discretion of the Chairman or the majority vote of the Board members present.

The agenda and supporting materials shall be distributed to Board members prior to the next scheduled meeting.

1.035-1

School Board Meetings

Regular meetings of the board will be held every month.

Special board meeting may be called by the Chairman of the Board upon his decision that such a meeting is warranted. Need for special meetings may be presented to the Chairman by any other board member or the Head of School. The Chairman will take the matter under advisement and make a decision as to whether there is sufficient need to schedule a special meeting. If possible, special meetings should be announced two weeks in advance. Minutes from the preceding regular meeting will not necessarily be available prior to the special meeting, unless so specified by the Chairman. Financial decisions will be reviewed at the following regular meeting.

The board secretary will be expected to attend all special meetings and record official board minutes. If the secretary is unable to attend a special meeting the Chairman should appoint a substitute secretary.

1.036-1

Quorum and Voting Procedures

A majority of the members of the Board shall constitute a quorum for the legal transaction of business for the school.

Voting shall be by voice vote, show of hands, or written ballot as directed by the Chairman, or as determined by a majority vote of the Board. The number of "Ayes" and "Nos" on each motion shall be recorded in the minutes and, upon request of a member's vote, or failure to vote, shall be made a matter of record in the minutes of the meeting. All members should vote, or officially abstain, on each motion. The Chairman shall have a vote on each motion and shall not necessarily vote just in case of a tie vote.

A quorum being present, a majority vote of those present is required to enact or defeat any proposition, except a proposition to amend a standing policy or rule of the Board which shall require a majority vote.

1.037-1

Minutes

The Secretary of the Board or a representative shall carefully record action by the School Board and when officially approved by the Board these minutes shall serve as a legal record of actions taken by the Board.

The recorded minutes of the School Board shall be retained on file in the office of the Head of School and shall be available for reasonable inspection during regular hours by members of the Board and such other persons approved by the Board.

1.038-1

Board-Head of School Relations

The School Board believes that the legislation of policies is the most important function of a school board and that the execution of the policies should be the function of the Head of School.

Delegation by the Board of authority to the Head of School provides freedom for the Head of School to manage the schools within the Board's policies, and allows the Board to devote its time to policy making and appraisal functions.

The Board holds the Head of School responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

1.039-1

Community Relations

The school-community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services, which are available to the school community. An informed citizenry is essential for complete cooperation and support.

1.040-1

Availability of Board Policies

The Manual of Seffner Christian Academy's Board Policies shall be kept in the Head of School's office and shall be available upon request of Seffner Christian Academy's parents and Seffner Christian Academy's personnel.

1.041-1

Coordination of Policies

When possible the SCA professional staff shall be counseled in the formulation and implementation of the school policies and procedures. Those policies that affect teachers and educational program shall be transmitted to the teachers with pertinent interpretation and supplemented with discussion and reference handbooks.

1.042-1

Five Year Study

All major phases of the school's program, including school philosophy, mission, vision, and expected student outcomes shall be carefully studied and evaluated at least once every five years. The results of such studies shall be used to implement improvements.

1.043-1

Written Policy System

The school program shall be operated in all areas according to written policies.

Written policies shall consist of several forms and types, but in general shall be classified as follows:

Board Policies shall consist of written statements officially adopted by the School Board to govern its own operation and to serve as guides for administrative action. These statements should be specific enough to give clear direction and guidance to the Head of School and staff,

but broad enough to allow for the use of administrative skill and discretion in making decisions. Board Policies, in statement form, should be developed and revised as needed to establish stability in Board operations and should serve to prevent indecisive and incorrect behavior.

The Head of School should further develop the written policy system of operation by expressing directions to the staff in the form of written statements called Administrative Procedures. These statements should come within the boundaries of policies of the Board, statutes of Florida, regulations of the Accrediting Association and should be developed by the Head of School to design and implement plans and procedures to achieve goals and objectives of the school system.

1.044-1

Parent-Teacher Fellowship

A parent organization is to be established to improve the relationship between SCA families and the school.

