



BOARD POLICY MANUAL

Revised 11.2025

Introduction	5
Board of Trustees	5
Section 100 – ADMISSIONS AND STUDENT AFFAIRS	6
101 ADMISSIONS	6
102 STUDENT CONDUCT	8
103 DISCIPLINE	9
104 ANTI-BULLYING	11
105 ATTENDANCE	11
106 STUDENT DRESS CODE	12
107 PARENT RESPONSIBILITIES	12
108 EXTRACURRICULAR ACTIVITIES	12
109 SCHOOL CANCELLATION	14
110 CHAPEL	14
111 VISITORS	14
112 DAYCARE	14
113 COUNSELING	14
114 TRANSFER POLICY	14
115 WITHDRAWALS	15
116 HEALTH AND SAFETY	15
117 MUSIC	16
118 STUDENT MOTOR VEHICLE PRIVILEGES	16
119 INSPECTIONS	16
120 STUDENT AND FAMILY HANDBOOKS	16
Section 200 – CURRICULUM AND EDUCATION	17
201 PURPOSE	17
202 CURRICULUM REVIEW	17
204 PARENTAL INQUIRY OF CURRICULUM	17
205 TEXTBOOKS	17
206 CREDIT FOR CLASSES	17
208 STANDARDIZED TESTS	17
215 GRADING PROCEDURES	18
Section 300 – Personnel	21
301 NON-DISCRIMINATORY POLICY	21
302 NEPOTISM POLICY	21
303 PERSONAL QUALIFICATIONS FOR APPOINTMENT	21
304 PROFESSIONAL QUALIFICATIONS	21
305 EMPLOYMENT PROCEDURE FOR TEACHING STAFF	21
306 CONTRACTS OF EMPLOYMENT AND TENURE	22
307 PROBATIONARY EMPLOYEES	22
308 INVOLUNTARY TERMINATION OF EMPLOYMENT	23
309 GRIEVANCE POLICY AND PROCEDURE	24
310 RESIGNATION AND ABANDONMENT OF CONTRACT	26

311	SICK LEAVE	26
314	JURY DUTY	27
315	PROFESSIONAL LEAVE	27
316	SALARIES AND PAY SCALES	27
318	FACULTY AND STAFF BENEFITS AND PROGRAMS	28
319	RIGHTS AND RESTRICTIONS ON FACULTY AND STAFF	29
320	FACULTY, STAFF AND EMPLOYEE EVALUATIONS	29
321	SCHOOL CHOICE	30
322	FULL-TIME EMPLOYEE PREFERENCE	30
323	REPORTING ACCIDENTS, INJURIES AND CHILD ABUSE	30
325	NOTICE OF INJURY, ABUSE, OR MOLESTATION	32
326	DEFINITION OF PERSONNEL	32
327	FACULTY AND STAFF HANDBOOKS	32
Section 400 – FINANCE		36
402	TUITION PAYMENT PLANS	37
403	DELINQUENT ACCOUNTS	37
404	TUITION ASSISTANCE AND DISCOUNTS	38
405	PURCHASING AND PAYMENTS	38
406	CHECKING ACCOUNTS	39
407	SALARY WITHHOLDINGS	39
408	GIFTS	40
409	EXPENSE REIMBURSEMENT	40
412	COMMITTEE MEMBERSHIP	40
Section 500 – BUILDINGS AND GROUNDS		41
501	HAZARDS	41
502	EMERGENCY	41
503	FIRE ESCAPE	41
504	PROPERTY ACCOUNTABILITY	41
506	FACILITY RENTAL AND USE	41
Section 600 – TRANSPORTATION		42
601	SCHOOL VEHICLE CLEANING	42
602	STUDENT/ADULT RATIO FOR BUS	42
603	BUS DRIVERS	42
604	VEHICLE MAINTENANCE	42
605	VEHICLE USE AND SCHEDULING	42
606	MAXIMUM NUMBER OF PASSENGERS	42
Section 700 – PROMOTION AND DEVELOPMENT		43
701	GUIDELINES	43
702	DIRECT SALES	43
703	STANDARDS FOR FUNDRAISING	43
704	FUNDRAISING	45
705	AUXILIARY ORGANIZATIONS	45
Section 800 – LONG RANGE PLANNING		46

801	OBJECTIVES	46
802	LONG RANGE GOALS	46
803	BOARD RETREAT	46
804	NEEDS ASSESSMENT	46
805	BOARD TRAINING	46
806	SELF-ASSESSMENT	46
Section 900 - DOCUMENT RETENTION AND DESTRUCTION		47
901	ELECTRONIC DOCUMENTS	47
902	DOCUMENT DESTRUCTION	47
903	SUSPENDING DOCUMENT DESTRUCTIONS	47
904	DOCUMENT RETENTION	47
Section 1000 - ACCEPTABLE USE POLICY		50
1001	PURPOSE	50
1002	THE INTERNET	50
1003	USER ACCESS	50
1004	USERS' RESPONSIBILITY	50
1005	INTERNET ACCESS	51
1006	PRIVACY AND ADMINISTRATORS' ACCESS TO USER FILES	51
1007	PERSONAL SAFETY	51
1008	UNACCEPTABLE USES OF THE MVCS NETWORK	51
1009	BEHAVIORS AND CONSEQUENCES	52
1010	NOTIFICATIONS	52
1011	CHANGES IN THE MVCS ACCEPTABLE USE POLICY	53
1012	DISCLAIMER	53

Introduction

Board of Trustees

MVCS utilizes a “Policy Making Board” organized in a hybrid model of the [Carver Governance Model](#) developed by Dr John Carver and the Lowrie Model for Private School Boards developed by Dr Roy Lowrie

The board approves strategic goals and plans, creates governing policies, and approves and monitors the school budget. While the board approves all senior-level hires (principals, and others who report directly to the Head of School), the Head of School (HoS) is the only employee directly evaluated and supervised by the board. The HoS leads the school, and his/her direct reports include Assistan HoS and/or principals and staff leaders. Additionally, the MVCS Board of Trustees acts only together, requiring a majority vote, when approving policies or budget proposals or changes to the bylaws and constitution. In other words, individual board members do not have the authority to act independently. The Policies in this document reflect the intent and guidance of the MVCS Board of Trustees

Section 100 – Admissions and Student Affairs

Section 100 – ADMISSIONS AND STUDENT AFFAIRS

101 ADMISSIONS

- 101.1** MVCS does not discriminate in any of its admissions or policies on the basis of race, sex or national origin.
- 101.2** To enter Kindergarten a child should be five years of age by September 1.
- 101.3** To enter first grade a child should be six years of age by September 1. Exception to the September 1 date will be considered on a case-by-case basis as determined by the administration and admissions committee.
- 101.4** Parents and students must agree to uphold the doctrinal statement and the policies set by the School Board.
- 101.5** Parents must submit proof of the students' health records and that it is up-to-date with the state's health requirements.
- 101.6** Students entering at grade 4 or above must sign the student handbook agreement.
- 101.7** All new students entering at grade 4 or above will be admitted under a social and academic probationary status.
- 101.8** Registration Fees for first time and returning students shall be set by the board and posted in the fee annex attached to this policy manual. A registration discount is available if students are registered by close of business on the date published in the school calendar (usually mid-March). MVCS will collect an application-processing fee to cover testing and the processing of applications.
- 101.9** MVCS reserves the right to close classes when enrollment exceeds levels set by the board. New classes or combination classes will be opened when there are enough wait-listed students to justify another class.
- 101.10** Admission Testing:
In order to accurately determine a prospective student's academic standing, effective testing is necessary and required. For students in grades 11-12 admission decisions will be based upon a pattern of previous standardized test scores, grades, etc.
- 101.11** Current School Transcript and Documentation:
A current transcript will be provided and any documentation relevant to the student's academic and behavioral status. These documents will be reviewed by the admissions committee and references, as well as current or previous school, will be contacted. The following documents will be requested or provided:

SECONDARY & ELEMENTARY

- Application Form

Section 100 – Admissions and Student Affairs

- Handbook Agreement
- Statement of Faith
- MVCS Social & Academic Probation Letter
- Immunization record
- Any diagnostic or standardized test scores from previous school if available
- Copy of most recent report card

The parents or guardians will have the opportunity to sign up for volunteer work at MVCS and should be strongly encouraged to do so

SECONDARY ONLY

- Students applying for grades 6-12 need to complete the additional documentation and return them to the office.
- Secondary student questionnaire and a handwritten essay addressing the student's desire to attend MVCS and what the student hopes to achieve in doing so.

101.12 Admission Disqualifiers

1. Expulsion from the last school attended.
2. If during the process it is revealed that the prospective student lacks the desire to attend MVCS or wishes to attend solely for the purpose of participating in an extracurricular activity.
3. The parents/guardians do not agree to the student being evangelized for Jesus Christ from an evangelical protestant perspective. This may include attendance of Bible classes and chapels.
4. The prospective student has been released from a juvenile correctional facility or is on any type of court ordered probation or parole.
5. The parents do not agree to the grade placement recommendation of the admissions committee.
6. The admissions committee determines that MVCS cannot meet the student's IEP academic or social needs completely with the currently available staff and resources.
7. If the family is incompatible with the school's biblical lifestyle standards as defined by the Student-Family Handbook, including the following lifestyle standard:

a) That in partnering with MVCS, its mission and vision, the atmosphere or conduct at home should not be counter or in opposition to the biblical lifestyle MVCS teaches. Nor should the student lead a lifestyle in opposition to MVCS biblically-based philosophy. This includes, but is not limited to, sexual immorality, homosexual or bisexual orientation, transgender lifestyle, or an inability to support the moral principles of the school. In such cases,

Section 100 – Admissions and Student Affairs

MVCS reserves the right, within its sole discretion, to refuse admission of a student based on the Schools beliefs and policies. MVCS may also discontinue enrollment of the student if the student is promoting behaviors contrary to MVCS biblically-based philosophy.

101.13 Admission Committee:

The admissions committee is comprised of veteran faculty members and administrators who are annually recommended to the board by the Head of School.

This committee will then oversee the testing and interviews of each new applicant with a final decision made by the group with the support of the HOS. Administration will make best efforts to include a range of committee members for interviews while understanding that summer and work schedules may make such meeting difficult to attend for either the committee member or parents involved.

101.14 Admission Protocols:

Following a tour and introduction to the school, the parents or guardians of the prospective student complete the student application packet and provide all necessary documentation. References and current school contacts will be contacted by the admissions committee once an application is submitted.

Interviews will be conducted by the admissions committee including the prospective student and parents or guardians. These interviews will address any concerns, questions, or topics that are pertinent to admissions or the future success of the student. This should include a discussion of the financial ability of the family to pay tuition.

After a reasonable period of committee consultation, the student will or will not be admitted. At this time, documentation of the decision will be placed in the student's file; including, but not limited to, the student's periodic probationary review to be updated accordingly by the student's campus administration and teachers.

Any application needing additional review or approval may be referred by the admissions committee to the Student Affairs Committee.

