

300 Administration Policies

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300 Head of School

The Head of School is responsible to the Board of Directors for all programs and activities of Ankeny Christian Academy, Preschool, and Child Care.

- 300.1 The Head of School supervises and evaluates all faculty and staff.
- 300.2 The Head of School brings all faculty and director level employment recommendations to the Board for affirmations and provides the Board with information needed to ensure informed decision-making.
- 300.3 The Head of School implements Board policies and recommends to the Board modification of existing policies and/or new policies that are consistent with the philosophy and constitution of ACA.
- 300.4 The Head of School provides oversight for budgeting, financial reporting, advancement activities, physical facilities, communications, spiritual development, athletics, and academic programs.
- 300.5 The Head of School's job description shall be reviewed annually by the Board Chair and HOS, and updated to remain in alignment with the duties carried out by the HOS.
- 300.6 The Head of School is responsible for keeping a current documentation of the organizational structure of the ACA administration.
- 300.7 The Head of School is charged with the enforcement of all provisions of law relating to the operation of ACA.

301 Executive limitations

The Head of School shall not cause nor allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics or in violation of the Ankeny Christian Academy Tenets of Faith listed in Article II of the Bylaws and Constitution.

- 301.1 With respect to interactions with students/families or potential students/families, the Head of School shall not cause or allow conditions, procedures, or decisions which are unsafe, undignified, unnecessarily intrusive, unbiblical, or that fail to provide appropriate confidentiality.

- 301.2 With respect to the treatment of current or prospective paid staff and/or volunteers, the Head of School may not cause or allow conditions which are unfair, unlawful, unsafe, unbiblical, undignified, or lacking appropriate confidentiality.
- 301.3 The Head of School shall not expend more funds than have been approved in the current budget, except for an amount up to \$10,000 (annual aggregate limit - \$30,000) by line item without Board approval.
- 301.4 The Head of School shall not accept money for a specified purpose that deviates materially from the Board's approved budget or biblical principles. Material deviations (donations requiring ongoing expenses) need Board approval prior to acceptance of donation.
- 301.5 The Head of School shall not allow school assets to be unprotected, inadequately maintained or unnecessarily risked.
- 301.6 In order to protect the Board from sudden loss of Head of School services, the Head of School shall not fail to designate and inform the Board of several individuals familiar with Board and Administrative issues and processes (succession plan).
- 301.7 With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Head of School shall follow all State and Federal statutes and not jeopardize the integrity of ACA or its corporate Christian testimony.
- 301.8 The Head of School shall not permit the Board to be uninformed or unsupported in its work to ensure informed decision making.
- 301.9 With respect to the programs and services provided by the school, the Head of School shall not fail to ensure that these programs and services meet or exceed industry standards for excellence.
- 301.10 With respect to donor, donations, and fundraising, the Head of School shall cause all facets of fundraising and donor acknowledgments to be done in accordance with biblical stewardship principles.

302 Sabbatical Leave

Sabbatical leave provides opportunity for spiritual growth, rest, and renewed passion for advancing the ministry of ACA.

- 302.1 The Head of School qualifies for sabbatical leave after five years of service and every five succeeding years. The period of sabbatical leave will be 4 weeks for the Head of School. Requests and/or exceptions for sabbatical leave for HOS will be submitted to the Board of Directors.
- 302.2 Principals and Directors qualify for sabbatical leave after seven years of service and every seven succeeding years. The period of sabbatical leave will be 3 weeks for

Principals and Directors. Requests and/or exceptions for sabbatical leave for Principals/Directors will be submitted and approved by the HOS.

- 302.3 Eligible employees may request sabbatical leave by the end of the academic year when finishing the term of eligibility. Sabbaticals may be scheduled any time during the year, but as much as possible, should be scheduled to minimize the detrimental impact on ACA. Ideally, no more than 1 person may take a Sabbatical in the same month.
- 302.4 Salary and benefits will continue for the duration of the Sabbatical. Agreed upon expenses will be paid for by ACA.