Houma Christian School Board Official Guidelines

Mission Statement*: Given the opportunity to disciple the children enrolled at Houma Christian School along with the administration, faculty and staff, we will oversee, support and provide Godly counsel.*
(Proverbs 11:14 Where there is no counsel, the people fall; But in the multitude of counselors there is safety.)

Goals:
Houma Christian Board members will support the mission statement and annual goals of the School and Living Word Church.

Houma Christian Board members will honor the code of conduct signed annually in accordance with the word of God, we submit ourselves to the leadership of Living Word Church. (app. 1)

Houma Christian Board members will provide support and engage in the life of the school.

Houma Christian Board members will work toward school improvement, (physically, spiritually and academically) at all times keeping the focus on all the plans God has for the school, students, faculty and staff.

Board Member Requirements:

1. Members must be a member of Living Word Church and in regular attendance.
2. Members must have completed the "Growth Track Classes" for church members.
3. Members should serve in church or an affiliated ministry and have a pastor's recommendation.
4. Members should plan to attend meetings and be involved with the school.
5. Members should have a David heart- listening to all, there may be some truth in it. We will be quick to listen, pray, seek counsel, and ensure the chain of command has been followed before speaking.
6. Board President- will have educational leadership certification and experience. This position will be appointed by the church leadership and reviewed annually.

Board member make-up:

1. Board will not exceed 9 members, the principal, one assistant principal, and one teacher representative will serve along with 6 non-school employee members.
2. Among the 6 non-school employees a Vice President, Secretary and Chaplin will be voted for annually. Committee chairmen will be selected and committees formed based on the annual vision and goals of the school administration.
3. It is recommended that members of the board are not related to ensure a wide variety of discussion, opinions and experiences.
4. School employees serving on the Board must meet the requirements of all board members and sign the code of conduct and are subject to dismissal from the board.

Things that annually come before the Board:

1. Review and approval of the School Calendar
2. Sponsor the welcome back Breakfast for the faculty and staff (August)
3. Approval of Textbook recommendations from the administration as reviewed and recommended by the faculty (January/April)
4. Review any changes to school tuition structure, grade level changes/additions, building needs, and academic offerings (November-May)
5. Review of the mission statement and school improvement plan (April/May)
6. Review and discuss all changes in employee benefits, student and faculty handbooks, and discipline policy. (Redemptive Policy is enacted when requested by the parent and student upon a recommended expulsion. An executive committee including the Principal, Board President, Pastor, Assistant Principal of Discipline, Parents, Student, and school counselor as needed is scheduled for a student hearing. See the policy for more on this process.)
7. Review, support and provide hands and feet to the activities within the school.
8. The Board President will work with the administration on all evaluation items, walk through materials, teacher and principal evaluations. (Professional growth promotes student achievement and school growth. Collaboration on these items bring a consensus of professionalism for the faculty, staff and administration.)
9. Address any concerns that parents bring to the board. Board members should be able to address areas that have been covered in board meetings with parents accordingly, providing support for the actions that have been taken and approved by the board. (Board members will have contact information shared on the school web page for parents to contact as needed.)
10. Serve in areas: (Be present at Open House, Student Orientations, Professional Development activities, meetings that address curriculum, policy, etc.)
11. Address school safety- work to obtain the structures, personnel, and guidelines that support everyone's safety on campus and off.
12. Approval of summer reading requirements for grades 10-12.

Special request to address the board:

1. When there is conflict, the party should have taken their concerns to the teacher first, the principal second, then if there is no resolution they should seek counsel with the board. Before they can appear before the board they must interview with 3 non employee board members (the president, vice president and the secretary). If the conflict is unresolved at the board level, they will be referred to the pastors of the church.
2. Parents/faculty and staff may make recommendations for discussion at the board level through any board member. The request must be added to the agenda and should be discussed before hand with the administration. If it has merit and is appropriate for the board to discuss it will be added accordingly to the agenda. However, if the concern has already been addressed or is already in policy, it will be reviewed annually at the appropriate time.
3. Any special address to the board will be held at the beginning of the meeting. Special guest will not be invited to remain for the board meeting, Houma Christian Board

meetings are not public meetings. (Closed meetings ensure confidentiality of those in attendance who have signed a code of conduct and are under the authority of the church. Special guest doesn't have that requirement of commitment and therefore will not be allowed to remain during the board meeting.)

4. School employees may be invited for clarification/providing information according to the recommendation of the principal. As they are under the school's code of conduct and church authority they may remain for the board meeting at the principal request.

Board members will be asked to stand down when:

1. They miss two of the four annual meeting.
2. They don't honor the code of conduct.
3. Don't attend Living Word Church any longer
4. No longer support the school leadership, school mission or Biblical foundations
5. Do something that is unbecoming of a board member in a way that may implicate favor because of their position on the board. Board membership isn't leverage to get personal things addressed.

Restitution of Board Members:

Members who are asked to stand down may apply for reinstatement the following year.

Leave of Absence Request:

Board members may request a leave from the board due to personal issues for a season; they may recommend an interim member during their absence who will lean on their guidance to finish the year. The recommended interim will have to be approved of by the executive committee.

Application Process:

At the January meeting, Board members will complete a letter of intent to continue serving for the following school year. Applications will be available to persons interested in applying to serve on the school board annually in April. The new school board will be seated at the July meeting at the beginning of the school year.

At this time there are no term limits as we are striving to build an experienced board that actively works toward academic improvement, personal and professional spiritual growth and safety for all who enter Houma Christian.