102 STUDENT CONDUCT

102.1 The goal of MVCS is for all student behavior to honor Christ. MVCS seeks to provide academic and spiritual training of students within a Christian environment. It is our desire for all students to have a personal relationship with Christ and to conduct themselves by spiritual standards. Each student must understand that attending MVCS is a privilege granted to those who will demonstrate a spirit of cooperation with the philosophy and purpose of MVCS.

102.2 Student conduct shall be governed by the Student and Family Handbook and by the

Section 100 – Admissions and Student Affairs

MVCS Board Policy Manual.

102.3 MVCS is required by law to report any reasonable suspicions of child abuse or neglect to the appropriate state authorities.

102.4 Students are expected to take a sense of pride and ownership in the programs, facilities, and opportunities provided to them by MVCS and their families. It is further expected that all students would immediately report to the most available school authority those who may seek to violate this privilege by bringing harm or injury to school or student owned property or student or employee safety.

103 DISCIPLINE

103.1 *Purpose & Objectives*

- To provide for the communication to all involved (parent, student, teacher and administration) the cause for discipline and the action taken.
- To develop and maintain the optimum environment for learning.
- To correct behavior that is disruptive or destructive to the learning environment.
- To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly-held goals of spiritual, intellectual, physical and social development.
- To remove, as a last resort, students who display a pattern of behavior which infringes upon the maintenance of a quality learning environment.
- To develop godly behavior.

103.2 *Responsibilities*

God has given parents the responsibility for the discipline of their children. MVCS parents have conferred this authority on teachers and administrators during the school day and in school activities (in loco parentis). If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher involved and not to bring their grievance to other parents, faculty or students. If the matter is not resolved with the teacher, the parents shall then discuss it with the appropriate administration or administrators with the teacher present, and failing a resolution at this level, appeal the matter to the Student Affairs Committee. The final appeal is to bring the matter to the School Board.

103.3 *Student Affairs Committee*

The Student Affairs Committee shall review the Student and Family Handbook once a year and recommend any changes to the Board. The committee shall serve as a board of appeals in reference to questions of the handbook's interpretation and application only after the matter has gone through administration. The committee shall oversee the admissions committee.

Section 100 – Admissions and Student Affairs

103.4 Policy Limits

The policies and guidelines of the Student-Family Handbook apply to students while they are on campus, on MVCS operated school vehicles or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not that of MVCS), behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation, including the perception of its subsequent effectiveness in its ministry.

103.5 Administrative Action

- 103.51** This Discipline Policy shall be published and reviewed with students, teachers and administrators at the beginning of each school year. Copies shall be available to parents and students upon request.
- 103.52** The type and severity of the disciplinary response shall be related to the seriousness of the offense and to the student's previous discipline record.
- 103.53** The reason for the discipline shall be clearly explained to the student. Repentance should be encouraged and the opportunity for expressing this decision shall be provided.
- 103.54** Sufficient record keeping must be maintained so that unusual or repetitive disciplinary problems can be identified and productive parent/teacher/administration discussion can ensue. The Student Affairs Committee shall periodically review the process and documentation utilized by the administration to satisfy this policy.
- 103.55** Probation (a period of time given to a student to resolve a serious problem) is defined in the probation policy statement that is attached and made part of this Discipline Policy. The administration will provide a quarterly report to the Student Affairs Committee of all students on academic or social probation. S.A.C. Chair will then in turn provide a quarterly update of such matters as a part of their monthly board report.
- 103.56** Suspensions will be no more than five days and will be administered by the administration. The Chairman of the Student Affairs Committee will be notified of any suspension.
- 103.57** Expulsion is by action of the Board after review and recommendation of the Student Affairs Committee and HoS. The HoS will meet with administrators, teachers, parents and the student prior to making this recommendation.
- 103.58** It is the school's policy to not admit previously expelled students from MVCS or other school. Under unusual or mitigating circumstances,

Section 100 – Admissions and Student Affairs

parents who seek admission of their child may write a letter to the Board if they feel that there have been substantial changes over a period of time.

104 ANTI-BULLYING

104.1 Statement of Intent

104.11 MVCS is committed to providing a caring, safe environment for all of our students. The Lord commands us to love, honor, and respect each other (John 15:12). Bullying of any kind is contrary to this way of life and is unacceptable at Mesilla Valley Christian School. Every student has the right to be treated with respect and to not be the target of bullying. Students who are bullying need to be confronted with and repent of the harm they are doing to others and to themselves, and they need to learn different ways of behaving.

104.12 All faculty, staff, students and parents should know the school policy on bullying and follow the correct procedure when observing and reporting such behavior.

104.2 What Is Bullying?

104.12 Bullying is generally defined as the use of aggression, intimidation and/or cruelty with the intention of hurting another person verbally, physically or emotionally. Bullying carries the ramification of causing pain and distress to the victim.

105 ATTENDANCE

105.1 Absences

105.11 Students are expected to be at school all day, every day. The primary responsibility for attendance rests with the parents and students. Each high school student is allowed a maximum of 9 absences in any class for each semester. Each middle school student is allowed a maximum of 18 absences per year. Each elementary school student is allowed a maximum of 27 absences per year. Exceptions to the absentee limit may be made by the school administration.

105.12 Any absence without prior parental consent (ditching class) is subject to suspension and expulsion if the behavior continues.

105.13 The Student-Family Handbook shall provide guidelines for student make-up work for absences.

105.2 Tardiness

105.21 A student is tardy if he/she is not in class by the time of the second bell (tardy bell).

Section 100 – Admissions and Student Affairs

- 105.22** A student who is more than 20 minutes late for class will be counted absent.
- 105.23** Tardy records are erased at the beginning of each 9-week grading period.
- 105.24** Habitual tardiness will result in the parents being counseled by an administrator. Should the problem continue, the student may be asked to withdraw from the school.

105.3 Leaving Class

Students planning an early departure from school should present to the appropriate office a signed parental note specifying the time and reason for early departure. The process for students to leave and/or return during the school day shall be detailed in the Student Family Handbook and will provide for the orderly and safe dismissal from and/or return to class.

105.4 Full and Part Time Students

A full-time student is defined as one taking a full course load appropriate for their grade level and a student taking anything less will be considered part-time. In order to be eligible for NMAA athletics/activities the student must be enrolled at least 51% of the school day.

106 STUDENT DRESS CODE

Students are expected to dress in a modest and appropriate manner at all times. Specific dress code requirements are outlined in the Student and Family Handbook. Failure to comply with the dress code will result in disciplinary action as prescribed in the handbook.

107 PARENT RESPONSIBILITIES

- 107.1** Parents should be acquainted with the doctrinal statement, goals and other information given at the interview.
- 107.2** New parents are required to attend a new parent orientation program.
- 107.3** Parents are expected to attend an annual parent-teacher conference.
- 107.4** Parents are expected to follow the Mathew 18 principle when student/teacher conflicts arise.
- 107.5** Parents are responsible for getting their children to and from school. The school will assist in organizing carpools, but transportation is the parents' responsibility.
- 107.6** Parents should make every effort to build school spirit by supporting the school's activities and programs.

108 EXTRACURRICULAR ACTIVITIES

108.1 Student Organizations

Section 100 – Admissions and Student Affairs

Activities of the student organizations shall be approved by the administration. Advisors of student organizations shall have all fund-raising projects approved by the administration.

For the welfare of students and families, no MVCS activity shall be scheduled on Sunday. The Board will consider exceptions based upon legitimate circumstances, special occasions and emergency type situations. Sponsors, coaches and parents should not schedule practices and activities at times which conflict with church services, church youth events or family affairs such as Wednesdays, holidays and normal vacation periods

Secondary school part-time students may participate in extra-curricular activities at MVCS and compete as long as they meet the eligibility requirements for sanctioning organizations.

All teams or groups participating in off-campus extra-curricular activities must have appropriate supervision. Single gender groups should have a chaperone of the same gender.

108.2 Athletics

MVCS offers a variety of sports activities and is a member of the New Mexico Athletic Association (NMAA). We participate in all regular and postseason competition available for each sport. MVCS shall meet all eligibility requirements established by the sanctioning organizations.

Students participating in mid and senior high athletics must pass an annual physical exam administered by a physician of the parents' choice. Written certification of the student's eligibility to participate in athletics must be provided to the school before the student can participate in any athletic events or scheduled practices.

108.3 Eligibility Requirements

Students and parents should refer to the "Student and Family Handbook" for specific guidelines and rules regarding eligibility requirements and procedures.

108.31 A student will be declared ineligible if:

1. His/her grade point average drops below 2.0.
2. He/she is failing in any one class.
3. He/she receives two or more "Ds."

108.32 All detentions must be served prior to participating in practices or games.

108.4 Field/class trips

For all student field trips the following applies. Additional requirements (Points 4 & 5) have been established for student trips that would not be considered common / local field trips or those to athletic (FFA, Fine Arts, HS Retreat, etc.) events.

1. Student/teacher ratio shall be:

Section 100 – Admissions and Student Affairs

- a) 10:1 for high school trips
 - b) 8:1 for middle school trips
 - c) 5:1 for elementary trips
2. Students not attending the field trip are required to attend school as usual, or be counted as absent.
 3. Mode of transportation will be a MVCS school bus. Exceptions would be made for parents/guardians transporting their own children.
 4. Travel may be completed only within the continental United States.
 5. An agenda and budget for the trip must be submitted to the administration for approval a minimum of 2 months before the trip. No plans or commitments should be made until the trip has been approved by administration.

109 SCHOOL CANCELLATION

If inclement weather or other conditions exist that create hazardous (driving) conditions or temporary loss of an appropriate classroom environment, MVCS will close. The school will make all reasonable attempts to communicate school closings with our parents. This may include notification by email to parents via FACTS, changing the school answering machine, signs on doors, radio announcements, etc.

110 CHAPEL

Chapel is once per week for grades K-12. The day and time can be changed to take advantage of outside programs or speakers. Teachers are to encourage a spirit of attentiveness and reverence towards God.

111 VISITORS

All visitors to the school are to report to the office immediately for a pass. Visitors on campus without a pass will be reported to the office where steps will be taken to have them removed.

General visitation is discouraged at MVCS. Visits are welcome by parents or students interested in MVCS as a possible school home. Those desirous of visiting the school as prospective students or parents are to first contact the office for approval.

112 DAYCARE

MVCS provides daycare before and after school at the lower campus. Administration will set the schedules and charge for daycare. Daycare is billed at the end of each month.

113 COUNSELING

Course and curriculum counseling in the 5th and 8th grades and a graduation credit review in the 10th and 11th grade shall be made available to all students. The purpose of the counseling in the 5th 8th grade is to ensure that students understand what electives are available, what the graduation requirements are, and when and in what order classes should be taken. The 10th grade review is to be conducted to ensure that students are on track for graduation. Counseling will be provided to transfer students as appropriate.

Section 100 – Admissions and Student Affairs

114 TRANSFER POLICY

- 114.1* High school credits can only be transferred from an accredited educational institution.
- 114.2* Any parent or guardian seeking to transfer their child into MVCS from any other school must make affirmation that he/she has no outstanding fees, tuition, accounts or other obligations to any school previously attended, before their child can be accepted as a student of MVCS. This affirmation will be made on the student application.
- 114.3* Current students wishing to take courses outside of MVCS for credit at MVCS must obtain prior approval from the administration.
- 114.4* In order to graduate from MVCS, a senior must be a full time student for the entire school year. Only those students who have attended MVCS full time for the junior and senior year may be eligible for the graduation honors of valedictorian or salutatorian.