1.045-1

Board Convictions

1. That a Christ-centered school education is a Scriptural mandate for the Christian family.
 - a. Parents are to teach children to love the Lord with all their heart, soul and might every moment of the day. (Deut. 6:5-9)
 - b. Students are to avoid vain philosophies which is humanism. Humanism (man's thoughts and ways) is counter to wisdom (God's thoughts and ways) and thus is sin (Isa. 55:8,9, Psalm 1, Matt. 12:30, Romans 16:19, Proverbs 19:27, Proverbs 4:23).
 - c. Everything we do must be such that the Spirit of God can use it to mold us into the likeness of Christ. (Rom.8: 29 120 additional references in the New Testament alone)
2. Young people need to receive stimulation and training in missions education in order to: (Matt. 28:19,20; Acts 1:8)
 - a. Gain a worldview of missions.
 - b. Seriously consider missions service as a career opportunity.
3. The Board will strive to see that a child not be denied a quality, Christ-centered education due to lack of space and/or facilities. (Phil. 4:19)
4. That the whole area of securing gifts and donations follow the pattern established with Moses in Exodus 35 and 36:
 - a. To petition God in prayer
 - b. Then clearly present the needs to God's people
 - c. Then trust the Holy Spirit to stir the hearts of His people to give
5. That we should maintain solvency by being current on all bills and financial obligations (Romans 13:8).

FINANCIAL POLICIES

2.000-1

Fundraising

SCA is God's work. The school is a ministry of FFWBC. It is an educational ministry for the Lord and is an important part of the Lord's work. The principles of giving to the Lord apply to giving to the Christian school for the Lord's work of training God's children.

FUNDRAISING POLICIES

1. We will begin by asking God (pray) and communicating the school's need to the people. We want to concentrate our energy and our planning into effective communication of our ministry with regular appeals for support. We will strive to

- broaden the number of people who may have an interest in our ministry.
2. Our request for support will be directed to the school family as well as foundations, corporations, organizations or philanthropic individuals that support independent education. We will not sell any products or appeal for support on a door-to-door basis.
 3. Giving through methods in addition to cash giving will also be encouraged. (Stocks, life insurance, deferred gifts, annuities, etc.)
 4. Organizations within the school may conduct various minor fundraising projects to raise funds for their organization for some specific purpose: Senior class, Choir, Cheerleaders, Student Government, etc. Each organization is responsible for organization, promotion, etc.
 - a. Promotion of these projects should be such that they do not interfere with regular giving to the school and church.
 - b. Fundraising projects must be coordinated and approved by the Head of School.
 5. Combining Community Service with Fundraising. Projects that provide a service to the community may also involve an appeal for support. For example, it would be possible to approach the businessmen for support when we are going to clean up the trash on the beach. This solicitation should be a low-key style.
 6. We will decline donations that have conditions attached which are inconsistent with the Christian faith and/or the school's values.

The Lord's work should be done in the Lord's way. We will emphasize (1) prayer, (2) faithful, general, sacrificial giving by the Lord's people, (3) regular, effective communication of what God is doing at SCA.

2.001-1

Investments

Available funds (tuition, gifts, etc.) shall be invested in accounts, certificates of deposit or securities, which minimize risk and provide a reasonable rate of return. Investments in stocks, bonds and mutual funds (other than money market accounts) in excess of \$50,000 should be approved annually by the Board.

2.002-1

Books of Record and Financial Statements

The financial transactions of the school shall be recorded on a monthly basis in the books of record. Said books shall include at minimum a cash receipts and disbursements journal, general journal entries, and a general ledger, consisting of all the financial accounts of the school. The Business Administrator or his designate shall reconcile the bank statements(s) monthly. The Bookkeeper shall post all monthly entries in the books of record. The Business Administrator provides the financial statements each month for the regularly scheduled School Board meeting.

2.003-1

Long-Term Debt

FFWBC approval is required to incur long-term debt.

2.004-1

Facilities Use Policy

SCA's facilities are a gift from the Lord, and the school intends to be a good steward of that gift. The following guidelines must be adhered to:

1. Any school organization desiring use of a facility must receive prior permission from

the Head of School or the Business Administrator.

2.005-1

Receipts and Disbursements

All receipts of the school shall be documented and deposited on a daily basis by the Bookkeeper. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips shall be in sufficient detail so as to document the source of the funds.