115 WITHDRAWALS

- 115.1* Withdrawals from school are to be made through the school office. All withdrawals during the year must be made in writing and shall be effective when such notice is delivered to the school.
- 115.2* The student must have turned in all books and materials belonging to the school and all accounts must be paid in full before grade cards and transcripts can be released.
- 115.3* Tuition payment is to be made through the end of the calendar month of withdrawal.
- 115.4* Pre-paid tuition will be reimbursed based on a pro-rate (at standard rate) to the beginning of the next month after withdrawal

116 HEALTH AND SAFETY

- 116.1* Purpose - MVCS has an important obligation to see that all injuries or conditions that threaten possible injuries are taken care of quickly and efficiently.
- 116.2* At the beginning of each school year during Teacher Orientation, time is spent going over school rules in the Faculty Handbook that relate to students.
- 116.3* Teachers are to always be on the alert for potential hazards. If they have any question as to the safety of any activity or piece of equipment, they are to immediately stop the activity or place the equipment in question "off limits" and notify the custodian and principal by note. Also, a watchful eye must be maintained for other hazards such as holes, worn equipment, foreign objects, etc.
- 116.4* Teachers are to be familiar with those sections in the Student-Family Handbook that deal with accidents, injuries, safety, and medication. Teachers are to be familiar with any special notes as recorded on the registration documents in the cumulative record of each child in their classes.
- 116.5* Students with contagious illness should remain home until their doctor provides the

Section 100 – Admissions and Student Affairs

needed release to return to school. The administration and teachers will assist parents in keeping them abreast of class requirements during student absences.

116.6 Medications

116.61 A “medication form” shall be completed before students can bring any medication onto the MVCS campus (forms shall be available from the school office). Prescriptions, if any, shall be attached to the form.

116.62 School personnel are forbidden by law to give **ANY** internal medication (including over the counter medications) to a student without written or verbal permission from a parent or legal guardian.

117 MUSIC

The use of live or recorded music at all MVCS functions (including game warm-up music) must be approved in advance by the administration or designated teachers/staff.

118 STUDENT MOTOR VEHICLE PRIVILEGES

Students may operate motor vehicles on campus with the consent of their parents. The student must be legally licensed and the vehicle must have current registration and insurance. Students must park in designated areas only and comply with established rules (see the Student and Family Handbook). Unauthorized vehicles may be towed at the owner’s expense.

119 INSPECTIONS

MVCS reserves the right to inspect any school owned equipment or property at any time. Unannounced inspections may be conducted if we have reason to suspect that a student or employee may be in possession of an illegal weapon, drugs or alcohol, or any other such items that may be in violation of the MVCS Board Policies, or any school handbooks.

120 STUDENT AND FAMILY HANDBOOKS

The administration, in coordination with the Student Affairs Committee, shall publish and update the “Student and Family Handbook.” The purpose of the handbook is to provide students and parents with information, procedures and policies (including extra-curricular activities) regarding attending MVCS. The handbook shall be reviewed and updated annually and approved by the board prior to distribution to the school families at the beginning of each school year. Once approved, the handbook will become an annex to this policy manual and shall have the full force of board policy.

121 SONBLAZER COMMUNITY SERVICE AWARD

Seniors who complete a minimum of 50 community service hours to benefit other area 501-c organizations will be awarded the SonBlazer Community Service Award during their senior year. Administration will annually communicate to parents and students the requirements for this award.

122 NATIONAL HONOR SOCIETY (NHS)

Administration will annually appoint an advisor for NHS who will be responsible to ensure

Section 100 – Admissions and Student Affairs

that MVCS is in compliance with all NHS paperwork, fees and procedures. In order for students to become eligible for NHS they must have completed at least three (3) semesters as a MVCS student, be in good social standing and maintain a minimum GPA of 3.25.

Section 200– Curriculum and Education

Section 200 – CURRICULUM AND EDUCATION

201 PURPOSE

The educational program shall be designed to carry out the Philosophy of Education of MVCS. Textbooks and curriculum, as available, should reflect the general understanding for the necessity of the Word of God as foundational in every area of academic pursuit.

202 CURRICULUM REVIEW

Curriculum materials for all classes (incl Lib, fine arts, P.E. etc) should be periodically reviewed and approved by the Curriculum and Education Committee to ensure consistency with MVCS Philosophy of Education and currently approved criteria regarding scope and sequence.

203 DEVIATIONS FROM CURRICULUM

Officially approved curriculum must be used. Any prolonged significant deviation from accepted curriculum must be approved prior to use in classroom.

204 PARENTAL INQUIRY OF CURRICULUM

An inquiring parent can freely inspect the current curriculum and texts the enrolled student will be using.

205 TEXTBOOKS

205.1 MVCS provides textbooks and workbooks that are part of the regular curriculum to students, typically at no additional charge to the parents.

205.2 Children are responsible for their texts, and, should damage or loss occur, they or their parents are accountable.

206 CREDIT FOR CLASSES

The Course Offerings and Graduation Requirements list will contain updated information on credits for classes offered.

207 INDEPENDENT STUDY REQUEST

As a general rule MVCS does not allow high school students to receive credit for independent studies. Administration, in consultation with the C & E Committee, may on occasion grant permission for independent study under unusual circumstances. All requests for independent studies must be directed in writing to the administration by the parent or guardian.

208 STANDARDIZED TESTS

MVCS periodically administers standardized tests for K-10 students. As a college preparatory school, all sophomores are required to complete the PreACT test in the spring. We also make the PSAT test available to interested students in the 11th grade. It is required that students complete the ACT and / or SAT tests for college admission / scholarship purposes prior to enrolling for their senior year. Newly enrolled seniors are required to take one of these tests during their fall semester.

Section 200– Curriculum and Education

209 ADVANCED PLACEMENT CLASSES

MVCS offers advanced classes to high school students. Standards for these classes shall be established by the curriculum committee and approved by the administration and board.

210 COMBINED CLASSES

The administration has the full authority to create and schedule combined classes by campus for adjacent grades as long as this action is to the benefit of the students and school.

211 CANCELLATION OF CLASSES

The administration may cancel a required course for the upcoming school year with committee approval. Attention shall be given to the importance of college preparatory courses when considering cancellations.

212 GRADUATION

Only those students who have attended MVCS fulltime for the junior and senior year may be eligible for the graduation honors of being the class valedictorian or salutatorian. For all graduates the 12-point grading scale and AP grading system will be used to determine class honors or class rank. In the event of any GPA ties, students will be honored as co-valedictorian or co-salutatorian. The administration may consider special cases with the appropriate board committee.

213 REQUIRED CLASSES AND COURSE OFFERINGS

It will be the responsibility of the Curriculum and Education and administration to maintain a current and accurate listing of all required and elective courses / classes offered by MVCS. This information shall be made available to students and parents in the spring of each year for the following school year. Proposals for new classes shall be presented to the Curriculum and Education committee in a timely manner and approved by the committee prior to inclusion on the schedule or an approved course list.

214 HOMEWORK

It is expected that homework will increase by grade level and with high school advanced courses. The administration will work with the faculty whenever possible to coordinate the homework load. In respect for local churches who have Wednesday evening activities, and to provide the student with some mid-week margin -teachers may not assign homework on Wednesday evenings unless first approved by administration for a usual situation.

215 GRADING PROCEDURES

215.1 Report cards are given on a quarterly basis. The 12 point grading scale, will be used to determine and student GPA and class rank (including Valedictorian and Salutatorian).

Section 200– Curriculum and Education

12 Point Grading Scale

Percent	Grade	Quality points
98-100	A+	4.0
93-97	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-78	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

215.2 The cut-off date for determining senior class ranking is the end of the first semester of the senior school year. Class rank will be determined by averaging the numerical grades received in a class based on the graduated scale in 215.1 above. Pass-Fail courses are not included in the calculations. There shall be no rounding of the numbers until the very last calculation is made.

215.3 A student may withdraw from an elective course in accordance with the Student and Family Handbook.

215.4 Secondary students may repeat courses in which a “D” or “F” grade is received. Only one course in which a “C” or above is received may be repeated. Any appeal for this limit must be addressed to the administration. No course shall be repeated after a subsequent course is taken (i.e. one for which the first is a prerequisite). When a course is repeated the higher grade will replace the lower grade. Only one credit will be issued for repeated classes. Both grades and courses remain on the student’s record.

215.5 Failed Class Policy

The goal of the failed class policy is to identify problems, to facilitate early intervention and to prevent “surprises.”

215.51 Elementary

A conference between parents, teachers and the administration will be held to discuss progress or possible retention of any elementary student by mid-3rd quarter.

Section 200– Curriculum and Education

215.52 Middle School

If a mid-high student's grade average drops below "C" there must be a family/administration conference by mid-January.

If a mid-high student fails any core class, the failed class must be made up no later than 2 weeks before the next school year begins. Classes may be made up at any summer school or by using Christian Correspondence courses. Any course must be approved by the administration. Failure to complete the class requires a written plan of action agreed upon by the administration and parents.

If a student receives an "F" in any two core classes, he/she may be asked to repeat the grade

215.53 High School

Students who fail a required class in a given semester must retake the class in order to meet MVCS graduation requirements.

Section 300 Personnel

Section 300 – Personnel

301 NON-DISCRIMINATORY POLICY

Mesilla Valley Christian School is non-discriminatory to students, faculty, and staff on the basis of sex, race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic programs, and other school administered programs.

302 NEPOTISM POLICY

302.1 MVCS administrators, Board members and Personnel Committee members must not be present during discussion and voting matters directly affecting the employment and/or compensation of immediate family members.

302.2 Immediate family members are defined as follows: Spouse, children, siblings, in-laws, and parents.

302.3 No part-time or full-time employee of MVCS shall directly supervise any family member who is part-time or full-time employee of MVCS.

302.4 If the members wish to be considered for permanent Full time Staff positions, they must resign from the board. Board members who become full time staff employees in extenuating circumstances as defined by the board may continue as non-voting members of the board (and are excluded from participating in Head of School evaluations) to the end of the school year.

303 PERSONAL QUALIFICATIONS FOR APPOINTMENT

303.1 All teachers at the Mesilla Valley Christian School shall be born-again Christians and subscribe to the MVCS statement of faith, regularly attending a like-minded church.

303.2 All teachers shall be in agreement with the stated purposes of the school as outlined in the teacher contract, the Faculty Handbook and this document.

303.3 All teachers shall exemplify good moral character.

303.4 MVCS does not discriminate based upon physical and / or mental health. The applicant must however demonstrate that they are physically / mentally capable of performing the tasks of the position they wish to fill, with or without accommodation.

304 PROFESSIONAL QUALIFICATIONS

304.1 Teachers shall have a minimum of a Bachelor Degree from an accredited or recognized college or University. The Board may temporarily waive this requirement in emergency situations.

304.2 All teachers shall have or acquire AACCS Professional level certification within two years of employment. Non-renewal will be considered if this requirement is not met.