All disbursement for the school accounts shall be supported by appropriate documentation substantiating the amount of the expenditure, purpose, approval, and receipt of the goods and/or services. The expenditures must be approved by the Business Head of School.

2.006-1

Checking and Other School Accounts

Each school account shall be authorized by the School Board. This includes checking accounts, savings accounts, certificates of deposit and "special" accounts such as scholarship and endowment type accounts. The Deacon Body will formally approve the authorized signers on the accounts of the school.

All accounts of the school shall be maintained at a national banking association that is a member of the FDIC. No account of the school shall be in excess of the federally insured limit of the financial institution without Board approval.

2.007-1

Budgetary Process

The SCA overall financial program for each school year is developed and implemented primarily through the budgetary process. The Business Administrator is responsible for developing the annual school budget and submitting it to the full School Board, which is responsible for approving the budget. Upon approval of the budget, the Head of School is responsible for its implementation and administration through suitable control of purchase orders, issuance of contracts and related instruments of financial allocations, and authorizations for payment.

2.008-1

Financial Policy (Budget)

This policy outlines the procedures by which SCA general fund monies are planned and disbursed. All receipts and disbursements will be accounted for in the general fund account. Accounting for these funds will be reported monthly to the Board. The procedures listed below outline the guidelines by which monies are handled and accounted for.

BUDGET APPROVAL

1. The Business Administrator initiates a zero-base operating budget draft for each school year (July 1 - June 30) with the consultation of various staff/faculty members.
2. The Business Administrator will make an operating budget recommendation to the School Board by March 30 for the succeeding school year.

BUDGET ADMINISTRATION

Day to day administration of the budget is the responsibility of the Business Administrator. The Business Administrator has the authority to reallocate the budget expenditures provided that total expenditures do not exceed the amount approved by the Board.

School groups such as classes, choir, band, and athletics may spend funds raised for their respective activities, subject to review of the Business Administrator.

2.009-1

Purchases

All purchases will be in accordance with accounting policies adopted by the Business Administrator. At a minimum these procedures should assure expenditures are properly authorized in accordance with the budget.

2.010-1

Petty Cash

Petty cash of up to \$250.00 shall be kept in a secure location. All receipts shall be affixed to the petty cash voucher that must be properly filled out and signed by both parties. All vouchers and receipts are to be stapled together and shall be kept in the petty cash box.

As needed, but not less than monthly, an accounting shall be made and recorded in the petty cash accounting books. All purchases from petty cash shall be for items less than \$25.00. Any purchases over that amount shall have a purchase request.

2.011-1

Fiscal Year

The fiscal year for Seffner Christian Academy is from July 1 to June 30.

2.012-1

Registration Fee

Registration fees are payable annually and are non-refundable.

2.013-1

Re-enrollment Fees

Each year following their first year students shall pay a re-enrollment fee.

2.014-1

Book and Activities Fee

A Book and Activities fee will be charged annually.

2.015-1

Tuition Philosophy

It is SCA policy to charge a tuition rate that will cover operating expenses each year.

2.016-1

Faculty Discounts

Full time faculty, staff and FFWBC staff shall receive a sixty percent discount on tuition and registration/re-enrollment fees related to enrollment for any and all children attending Seffner Christian Academy.

Full time faculty, staff and FFWBC staff who both husband and wife are employed by SCA shall

receive a seventy-five percent discount on tuition and registration/ re-enrollment fees related to enrollment for any and all children attending Seffner Christian Academy.

Part time faculty, administrative staff and FFWBC staff shall receive a twenty-five percent discount on tuition and registration/ re-enrollment fees related to enrollment for any and all children attending Seffner Christian Academy.

2.017-1

Tuition Payment Schedules

Tuition, as per the current fee schedule, may be paid using one of two payment plans annual or monthly.

2.018-1

Delinquent Accounts

If an account is past due for more than thirty (30) calendar days, the parent will be asked to remove the student from the school unless adequate arrangements have been made with the business office.

2.019-1

Returned Checks

Any check returned to SCA for any reason will result in an additional charge.

2.020-1

Compensation Philosophy

Compensation is based on educational responsibility, educational experience, number of years at SCA, and merit.