305 EMPLOYMENT PROCEDURE FOR TEACHING STAFF

305.1 As soon as a vacancy is expected, the administration shall seek qualified candidates in

Section 300 Personnel

order to find the best-qualified candidate.

- 305.2** Applicants shall secure and complete a faculty application for employment and forward copies of transcripts to the Head of School. Applicants that falsify information are disqualified for employment. Applicants shall authorize MVCS to conduct a background check upon offer of employment.
- 305.3** The administration, in conjunction with the Personnel Committee chair(s), shall screen all applicants.
- 305.4** Candidates for full-time or part-time teaching positions at MVCS recommended by the administration and Personnel Committee chair(s), shall then be presented to the Personnel Committee for interview and final decision.
- 305.5** Applicants receiving unanimous recommendation by the Head of School and the Personnel Committee shall be offered the position. The MVCS Board of Trustees retains the right to review and exercise final authority in this matter.
- 305.6** Legal requirements mandate that MVCS employ only U.S. Citizens or aliens who are authorized to work in the U.S. In compliance with these legal requirements, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

306 CONTRACTS OF EMPLOYMENT AND TENURE

- 306.1** All teachers of the Mesilla Valley Christian School must have a contract that has been approved by the MVCS Board of Trustees.
- 306.2** All employees are “at will” per New Mexico State Law.

All contracts shall be for a one-year term unless specifically altered by the Board. There is no contract period for an employee who is not under a faculty or administrative contract.

All staff members, other than seasonal and occasional, will operate under a one year work agreement.
- 306.3** Teachers shall notify the administration in writing before the April board meeting as to their intent to return for the following year. This is necessary so that adequate plans may be made in the area of staffing. Teachers shall be notified if their services will not be required for the following school year. The reason for non-renewal shall be given. Contracts not signed and returned within fourteen calendar days of issuance shall be considered rejected.
- 306.4** Employees may not be offered a contract because of insufficient enrollment. If reduction in staff becomes necessary, the administration may use seniority, effectiveness, and overall value of the employee’s gifts, strengths, and general qualifications in making staffing recommendations to the MVCS Board of Trustees.

307 PROBATIONARY EMPLOYEES

Section 300 Personnel

- 307.1** First year faculty need to demonstrate adequate performance and conduct during a full cycle of school activities. They shall be subject to a probationary period of one contract year, or for a second year with the recommendation of administration and the personnel committee chair.
- 307.2** Probationary employees may be terminated when they fail to demonstrate proper conduct, professional competency, and/or adequate performance.
- 307.3** When the administration decides to terminate an employee serving a probationary period, it must be done in writing. Both administration and the personnel committee chair must sign the termination notice.
- 307.4** The information in the termination notice shall contain the reasons for separation and the effective date of termination. The notice shall cite inadequacies of the employee's performance or conduct.
- 307.5** This policy shall be included in the Faculty and Staff Handbooks.
- 307.6** Probationary periods for all new all new faculty, staff and hourly employees shall be 90 days. At the completion of the 90-day period the employee will meet with their supervisor for a conference at which time the supervisor will provide a recommendation to the Head of School regarding the need (or not) of continued probationary status.

308 INVOLUNTARY TERMINATION OF EMPLOYMENT

- 308.1** When, during the term of the contract, it appears that severance of the contract must be made by MVCS, reasons shall be given to the employee in writing. Such reasons shall relate to the welfare of the school and the students therein.
- 308.2** *Reasons for Involuntary Termination of Employment*
 - 308.21** Immoral or unprofessional conduct
 - 308.22** Commission, aiding or advocating acts of a criminal nature
 - 308.23** Dishonesty
 - 308.24** Insubordination
 - 308.25** Physical or mental condition which results in the employee being unable to perform the essential functions of the job (per ADA guidelines)
 - 308.26** Continued violation or refusal to obey rules or regulations of the Board as set out in the teachers' contract, Faculty Handbook or this document
 - 308.27** Conviction for a felony or any crime involving moral turpitude
 - 308.28** Not serving as a Christian role model
 - 308.29** Deficient performance
 - 308.30** Conduct that creates division or which becomes detrimental to the ministry of MVCS
- 308.3** Notice of dismissal shall be in writing and delivered in person or by certified mail to the last known address.
- 308.4** Involuntary terminations shall be immediate. An involuntary termination shall be

Section 300 Personnel

final, unless the employee requests an appeal as outlined in the grievance procedure contained herein. A copy of the reasons for involuntary termination shall accompany the notice of termination.

309 GRIEVANCE POLICY AND PROCEDURE

309.1 Level I: The employee with a grievance shall present the matter in writing to the immediate supervisor or to an administrator, whoever has the authority to deal most effectively with the grievance, no later than 10 days following the incident which prompted the grievance. The employee and the supervisor or administrator shall confer on the grievance within 10 days with the purpose of arriving at a mutually satisfactory solution to the problem. In the event the grievance is first discussed with anyone other than the supervisor or administrator, the supervisor or administrator shall be apprised of the discussion. Following the conference, the supervisor or administrator shall communicate, in writing, the decision to the aggrieved employee within 5 days.

309.2 Level II: If the grievance is not resolved in level one, it may be appealed to the chairman of the personnel committee within 10 days after the decision was made at level one. The appeal shall be in writing, it shall set forth specifically the reasons for the appeal, a copy of the appeal and the decision at level one, and the reason why the decision(s) at the previous level were unacceptable shall accompany it. The personnel committee shall meet and confer with the employee regarding the grievance. The personnel committee chairperson shall communicate with the employee within 10 days after receipt of the written appeal to arrange for a mutually convenient date and time to consider the appeal. Notice of the meeting shall be given to the supervisor or administrator who rendered the decision on level 1. All parties to the grievance shall be present to present their views. Within 10 days of the conference, the personnel committee shall issue its decision, in writing, to all parties.

309.3 Level III: If the grievance is not resolved at level 2, any party involved may appeal to the MVCS Board of Trustees or as stated in the Level IV below. The appeal shall be mailed or delivered to the Chairman of the MVCS Board of Trustees within 10 days of receipt of the personnel committee decision made in Level II, and shall be in writing. The appeal shall set forth specifically the reasons for the appeal and the decision at level 2, and include the reasons why. Following the conference, and not later than the next regularly scheduled board meeting, the MVCS Board of Trustees will communicate its decision in writing to all parties in interest. The decision of the MVCS Board of Trustees is final.

309.4 Level IV: If the grievance is not resolved at level 2, a party has the option to bypass Level III and appeal the decision through Christian mediation and/or arbitration.

The parties 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

Section 300 Personnel

mediation. If resolution of the dispute and reconciliation do not result from mediation, the parties agree to utilize binding Christian arbitration as the sole and exclusive means to resolve all disputes or claims, or any of MVCS's employees, officers, directors, agents or volunteers that may arise out of or related in any way to employment or any grievance. Included within the scope of this Agreement are all disputes or claims whether based on tort, contract, statute including, but not limited to, any claims of discrimination, harassment and/or retaliation based on local, state or federal law or regulation, with the exception of a claim of disability or medical benefits based on workers compensation law or as otherwise required by state or federal law. The arbitrator for such binding arbitration shall be independent, objective and neutral.

The parties agree for the arbitration process to be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") of the Institute for Christian Conciliation contained in the booklet, *Guidelines for Christian Conciliation*. 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 agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation, shall be asked to provide the name of a qualified person who will serve in that capacity. Resolution of all disputes shall be based upon any local, state, federal law or regulation governing the claims and defenses. Consistent with the "Rules," the arbitrator shall issue a written opinion, with findings of facts and law and consistent with the "Rules" 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 MVC S agrees to pay no more 50% of fees and expenses without explicit board approval 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 "Rules" 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

Section 300 Personnel

action proceeding, except to enforce a legally binding arbitration decision, and this waiver will be equally binding on any person who represents or seeks to represent the parties in a lawsuit against the other in any court of law. 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.

310 RESIGNATION AND ABANDONMENT OF CONTRACT

310.1 If a teacher under contract is not able to complete his/her contract or able to accept one for the following year, a written letter of resignation shall be submitted to the Head of School.

310.2 When an employee is absent from his/her duties for more than three days without approval, the Board may rule the contract to have been breached and declare the position open.

311 SICK LEAVE/Paid Time Off

311.1 Full-time faculty (85% contract or greater) will be allotted 10 annual leave days, which may be used at the teacher/employee's discretion. These days may be used for illness, medical appointments, family medical needs, personal matters, personal leave, etc.
Part time faculty (84% contract or less) – Will be allotted a prorated amount of annual leave days which may be used at the teacher/employee's discretion including illnesses, medical appointments for the employee or family member, etc.

Note: *A one-week written notice is required for all personal leave time.*

The Healthy Workplaces Act

In July 2022, a new state law went into effect that changes the way sick leave may be accrued. This new law is called "The Healthy Workplaces Act". As part of this new law, unused sick leave/ PTO may still be "cashed out" at the end of the school year as per our usual formula. Employees now also have the option of rolling forward up to 64 hours of unused sick leave/ PTO into the next school year (8 school days for FT faculty). For part-time faculty, this will be prorated per their FTE (full-time equivalent) and accrued in the same manner.

Per the act, employers are not required to allow employees to use more than 64 hours per year for sick leave in a 12-month period, however MVCS will continue to allow eligible employees to use all their 10 days if needed (or prorated amount for part time faculty) sick leave /PTO annually as prior to the act.

Per this act should an employee resign or be terminated; unused leave is not required to be reimbursed in any way. However, should the employee return to MVCS for employment within 12 months (365 days) their unused /accrued sick leave time will be reinstated.

Part-time employees will continue to be allowed sick leave/PTO days based upon their work agreement and job assignment.

Section 300 Personnel

311.2 At the end of each school year, the balance of leave time, less 5 days (in whole days), will be: 1) paid to the full time faculty (only) members at average daily salary rate or 2) accrued to a maximum of 30 days sick leave.

311.3 When a full-time faculty member has used all their leave time, and the administration determines that the situation warrants extended leave time, other faculty may donate sick leave time to such a faculty member. Any FT faculty member who has PTO leave time as a benefit may donate or receive donated PTO leave time during the school year.

312 EMERGENCY LEAVE

Full-time faculty and staff are allowed up to three days with pay per school year for funeral leave (family or close friends), or other emergency leave approved by the administration.

313 FAMILY AND MEDICAL LEAVE ACT

This Act requires provision of up to twelve weeks of unpaid leave to eligible employees because of the birth or adoption of a child or because of a serious health condition of the employee or the employee's child, parent or spouse. An "eligible employee" is defined as someone who has been employed at least twelve months by the employer and who has worked at least 1250 hours during the previous twelve-month period.

A "certification" from a health care provider may be requested before the request is honored. The certification should include:

- The date the serious health condition began
- The time the condition is expected to last
- Various medical facts known
- If the employee is seeking leave to care for a family member, a statement that the employee needs to care for his or her spouse, child or parent, and an estimate of how long this need will last
- If the employee is seeking leave because of his or her own medical condition, a statement that the employee cannot perform the functions of his or her position
- If the employee is seeking intermittent leave for medical treatment, the dates and duration of the planned treatment

As a general rule, employees who return to work after taking leave under the Act must go back to the position they held when the leave began or "be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment".

If an employee is covered by our group medical plan, he or she will continue to be covered during leave taken under the Act. If the employee does not return to work after the leave, we have the right to recover the premium expenses.

Documentation:

No employee can be charged time against the FMLA allowance if it is not documented. This

Section 300 Personnel

means we must have a signed form from the employee acknowledging that he or she is using the leave per the Act. Contact the Business Office or school administration for assistance.

314 JURY DUTY

MVCS will continue paying employees their regular salary while serving jury duty on the condition that they remit any compensation for such service to the school following payment by the Court System.

315 PROFESSIONAL LEAVE

315.1 Teachers may request two days with pay each year for professional growth opportunities.

315.2 The administration shall approve in advance all requests for professional leave.

316 SALARIES AND PAY SCALES

316.1 The Board of Trustees shall annually review and adopt a salary schedule to include stipends and coach salaries.

316.2 Full-time and part-time teacher salaries shall be prorated based on AACS certification as follows:

1. Standard AACS certification equates to full salary. Professional level certification merits the teacher an additional pay per the salary scale.
2. Temporary AACS certification equates to 90% of full salary.
3. No bachelor degree equates to an emergency hire as appointed substitute at 80% of full salary.

316.3 An **85%** contract makes a faculty member eligible for full time faculty benefits.

316.4 Salaries for part-time support personnel shall be paid based on the actual hours worked at an hourly rate established by the administration.

316.5 Full-time staff (working at least 35 hours per week over a 12-month time period) shall be compensated as follows:

1. Annual salary is an amount established by the Head of School .
2. Actual hours required:
 - a. School days and school hours during the school year, or as needed.
 - b. The administration will establish summer office hours.
 - c. Two weeks of vacation during the summer
3. Overtime hours is defined by state or federal law. Non-exempt employees are prohibited from working overtime without prior approval from administration. Employees who work overtime without prior authorization are subject to discipline, including suspension or termination.

316.6 Part-time faculty compensation shall be calculated according to the following factors:

Section 300 Personnel

prorated percentage of contract, certification level, years of experience and professional degrees.

316.7 Substitute teachers shall be paid at a rate established by the administration. Full-time faculty acting as substitutes during their break periods are not eligible for substitute teacher pay. Teachers may “trade periods” on an occasional basis with administration approval.

316.8 Bus drivers shall be paid at a rate established by the administration.

317 STUDENT-TEACHER RATIOS AND TEACHER AIDS

MVCS reserves the right to establish class sizes and to maintain a student-to-teacher ratio that serves the educational needs of the students and the interests of MVCS. Administration (with C & E committee approval) has discretion to make adjustments as needed if the budget so demands. To that end, the following class size guidelines will be followed:

Class	Maximum	Aide
K	20	14
1 st grade	22	18
2 nd grade	22	18
3 rd grade	23	19
4 th grade	23	20
5 th grade	25	20
6 th - 12 th grade	27	No aides

318 FACULTY AND STAFF BENEFITS AND PROGRAMS

318.1 All employees of MVCS are covered by Workmen's Compensation as required by law. All self-inflicted injuries are exempt.

318.2 All full-time faculty and staff of MVCS may be offered healthcare coverage depending on the school budget.

318.3 Mesilla Valley Christian School shall contribute the employee's portion of its employees' Social Security Tax.

318.4 A Tuition Assistance program in which MVCS will pay for up to 50% of approved coursework exists for full time faculty members. This program may not be instituted every academic year, depending on the school budget. A faculty member must apply for approval from administration at least 30 days in advance of the start of the coursework. This coursework must pertain to the faculty members' teaching field and a “C” or better is required. In the event the faculty member decides to separate from MVCS within two years of coursework completion, a 100% reimbursement of the coursework costs will be required.

318.5 MVCS Tuition Benefit

318.51 Full-time faculty members and administrators are allowed a 100% tuition benefit for their children.

318.52 Part-time faculty members are allowed a tuition benefit for their children

Section 300 Personnel

prorated by percentage of employment as stated in their contract.

- 318.53** Full time staff members are allowed a minimum of 33% tuition benefit for their children(subject to negotiation). Fulltime is defined as those working a minimum 35 hour work week over a 12-month period.
- 318.54** Part-time staff members, working at least 20 hours per week, are allowed a 10% tuition benefit for their children.
- 318.55** Retirement - All full-time faculty and staff of MVCS are entitled to participate in a school sponsored retirement plan. For new employees, the first year is a qualifying year with benefits accruing at the start of the second year of employment. Once eligible the employee is vested 100% via the pension plan of the school.

319 RIGHTS AND RESTRICTIONS ON FACULTY AND STAFF

Faculty and staff shall have the right to inspect their personnel file. Comment of a derogatory nature shall not be entered until the employee shall have had an opportunity to review and make comments. Personal information about an employee will not be released without a signed waiver from the employee.

320 FACULTY, STAFF AND EMPLOYEE EVALUATIONS

All MVCS faculty, staff and employees shall receive regular performance evaluations by their immediate supervisor or the appropriate administrator:

Faculty	1 per year
First year faculty	2 per year
Full time staff	1 per year
Probationary staff & hourly employees employment	After the first 90 days of
Hourly employees needed	1 per year or as

MVCS employees are expected to comply with performance requirements. When, in the sole discretion of the supervisor or administration, an employee is not meeting the legitimate performance expectations of the school, the school will advise the employee of the deficiency and provide a performance improvement plan. In certain circumstances, however, the deficiency may be so significant in the supervisor's or administrator's opinion, that a performance improvement plan is not warranted.

321 SCHOOL CHOICE

The school supports that parents have the primary responsibility for their children's education and that MVCS exists to serve parents who desire a Christian education for their children. Christian home schooling and traditional Christian school education are not perceived to be in conflict. While the school hopes that all board members and employees will have their children enrolled at MVCS, we understand that sometimes there are other circumstances

Section 300 Personnel

(educational needs, family finances as examples) that need to be considered as well.

322 FULL-TIME EMPLOYEE PREFERENCE

It is the preference of the MVCS Board to hire full-time employees whenever possible and to staff coaching positions from among the full-time employees to the greatest degree that is practical.

323 REPORTING ACCIDENTS, INJURIES AND CHILD ABUSE

323.1 An Accident Report shall be completed within 24 hours. If possible, the injured employee shall complete the report, but if impossible, his/her supervisor shall complete it. In such situations a copy of the report will be provided to the family in the event that medical follow-up is needed.

323.2 In the event of a child injury, the employee on duty in that area at that time shall complete the Accident Report.

323.3 Any school employee who suspects that an MVCS student has been involved in child abuse should report it immediately by calling the State CYFD. **In cases of emergency situations, call the Las Cruces Police Department or 911.** Administration will contact the Dona Ana County Children, Youth and Families Department and/or local law enforcement AND notify the MVCS Board of Trustees of this reporting action. All cases shall be documented.

324 ANTI-DISCRIMINATION AND ANTI-HARRASSEMNT POLICY

It is the policy of MVCS to prohibit discrimination against any employee or applicant, on the basis of race, color, sex (gender), , age, national or ethnic origin, or disability. As a religious educational organization, MVCS is permitted statutorily and constitutionally to utilize religion as an employment criteria. As a part of its policy, MVCS prohibits abusing the dignity or invading the privacy of anyone through derogatory comments, slurs, jokes or other objectionable conduct referring to the victim's ethnic origin, race, color, sex (gender), age, or disability. Violation of this policy should be immediately reported to the designated MVCS administration for collective action and will subject the abuser to prompt discipline up to and including immediate discharge. Should the designated administration appear to be the individual involved, the employ may report the harassment to the Chair of the MVCS Board of Trustees.

It is the policy of MVCS to provide an environment free from harassment, whether based on sex (gender), race, color, national or ethnic origin, age or disability. (As a nonprofit, religious entity, MVCS can and does discriminate on the basis of religion as permitted by Title VII of the Civil Rights Act, state law and/or the US or state Constitutions.) This policy applies to the actions of all employees, outsiders, and any other individual who comes into contact with one of MVCS employees while that employee is performing his or her job duties. Harassment based upon an employee's sex (gender), race, color, national or ethnic origin, age or disability is illegal under federal and state equal employment laws because it subjects employees to

Section 300 Personnel

unfair treatment and is not related to an employee's work performance or qualifications. Employees who might engage in harassment should be aware that they might be sued and held personally responsible for harassment. MVCS does not tolerate harassment of its employees, nor does it tolerate reprisals against any employee who makes a harassment complaint or who otherwise participates in a protected activity. It is against MVCS policy for any employee, male or female, staff, faculty, administration or MVCS Board of Trustees to engage in actions that sexually harass another employee by:

1. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of the employee's continued employment, or
2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or
3. Making unwelcome or offensive statements means that an employee does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment may occur even if the individual originally remains silent or fails to show disapproval at the time. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees should be sensitive to the feelings of other employees whether they object or not.
4. Stating or implying that a particular employee's advances in employment have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship, or
5. Stating or implying that a particular employee's deficiencies in performance are attributable in whole or in part to the gender of that person, or
6. Commenting on particular characteristics associated with a particular gender (e.g. regarding a female employee's figure), or
7. Creating an intimidating, hostile, or offensive working environment by such conduct or comments.

All complaints will be handled in a timely and confidential manner. MVCS will endeavor to ensure that a complaint or information related to a complaint is not disclosed to any people or organizations not involved in the investigation.

However, administrative personnel needed for participation in the investigation of the complaint, the alleged harasser, and possible witnesses may be contacted and will learn of the complaint. No person is permitted to discuss the complaint, the identity of the person complaining, or any other facts, except where necessary for investigating the complaint or deciding a dispute. All administrative personnel, teachers, and staff are subject to disciplinary action if they unnecessarily disclose information about the complaint, investigation, allegations, or facts concerning the harassment complaint and investigation.

Section 300 Personnel

325 NOTICE OF INJURY, ABUSE, OR MOLESTATION

Any school employee who becomes aware of any injury, abuse, molestation, or improper sexual conduct of any employee to another employee, or employee to a student will immediately inform the school administration of such suspected or actual injury, abuse, molestation, or improper sexual conduct involving any MVCS employee or student.

All school employees and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, molestation, or improper sexual conduct with the MVCS organization. All cases shall be documented.

326 DEFINITION OF PERSONNEL

- Exempt Employee – Salaried employee working under a faculty or administrative contract
- Non-Exempt Employee – All hourly employees
- Occasional Employee – “On Call” employees (i.e. substitute faculty and bus drivers)
- Seasonal Employee – Employees who work for a specific amount of time during the year (i.e. coaches and summer maintenance)

327 FACULTY AND STAFF HANDBOOKS

327.1 The administration, in coordination with the Personnel Committee, shall update the “Faculty Handbook.” The purpose of the handbook is to provide faculty members with information, procedures and policies regarding employment at MVCS. The handbook shall be reviewed and updated annually and approved by the board prior to distribution to faculty members at the beginning of each school year.

327.2 The administration, in coordination with the personnel committee, shall update the “Staff Handbook.” The purpose of the handbook is to provide staff members with information, procedures and policies regarding employment at MVCS. The handbook shall be reviewed and updated annually and approved by the board prior to distribution to staff members at the beginning of each school year.