2.021-1

Payroll

Employees shall be paid every two weeks based or weekly upon the SCA payroll schedule. Teachers are paid on a ten or twelve-month basis.

2.022-1

Salary Schedule

A laborer is worthy of his reward.(I Timothy 5:18) A Christian institution owes to its employees the very best remuneration that it can afford to pay. The School Board shall annually review and adopt a salary schedule.

2.023-1

Social Security and Workers' Compensation

The school provides Social Security and Workers' Compensation benefits to all staff members, regardless of hours worked, as required by law.

2.024-1

Retirement

A retirement program is available for all school employees.

2.025-1

Benefit for Survivor of Deceased Employee

SCA will maintain the deceased employee's tuition discount benefit as long as his surviving dependent children attend SCA or until the surviving spouse remarries.

2.026-1

Contracting of Extracurricular Personnel

The School Board of SCA authorizes the Head of School to put under contract those who are not members of the faculty or administration, but who will be involved in extracurricular activities, such as coaching, drama productions, musicals, etc. These personnel must adhere to all personnel policies and procedures inherent with any person employed by SCA.

PERSONNEL POLICIES

3.000-1

Non-Discriminatory Hiring Policy

SCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs, nor in the hiring of faculty or administrative staff.

3.001-1

Recruitment and Selection

All applicants must complete an application stating their background of training and experience in addition to personal and professional references.

3.002-1

Responsibilities in the Employment Process

The Head of School officially employs all personnel for SCA.

3.003-1

Professional Qualifications for Appointment

1st – 12th grade teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university.

3.004-1

Spiritual Qualifications for Employment

1. Has accepted Jesus Christ as personal Lord and Savior (Romans 10:9-10).

2. Demonstrates a conviction that God has called him/her to become involved in a Christian school ministry (I Corinthians 7:21-24).
3. Demonstrates a consistent outward evidence of an inward Christian character (I Timothy 4:12).
4. Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Hebrews 10:24-25)
5. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Psalm 42:1-2).
6. Demonstrates spiritual maturity, a teachable spirit and has a clear conscience before God and man (Titus 2:2-8).
7. Has a workable knowledge of the Word of God, knowing how to feed himself/herself spiritually (I Timothy 4:7).
8. Shall be in agreement with the stated purposes of the school as outlined in the Philosophy of Education.

3.005-1

Teacher Certification Policy

A Standard Level, ACSI Certificate in field of service should be pursued by all faculty unless exemption is provided by Head of School.

3.006-1

Christian Conciliation Service

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 I 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 statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation of Peacemaker Ministries, Billings, MT (406-256-1583) shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties 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, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

3.007-1

Contracts of Employment

All teachers and full-time staff of SCA must have a contract that has been executed by the Head of School. All contracts shall be for a one-year term unless specifically altered by the Head of School.

3.008-1

Definition of Full-time

Any employee working twenty-five(30) hours or more on a permanent basis will be considered a full-time employee.

3.009-1

Tenure

Seffner Christian Academy does not operate a tenure system for instructional staff.

3.010-1

Establishing Personnel Salaries

The base salary for the faculty shall be approved annually by the School Board.

3.011-1

Jury Duty Leave

A full-time employee summoned to jury duty shall be granted a leave of absence while fulfilling the jury duty assignment.

The leave shall be with pay for up to two weeks and the employee shall be required to reimburse the School the daily duty fee excluding any travel or other expenses actually paid.

The employee shall be required to notify the Head of School immediately upon receipt of jury duty assignment.

3.012-1

Funeral Leave

All employees shall be allowed up to three days without loss of pay or sick leave credit when a death occurs in the immediate family. Immediate family is defined as spouse, father, mother, sister, brother, child or any other person residing in the same household, grandparent, grandchild, and immediate in-laws.

All employees shall be allowed one day without loss of pay or sick leave credit when the death is a more remote relative (aunt, uncle, niece, nephew or cousin).

Additional time, not to exceed two days, shall be granted without loss of pay or sick leave credit, at the discretion of the Head of School, when it is necessary to travel in connection with the death of a relative.

3.013-1

Personal/Sick Leave

The teacher will be granted two (2) personal leave days. The teacher will be granted four (4) sick days per year. After three years of service, one additional sick day will be added with a maximum of eight days and two personal days.