327.3 In such cases where the MVCS Policy Manual and any student/faculty/staff handbook demonstrate a discrepancy or contradiction, the Policy Manual is to be considered the “final say” in the matter.

328 EMAIL / INTERNET / COMPUTER USE

328.1 MVCS reserves the right to inspect or monitor all email and Internet activity that occurs from any computer, used by anyone accessing MVCS Internet services. MVCS computers and IT equipment are the property of MVCS and the contents are subject to inspection at any time.

328.2 Employees are not permitted to install or download any program or application, business or personal, onto school computers or computer systems without prior approval from the administration or IT personnel.

Section 300 Personnel

329 WHISTLE-BLOWING POLICY

Only two provisions of the Sarbanes-Oxley Act of 2002 apply to nonprofit organizations. One is the legal protection of whistle-blowers who risk their careers by reporting suspected illegal activities in an organization.

329.1 Suspected Misconduct, Dishonesty, Fraud, and Whistle-Blower Protection

MVCS is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with the commitment, this policy aims to provide an avenue for employees to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

329.2 Procedure

A Review Committee of MVCS shall consist of the board members who serve as the MVCS Board of Trustees.

329.3 Reporting

It is the responsibility of every employee to report concerns relating to suspected misconduct, dishonesty or fraud. Such concerns shall be set forth in writing and sent in a sealed envelope to the Chairman of the Review Committee (Chairman of the Board). The envelope should be labeled as follows: "To be opened by the MVCS Review Committee only. Being submitted pursuant to the 'Policy on Suspected Misconduct, Dishonesty, Fraud, and Whistle-blower Protection' adopted by the Review Committee."

329.4 Timing

The earlier a concern is expressed, the easier it is to take action.

329.5 Investigating the concern

Following the receipt of any complaints submitted, the Review Committee will investigate each matter so reported and take corrective and disciplinary actions where appropriate.

The Review Committee may enlist committee members, employees of the ministry and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, the Review Committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

Section 300 Personnel

329.6 Further Information

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

329.7 Report To Complainant

The complainant will be given the opportunity to receive follow-up on their concern within two weeks:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with, not including specific details of disciplinary action taken;
- Giving an estimate of the time that it will take for a final response;
- Telling them whether initial inquiries have been made; and
- Telling them whether further investigations will follow, and if not, why.

329.8 Information

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

329.9 Document Retention

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

329.10 Safeguards

• No Retaliation

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

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

Section 300 Personnel

Confidentiality

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

● Anonymous Allegations

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

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

● Acting in Good Faith

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

329.11 Definition Of Terms

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

- Acts which are inconsistent with ministry policy
- Theft or other misappropriation of ministry assets
- Misstatements or other irregularities in ministry records
- Incorrect financial reporting
- Misuse of ministry resources
- Illegal activities
- Immoral or unbiblical activities
- Forgery or alteration of documents
- Any other form of fraud

330 BACKGROUND CHECKS

330.1

All employees, committee members, board members and those who volunteer on regular basis must complete a background check through the school prior to their first day of employment or volunteer service. The school will pay for the cost of the background check.

Section 400 Finance

Section 400 – FINANCE

401 TUITION AND FEES

401.1 Tuition

MVCS will assess each student enrolled in the school a tuition fee as established annually by the MVCS Board of Trustees. As MVCS has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. No deductions will be made in tuition for absence during the school year, regardless of the cause of such absence.

Tuition is computed based upon the number of months in enrolled (based on a 10 month school calendar). If a student enrolls after the beginning of the school year, the tuition owed is computed by prorating the time remaining in the school year from the beginning of the month in which the student enrolls. If a student withdraws during the school year, the tuition owed is prorated to the end of the month in which the student withdraws.

Tuition for part time students is computed by prorating the number of classes in which the part time student is enrolled to the total number of class periods offered during a normal school day.

401.2 Registration Fee (also known as the Re-enrollment Fee or Application Fee)

All students enrolling at MVCS are assessed a registration/re-enrollment/application fee which is due at the time of registration or application. This fee may be discounted for early registration as determined by the board. Registration fees are refunded if MVCS refuses admission to a student. A percentage of the registration fee may be retained by the school to cover testing and the processing of applications. The registration fee is paid directly to MVCS.

401.3 Activity Fee

The school may assess a yearly activity fee to offset a portion of the cost of student insurance, transportation, and activities.

401.4 Miscellaneous Fees

The school may collect miscellaneous fees for items such as yearbook costs, supplies for some course offerings, attendance fees for athletic events, extracurricular activities fees, etc. These fees will be combined with tuition charges.

401.5 Required Fees

The school may collect a Security Fee to offset the cost of on-site security staff and a Retreat Fee to offset the cost of the Annual High School retreat. These fees will be established/updated based on actual cost on an annual basis and included in tuition but not subject to discounts/reductions or the MVCS Tuition Benefit

Section 400 Finance

401.6 International Students

In order to meet Immigration and Naturalization Service requirements, international students will be charged a non-refundable fee to cover assessments paid by MVCS to the INS and other associated costs.

402 TUITION PAYMENT PLANS

402.1 Tuition may be paid through using any of the following payment plans.

1. Single payment plan - An early payment discount is available as established by the MVCS Board of Trustees for tuition paid in full prior to the beginning of the school year. The payment deadline for receipt of the early payment discount will be published yearly in re-enrollment and application packets.

2. Two payment plan – An early payment discount plan is available as established by the MVCS Board of Trustees for tuition paid in full prior to the beginning of each semester. The payment deadline for receipt of the early payment discount will be published yearly in re-enrollment and application packets.

3. Ten payment plan --Monthly installments begin in July and may be deferred for the month in which registration fees for the next school year are due. A monthly processing fee will be added to each month's payment to cover handling and processing costs. This processing fee shall be in addition to any processing fee assessed by the tuition management company.

403 DELINQUENT ACCOUNTS

403.1 Tuition is considered late if not paid by the payment due date. A \$25.00 late fee is assessed if payment is not received by the due date.

403.2 After the 30th day past due, an unpaid account is considered delinquent. A letter (or email) will be sent detailing the disenrollment procedure.

403.3 Once an account is 60 days past due, a signed written payment plan must be arranged with the Head of School and/or financial officer to bring the account current by the 90th day. Unless a written payment plan is in place, the student(s) will not be admitted on the first day of the month following the 60 day delinquency.

403.4 Disenrollment is automatic unless an account is brought current or a written payment plan is arranged to bring the account current on the 90th day (403.3).

403.5 Once the 60-day delinquent account threshold is reached, the account is not permitted to be delinquent by more than 30 days.

403.6 Delinquent accounts are assessed \$25/month until paid. This assessment will be in addition to any penalty assessed by the tuition management company.

403.7 All accounts (including day care, library and book fines, lunch IOU's, tuition, etc.) must be current for grade cards, transcripts and diplomas to be issued and for access to the online grade reporting system.

Section 400 Finance

- 403.8** After disenrollment, a student may apply for re-enrollment when accounts are brought current. Registration fees are waived if re-enrollment occurs during the same school year.

404 TUITION ASSISTANCE AND DISCOUNTS

404.1 PASTORS TUITION DISCOUNT

Ordained, full-time pastors serving in like-minded, local churches are automatically eligible for a 33% reduction in their tuition for all children attending MVCS.

404.2 DISCOUNT LIMITS

Families may qualify for only one type of tuition discount for their children.

404.3 FINANCIAL AID

Financial aid is available to all families with children enrolled in kindergarten through 12th grade. Tuition assistance is available to all qualified families with children enrolled in kindergarten through twelfth grade. MVCS uses a third party company to determine financial eligibility. All eligible families are reviewed by the Student Affairs Committee prior to final determination of financial aid. Applications for financial aid are available through the MVCS web site.

The Board, based on the recommendation of the finance committee, shall establish the amount of budgeted financial aid.

404.4 BOARD SCHOLARSHIPS

1. Board scholarships are available to families with financial need. Scholarships awarded through the board scholarship program are not part of the regular, budgeted financial aid.
2. Board scholarships provide for up to a 50% tuition discount. Registration fees are required.
4. Students must meet all entrance and enrollment requirements.
5. Each board scholarship recipient is notified in writing. Any special terms for payment of tuition are specified in the written notification and must be signed by the board president, Head of School, and parent/guardian.
6. The Board scholarship is for 1 year. Re-application and approval are required for subsequent years.
7. No Board member's children or grandchildren are eligible for the Board scholarship.
8. All Board scholarship contracts are held in confidence.
9. Board scholarships shall be funded from a board approved, budget line item

Section 400 Finance

405 PURCHASING AND PAYMENTS

- 405.1** All Purchases and Payments shall follow procedures IAW the Financial Procedure Manual
- 405.2** The school operates on a purchase order system. Purchase Orders must be completed and signed by an MVCS administration and assigned to a designated budget line item, prior to a purchase being made or an order being placed. Purchases by an administrators are also subject to this requirement, signatures shall be provided by another administrator or Board Member
- 405.3** All checks above \$500.00 issued by MVCS require two signatures. Checks greater than \$2000.00 require at least one authorized board member's signature. Only one administrator's signature may appear on payroll checks, regardless of the amount. Only board member's signatures may appear on Head of School 's paychecks. With the exception of the Head of School, administrators may not sign the paycheck of another administrator.
- 405.4** The school may maintain a petty cash fund with cash on hand not to exceed \$500.
- 405.5** State of New Mexico funds may be accessed for all applicable textbook, classroom materials, or employee training which does not in any way compromise the mission or biblical position of the school.

406 CHECKING ACCOUNTS

- 406.1** MVCS Account management shall follow procedures IAW the Financial Procedure Manual
- 406.2** *MVCS Accounts*
- The school shall maintain a checking account for the general operating accounts. Receipts shall be deposited on a daily basis when possible but must be deposited at least twice a week. When deposits cannot be made on a daily basis, receipts shall be locked in a safe at the school.
- 406.3** Separate checking accounts shall be maintained for general operating funds and designated funds.
- 406.4** Auxiliary Organizations
- All financial transactions for or by auxiliary organizations will comply with standard practices of the business office and MVCS Bylaws.

407 SALARY WITHHOLDINGS

- 407.1** *State and Federal Tax*
- 407.11** Withholding tax is retained for the Collector of Internal Revenue as payment toward the current year.
- 407.12** New Mexico state tax is also withheld.

Section 400 Finance

407.2 Social Security

MVCS shall contribute the employer's portion of its employees' Social Security Tax liability.

407.3 Retirement

MVCS shall match an eligible (FT employee who has completed one year of employment) employee's retirement contribution up to 4% of the employee's gross pay. Employees may contribute more than 4% of their gross pay up to the current IRS limit; however, MVCS's matching contribution shall not exceed 4% of an employee's annual salary. For new employees, the first year is a qualifying year with benefits accruing at the start of the second year of employment.

408 GIFTS

408.1 Donations to MVCS may be accompanied by a written description of how the gift should be designated if so desired by the donor.

409 EXPENSE REIMBURSEMENT

409.1 MVCS Expense Reimbursement shall follow procedures IAW the Financial Procedure Manual

409.1 MVCS may reimburse some or all of the travel costs for prospective MVCS teachers or administrators who come to MVCS for an invited interview.

409.2 MVCS may reimburse newly hired faculty for moving expenses at a rate to be determined by the finance committee and approved by the board.

409.3 Administrators, Faculty members and staff may be reimbursed for actual expenses of incidental purchases made in support of the school. Claims must be accompanied by a preapproved Purchase Order and substantiating receipts. Expenses incurred without prior approval may not be reimbursed.

409.4 Expenses incurred while traveling in conjunction with sanctioned school activities (e.g. conferences, sporting events and extracurricular activities, etc.) may be reimbursed at a rate determined by the finance committee and approved by the board. Reimbursement claims must be accompanied by a preapproved Purchase Order and substantiating receipts. Claims for travel cannot be cumulative (e.g. several people riding together in a privately owned vehicle cannot each claim a mileage reimbursement). Travel expenses incurred without prior approval may not be reimbursed

Section 400 Finance

410 CASH HANDLING

Under the supervision of the administration and account manager cash handling should conform to procedures contained in Financial Procedure manual . This manual defines procedures for the appropriate handling and accounting of all cash which may be collected during sporting events, fund raisers, etc. These guidelines are to be followed without exception by all involved.

411 CREDIT CARD USE

Employees who are granted access to a school owned credit card must adhere to the following: 1) All receipts are to be turned into the Business Office within one school day, 2) Cards may not be loaned to others, 3) May be used only for school business expenses, no inappropriate use is allowed. 4) All purchases must be pre-approved by the Head of School (or appointee) either via purchase order or email request prior to purchase. 5) Credit card use will conform to procedures contained in the Financial Procedure Manual.

412 FINANCE COMMITTEE

The finance committee shall be composed of the Finance Committee chair, the HOS, the Accounting Manager, and those persons approved by the MVCS Board of Trustees. The Finance Committee shall maintain a Financial Procedures Manual that will capture all finance processes and procedures as referenced above.

Section 500 – Buildings and Grounds

Section 500 – BUILDINGS AND GROUNDS

501 HAZARDS

Teachers are always to be on the alert for potential hazards. If they have any question as to the safety of any activity or piece of equipment they are to immediately stop the activity or place the equipment in question "off limits" and notify the custodian and administration. Also, a watchful eye must be maintained for other hazards such as holes, worn equipment, foreign objects, etc.

502 EMERGENCY

In case of an emergency, such as fire, call 911 and then notify the office. For criminal damage to property, one should call the local law enforcement agency.

503 FIRE ESCAPE

Fire escape passages and exits are to be clear to allow unobstructed travel and exits. All doors should be able to be opened from inside to get outside in case of an emergency. Fire exits are to be clearly marked.

504 PROPERTY ACCOUNTABILITY

The MVCS administration shall maintain a property inventory (contents, tech, etc.) in order to manage and oversee the proper use of MVCS property.

506 FACILITY RENTAL AND USE

506.1 MVCS facilities may be made available for use by like-minded organizations willing to accept the MVCS Statement of Faith. Use must be in the best interest of MVCS and not conflict with any normal or scheduled school activity or MVCS stated religious principles.

506.2 All applications for use of MVCS facilities must be submitted and approved in writing by the administration. Scheduling is on a first-come-first-serve basis.

506.3 No alcoholic beverages of any kind may be consumed on MVCS property. Smoking and Vaping is not permitted inside of any MVCS facility at any time. Marijuana in any form may not be consumed on MVCS property

506.4 Activities that consist of all school-affiliated participants (faculty, staff, parents and children of the school) with no non-school participants will not be assessed usage fees. All others will be assessed a usage fee based on the time, duration and frequency of use; the facilities being used; and the wear and tear on the facilities.

506.5 It is the responsibility of all users to return MVCS property to its original condition (to include clean-up, returning furniture/equipment to rooms, etc.).

506.6 All damages will be the responsibility of those using the facilities. Damage deposits may be required. MVCS shall not be responsible for personal losses, injury or damage to personal property.

506.7 *Gate Policy*

Section 500 – Buildings and Grounds

The gates at the entrance to the parking lot remain open during school hours and be closed and locked at the end of the work day

- 506.8** Special Gym Use and Rental requirements: An MVCS paid staff supervisor must be present at all gym functions. The assessed usage fee will cover the cost to MVCS for the gym supervisor.

Section 600 – Transportation

Section 600 – TRANSPORTATION

601 SCHOOL VEHICLE CLEANING

After each use the staff and/or parent sponsors of the activity are responsible to ensure the school vehicle is cleaned of trash, clothing and other articles.

602 STUDENT/ADULT RATIO FOR BUS

Students should not be transported without adult supervision. A ratio of fifteen students to one adult supervisor is not to be exceeded. The driver shall not be considered as an adult supervisor.

603 BUS DRIVERS

Only CDL licensed and approved drivers shall drive the bus.

604 VEHICLE MAINTENANCE

School vehicles shall be maintained to a level that insures the safe and legal operation of the vehicle. A vehicle maintenance and usage log shall be maintained for each vehicle.

605 VEHICLE USE AND SCHEDULING

605.1 The administration shall schedule and approve all school related use.

605.2 Any non-school use shall be approved by the administration and reimbursed at a rate established by the Head of School and approved by the board. Non-school users of school vehicles shall be responsible for insuring the vehicles and all operating costs.

606 MAXIMUM NUMBER OF PASSENGERS

The maximum number of passengers in school vehicles shall not exceed the limit imposed by state regulations and/or the manufacturer.

607 TRANSPORTATION OF STUDENTS

MVCS students shall be transported only in school owned vehicles. Parent transportation and employee transportation may not be used except for rare emergencies beyond the control of the school. In such cases the administration must pre-approve these exceptions. Parents, grandparents, or guardians may transport their own children to / from school activities as is needed or appropriate.

Section 700 – Promotion and Development

Section 700 – PROMOTION AND DEVELOPMENT

701 GUIDELINES

The MVCS Board shall use the following development guidelines:

- a. Share the ministry and needs of MVCS each school year.
- b. Attend as many special events and fund raisers as possible.
- c. Support MVCS through prayer, service and financial contributions.
- d. Pray daily for the ministry of MVCS.
- e. Consider having your will written/revised to include MVCS.

702 DIRECT SALES

In order to maintain Christian Education as our primary focus and not incur any business or reputation risk in matters unrelated to our primary purpose, it shall be the policy of MVCS as a corporation to not sponsor or engage in direct sales business ventures on a continuing basis. This policy shall not apply to one-time fund raising events or an authorized representative.

703 STANDARDS FOR FUNDRAISING

MVCS shall adhere to the Evangelical Council for Financial Accountability (ECFA) Standards for Fund Raising in its promotional activities. These are as follows:

703.1 TRUTHFULNESS IN COMMUNICATION

All representations of fact, description of financial condition of an organization, or narrative about events must be current, complete and accurate. References to past activities or events must be appropriately dated. There must be no material omissions or exaggerations of fact or use of misleading photographs or any other communication that would tend to create a false impression or misunderstanding.

703.2 COMMUNICATION AND DONOR EXPECTATIONS

Fund raising appeals must not create unrealistic donor expectations of what a donor's gift will actually accomplish within the limits of an organization's ministry.

703.3 COMMUNICATION AND DONOR INTENT

All statements made by an organization in its fund raising appeals about the use of a gift must be honored by the organization. The donor's intent is related to both what was communicated in the appeal and to any donor instructions accompanying a gift. The organization should be aware that communications made in fund raising appeals might create a legally binding restriction.

703.4 PROJECTS UNRELATED TO A MINISTRY'S PRIMARY PURPOSE

An organization raising or receiving funds for programs that are not part of its present or prospective ministry, but are proper in accordance with its exempt purpose, must either treat them as restricted funds or channel them through an organization that can carry out the donor's intent, or return the funds to the donor.

Section 700 – Promotion and Development

703.5 INCENTIVES AND PREMIUMS

Fund raising appeals that, in exchange for a contribution, offer premiums or incentives (the value of which is not insubstantial, but which is significant in relation to the amount of the donation) must advise the donor of the fair market value of the premium or incentive and that the value is not deductible for tax purposes.

703.6 REPORTING

On request an organization must provide a report, including financial information, on the project for which it is soliciting gifts.

703.7 PERCENTAGE COMPENSATION FOR FUND RAISERS

Compensation of outside fund raising consultants based directly or indirectly on a percentage of what is raised, or on any other contingency agreement, may create potential conflicts and opportunities for abuse. Full disclosure of such arrangements is required, at least annually, in the organization's audited financial statements, in which the disclosure must match income and related expenses. Compensation to the organization's own employees on a percentage basis or contingency basis is not allowed.

703.8 TAX DEDUCTIBLE GIFTS FOR A NAMED RECIPIENT'S PERSONAL BENEFIT

Tax-deductible gifts may not be used to pass money or benefits to any named individual for personal use.

703.9 CONFLICT OF INTEREST ON ROYALTIES

An officer, director, or other principal of an organization must not receive royalties for any product that is used for fundraising or promotional purposes by his/her own organization.

703.10 ACKNOWLEDGEMENT OF GIFTS IN KIND

Property or gifts in kind received by an organization should be acknowledged describing the property or gift accurately without a statement of the gift's market value. It is the responsibility of the donor to determine the fair market value of the property for tax purposes. An organization should inform the donor of IRS reporting requirements for all gifts in excess of \$5,000.

703.11 ACTING IN THE INTEREST OF THE DONOR

An organization must make every effort to avoid accepting a gift from or entering into a contract with a prospective donor which would knowingly place a hardship on the donor, or place the donor's future well-being in jeopardy.

703.12 FINANCIAL ADVICE

The representative of the organization, when dealing with persons regarding commitments on major estate assets, must seek to guide and advise donors so they have adequately considered the broad interests of the family and the various

Section 700 – Promotion and Development

ministries they are currently supporting before they make a final decision. Donors should be encouraged to use the services of their attorneys, accountants, or other professional advisors.

703.13 ADVERTISING

All companies, organizations, and individuals who desire to advertise through MVCS-related media (including, but not limited to, banners, internal and external signage, websites, and print collateral) must be in keeping with the mission statement and core values of MVCS. The Head of School will screen all potential sponsors and advertisers and bears the responsibility of determining whether or not to accept their submissions. MVCS reserves the right to decline any proposed sponsorship or advertisement that is not in keeping with the school's mission or values.

704 FUNDRAISING

704.1 The board shall approve all major, annual fundraiser events and designate how the funds will be used. No more than two school-wide fundraisers will be scheduled by the Development Department or administration per school year. All extra-curricular or class specific fund-raisers are to be approved by the administration. No fund-raiser events shall be held on Sunday and no "game of chance" (i.e. raffles) shall be allowed. The Board has the responsibility to review all timing, scope and scale of all fundraising activities, including Auxilliary Organization fundraisers to ensure overall school priorities are considered.

704.2 Class sponsored fund-raisers shall be limited as follows:

<u>Class</u>	<u># of fund-raisers per year</u>
Seniors	3
Juniors	2
Sophomores	2
Freshman	1

705 AUXILIARY ORGANIZATIONS

The development committee shall oversee the operations of all auxiliary organizations and serve as the liaison between those activities and the board.