3.014-1

School Tuition Benefits

All Teachers are required to have their children who are eligible enrolled at SCA. Tuition discounts are provided for children of faculty and staff.

3.015-1

Graduate School Tuition Assistance

Financial Assistance towards the tuition and matriculation of an approved graduate degree may be given to full time teaching and administrative staff by recommendation of the Head of School.

3.016-1

Medical Insurance (Health)

All eligible employees may elect to receive the health insurance benefit for themselves

3.017-1

Workers' Compensation

SCA will participate in a workers' compensation insurance as required by law.

3.018-1

Social Security and Medicare

SCA participates in the social Security System. All employees will have Social Security and Medicare taxes deducted from their salaries.

3.019-1

Corrective/Termination Procedures

The Head of School should set appropriate policies for correction and termination procedures. Written records of all actions should be kept in the employee's file.

3.020-1

Conflict Resolution

If a fellow employee offends you, go and speak to him in private regarding the matter before you speak to anyone else. If the conflict is resolved at this level you have strengthened a relationship. If the two of you are not able to resolve the conflict you should invite the Head of School to meet with the two of you to mediate the conflict. This should be done confidentially and in private.

Please note that this Biblical model of conflict resolution (Matthew 18:15-17) involves only those people directly associated with or responsible for those involved in the conflict. Those who fail to follow this process by listening to the complainer without the third person present or complain to another without the third person present are in violation of school policy and Biblical guidelines.

3.021-1

Resignation and Abandonment of Contract

If it should become apparent that an employee under contract shall not be able to complete their contract or be able to accept one for the following year, a written letter of resignation shall be submitted to the Head of School.

3.022-1

Remuneration for Those Who Resign or are Dismissed

If the employee resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary, which the number of days of actual duty bears to the number of days, covered by the contract. All fringe benefits would end on the last day of employment. All of the employer's property in the employee's custody must be returned before he/she is entitled to final payment of any amount due upon separation.

3.023-1

Teacher Evaluations

The Principal or Head of School shall conduct at least one formal evaluation of classroom supervision for every teacher every year. There will be a conference after each end of the year evaluation. The teacher will receive a copy of the evaluation for their files and the school will keep one.

3.024-1

Non-Teaching Staff Evaluations

All non-teaching employees will receive an annual evaluation by their supervisor.

3.025-1

Assignment and Placement

All school personnel shall be assigned working positions by the Head of School. Assignment shall be based on the needs of the school as required. Requests for specific assignment or reassignment shall be granted if the assignment or reassignment will enhance the effectiveness of the school.

3.026-1

Employee Dress Code

The employee dress code shall stress professionalism and modesty. The School Board and Head of School will determine the dress code for all faculty and staff.

3.027-1

Teacher Ethics and Conduct

Employees are expected to act professionally and ethically in discussing issues involving students, school employees, school policies and procedures and other matters relating to school affairs. Discretion and confidentiality are expected. School matters should be discussed only with those directly involved or needing to know.

3.028-1

Biblical Integration

All teachers are expected to integrate Biblical principles with their teaching in Language Arts, Science, History, Social Studies, Math, Art, Music, Physical Education and any other subject taught at Seffner Christian Academy. All subjects are to be taught in a manner consistent with Scripture.

3.029-1

Harassment of Employees or Students

Harassment of any kind including sexual harassment is not permissible. No employee shall harass another employee or student in reference to sexual relations. Any harassment must be reported immediately to the Head of School (or to Board Chairman if the Head of School is involved).

3.030-1

Child Abuse and Neglect

If there is any known or suspected abuse or neglect by an adult of a child attending Seffner Christian Academy, the teacher and the Head of School has a duty by law to report the knowledge or suspicion to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

3.031-1

Disciplinary Policy Statement

All school employees are required to abide by the school's discipline policies.

3.032-1

Corporal Punishment

No employee at Seffner Christian Academy shall use corporal discipline with students.

3.033-1

Role Model Policy

Employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language. (Col 3:17 KJ; Titus 2:7-8 TLB; I Thess. 2:10 TLB; I Thess. 5:18, 22-23 KJ; James 3:17-18).

Employees shall agree that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).