705.1 PTF

The PTF is chartered as an MVCS auxiliary organization. Its purpose is to support and promote MVCS faculty and staff.

Section 800 – Long Range Planning

Section 800 – LONG RANGE PLANNING

801 OBJECTIVES

The Long Range Planning committee shall assist MVCS in planning for the future by developing goals, prioritizing needs and coordinating committee actions into an integrated strategic plan.

802 LONG RANGE GOALS

The following areas will be considered in developing 1-5 year strategic plan:

1. Size and composition of the student body, number of grades and admissions criteria.
2. Projected budget, tuition and fund raising activities based on community size and the economy.
3. The number of faculty and staff, their qualifications and needs.
4. Facility needs, expansions and upgrades.
5. Curriculum needs, class offerings and instructional opportunities
6. Extracurricular activities

803 BOARD RETREAT

The long range planning committee shall assist the board Chairman and administrators in planning and conducting the annual Fall Board Retreat. Inputs will include such items as lists of needed resources and materials; short, medium and long-range goals and objectives; and policy inputs.

804 NEEDS ASSESSMENT

The committee will work to gather input from faculty, staff, and school constituency to develop a comprehensive school needs assessment and to track completion of those needs.

805 BOARD TRAINING

The committee will provide resources to assist in providing training for board members and for new board member orientation.

806 SELF-ASSESSMENT

The committee will provide the tools for conducting self-assessments of the board and the various committees.

Section 900 Document Retention and Destruction

Section 900 - DOCUMENT RETENTION AND DESTRUCTION

The Sarbanes-Oxley Act of 2002 has application to non-profit organizations in a key area; that of addresses document destruction. The Act makes it a crime for nonprofit organizations to knowingly alter, destroy, mutilate, conceal, cover up, falsify, or make a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or in relation to or contemplation of any such matter or case.

This policy covers all records and documents, regardless of physical form or characteristics, which have been created or received by MVCS in connection with the transaction of ministry business.

901 ELECTRONIC DOCUMENTS

Electronic documents shall be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types shall be maintained for the appropriate amount of time.

902 DOCUMENT DESTRUCTION

MVCS is responsible for the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Destruction of the documents may be accomplished by shredding, burning, or sending them to the landfill.

903 SUSPENDING DOCUMENT DESTRUCTIONS

Upon any indication of an official investigation of MVCS by the IRS or any governmental entity, document destruction shall be suspended immediately. Destruction shall be reinstated upon conclusion of the investigation.

904 DOCUMENT RETENTION

MVCS shall retain documents for the period of their immediate or current use, unless located in the following document retention schedule. Documents that are not listed, but are substantially similar to those listed in the schedule shall be retained for the appropriate length of time.

(The following is a partial listing of recommended retention times for several types of corporate records. The list is categorized according to the recommended length of time to retain certain documents. It is not a complete listing but a general overview of the intent of keeping records as required.)

904.1 PERMANENT RECORDS

- Accounting
- Checks used for important payments; i.e., taxes, property, etc.
- Tax and information returns and supporting documents (State and Federal)

Legal

- Articles of Incorporation

Section 900 –Document Retention and Destruction

- Bylaws
- Corporate Charter, constitution
- Deeds and titles
- IRS examinations, rulings & comments
- Litigation
- Minutes – board and committees
- IRS exemptions application and determination letter
- State tax exemptions
- Insurance records

904.2 *THREE YEARS*

Legal

- Insurance matters: policies, accident reports, fire inspection reports, claims
- Leases (after termination)
- Service contracts (after termination)

Human Resources

- Employment applications for individuals not hired
- Employment applications and related documents for individuals hired – while active plus three years
- Individual employee files – while active plus three years
- FMLA leave if taken
- I-9 Form

904.3 *FOUR YEARS*

- Legal
- Employment tax records

904.4 *SIX YEARS*

- Legal
- Leases – while active plus six years
- Contracts and agreements – while active plus six years
- Worker’s compensation documents

904.5 *SEVEN YEARS*

- Accounting
- Accounts payable and receivable ledgers and schedules
- Canceled checks
- Donor contributions (numbered receipts)
- Journals
- Sales invoices
- Bank reconciliations

Section 900 –Document Retention and Destruction

- Invoices (after payment)
- Monthly financial reports and statements
- Working papers: accounting, financial reports
- Audit reports of accountants
- Depreciation schedules
- End-of-the year financial statement
- Time cards/sheets

904.6 ***LEGAL***

- Contracts (expired)
- Accident reports (after settlement)

Section 1000 - ACCEPTABLE USE POLICY

1001 PURPOSE

The purpose of the Mesilla Valley Christian School (MVCS) computer network is to advance and promote educational opportunities, innovation and educational excellence, and to provide users access to a world wide array of educational resources. Access to the resources of the network will improve learning and teaching through research, access to information, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

MVCS' Acceptable Use Policy (AUP) is to prevent unauthorized access and other unlawful activities online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). For this policy, a "user" includes anyone using the computers, internet, email and other forms of direct communications or equipment provided by MVCS.

1002 THE INTERNET

Many educationally valuable files may be downloaded from the Internet. Due to its enormous size and resources, the Internet's educational potential is boundless. However, the Internet also contains the potential for abuse. MVCS is not responsible for assuring the accuracy or usability of any information found on external networks. For safety and security purposes, MVCS employs both a filter and firewall.

1003 ARTIFICIAL INTELLIGENCE

MVCS will approach Artificial Intelligence (AI) as a potential skill that will be needed in future workplaces. AI should not be used as a substitute for desired learning objectives or to supplant other skills being taught, but should be encouraged to the point of developing useful skill sets in a responsible way.

1004 USER ACCESS

Internet access is provided through the MVCS network system. The use of MVCS electronic resources and the MVCS network is a privilege, not a right, thus all users must submit a signed Acceptable Use Policy to gain access to the network. All use will be subject to monitoring for security and appropriate use.

1004.1 Grades K-5: Students in Grades K-5 will gain access after they take part in a discussion of this policy with a parent or guardian. A parent or guardian is required to sign the Acceptable Use Policy.

1004.2 Grades 6-12: Students in Grades 6-12 will gain access once the student and student's parent or guardian have submitted a signed Acceptable Use Policy.

1004.3 MVCS Staff and visitors will gain access once they have submitted a signed Acceptable Use Policy.

Section 1000 – Acceptable Use Policy

1005 USERS' RESPONSIBILITY

All student use will be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor each student's use at every moment. Each student is expected to take individual responsibility for his or her appropriate use.

Individual users shall at all times be responsible for the proper use of accounts issued in their names. Users may not share their account with anyone or leave the account open or unattended. Passwords are confidential. All passwords should be protected by the user and not shared or displayed.

Users are responsible for making back-up copies of the documents that are critical to their use. Users are responsible for regularly deleting e-mail as to conserve file space.

Subscriptions to on-line services must be pre-approved by the systems administrator.

Users are responsible for immediately notifying the system administration of any possible security problems or of damage to any computer.

MVCS assumes no responsibility for unauthorized charges, costs or illegal uses.

1006 INTERNET ACCESS

Inappropriate conduct on the MVCS Internet will be subject to disciplinary action, in accordance with the Student-Family Handbook. School officials may cancel user access to the network. Further, any user identified as a security risk or having a history of problems with other computer systems may be denied access to the MVCS network.

1007 PRIVACY AND ADMINISTRATORS' ACCESS TO USER FILES

Network storage areas (including user files) will be treated like school lockers and may be subject to inspection. Internet (email) messages are public communication and are not private. All communications including text and images may be subject to applicable law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators will review communications (email, attachments, and files) to maintain integrity system-wide and ensure that users are using the system in a responsible manner. Use implies consent to monitoring and any files created on MVCS resources are the property of MVCS. All users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

1008 PERSONAL SAFETY

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. Although MVCS employs both a filter and firewall, screening the Internet for such inappropriate uses is still difficult. Therefore, users should never reveal their personal information such as full name, address or telephone number, nor should they arrange a meeting with a person or share data including photographs with somebody who was met on-line. Users should promptly inform their school

Section 1000 – Acceptable Use Policy

administration of any on-line communication that is threatening, harassing, or otherwise inappropriate.

1009 UNACCEPTABLE USES OF THE MVCS NETWORK

The following are examples of unacceptable uses of the MVCS network. All use will be in accordance with MVCS Student and Family Handbook and will be at the discretion of the staff and Head of School .

- 1009.1** Posting private or personal information about another person.
- 1009.2** Accessing or attempting to access system files, security files or another person's account and files.
- 1009.3** Accessing or transmitting obscene or pornographic material.
- 1009.4** Sending unwelcome or unsolicited material, especially to large lists or at frequent intervals.
- 1009.5** Engaging in harassment. The MVCS Student and Family Handbook policy on harassment is applicable to Internet conduct.
- 1009.6** Criminal activities that can be punished by law or are prohibited by MVCS policy.
- 1009.7** Communications. Users are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. No abusive, profane or offensive language should be used to communicate on the MVCS Internet.
- 1009.8** Infringing copyrights. One copy of copyrighted material may be downloaded for a user's personal use. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner and systems administrator.
- 1009.9** Inappropriate materials. Access of material that has been deemed inappropriate for educational use is prohibited. Should users encounter such material by accident, they should alert the system administration so the material can be blocked.
- 1009.10** Participating in private or commercial activities that are not approved and directly related to educational purposes of the MVCS.
- 1009.11** No user shall engage in communication that represents personal views as those of the MVCS or that could be misinterpreted as such.

1010 BEHAVIORS AND CONSEQUENCES

Appropriate Codes of Conduct and Disciplinary Measures are outlined in the MVCS Student and Family Handbook.

- 1010.1** Tampering with computer security systems and/or applications and/or documents and/or equipment will be considered vandalism, destruction, and defacement of school property (see school handbook). Please be advised, it is a federal offense (Felony) to break into any security systems. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, or student) and student's parent or guardian.

Section 1000 – Acceptable Use Policy

1010.2 Vandalism will result in cancellation of privileges, disciplinary action and restitution for costs associated with hardware, software, and system restoration. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, hardware, software or the network. This includes, but is not limited to, the uploading or creating of computer viruses.

1010.3 In the event that there is a claim that a **user** has violated any of the Acceptable Use Policy, she/he will be provided with written notice of the suspected violation and given an opportunity to be heard by his/her school administrator.

1011 NOTIFICATIONS

Any student, teacher, staff member or volunteer must notify the systems administration if they have identified a possible security problem. User attempts to identify security protocols or weaknesses is an inappropriate use. Further, they should report encounters with inappropriate material to their system administration immediately.

1012 CHANGES IN THE MVCS ACCEPTABLE USE POLICY

MVCS reserves the right to change this policy at any time. Students, parents and/or guardians will receive written notification of any changes.

1013 DISCLAIMER

MVCS makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the resources. Any additional charges a user accrues due to the use of MVCS' resources are to be borne by the user. MVCS also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the internet, is understood to be the author's individual point of view and not that of MVCS, its affiliates, or employees.