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Section 1 — Philosophy and Governance

Policy Section 1 shall provide Guidelines for the philosophy and governance for MAPS.

Board Approved 2.7.18

Constitution and By-Laws

MAPS shall follow the Constitution and By-Laws of Christ Tabernacle Church.

Board Approved 2.7.18

Mission Statement

MAPS will provide a Biblically-based quality education for the children of Christian parents that nurtures students to grow in knowledge, conviction, and maturity; therefore, our focus is to equip students with the vision and skills to engage all relationships and culture under the authority of Jesus Christ.

Board Approved 2.7.18

School and Educational Philosophy

We believe that the role of the MAPS teacher is to model the loving example of the Master by holding to these core values:

1. Christ crucified is our salvation, our strength, our message.

I Corinthians 1:18, 23: The message of the cross is the power of God. We preach Christ crucified.

2. God's word is our bedrock-teaching and applying it in truth and love, properly distinguishing Law and Gospel, is how we accomplish all our objectives.

II Timothy 3:16: All scripture is inspired by God and is useful for teaching, rebuking and training righteousness.

3. We will help each student grow in faith.

Jude 20: Build yourselves up in you most holy faith

4. We will encourage all students to live their growing faith in lives of service to God, their families and their neighbors.

Romans 12:1: I urge you... in view Of God's mercy to offer your bodies as living sacrifices to God.

5. We will share the message of Christ with the unchurched, in every way that we can.

Matthew 28:19-20: Go ye therefore and make disciples of all nations, baptizing them in the name Of the Father and Of the Son and Of the Holy Spirit, teaching them to observe all things that I have commanded you; and I am with you always, even to the end of the age. Arnen.

6. We will provide academic, quality education, which will help children develop their God-given gifts and abilities.

Ephesians 4:11-12: And He Himself gave some to be apostles, some prophets, some evangelists and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying.

The educational process in a Christian school is dependent on a Biblical philosophy which provides the right world view and essential truths for life so that children may find Christ as Savior and be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education for our Christian School is as follows:

Christian education, where learning is integrated and grounded in God's Word, provides the best education. The Word of God is our final authority for faith and life and gives us the true view of God and man. Christian education is rooted in objective reality and absolutes, as opposed to relativism.

Parents have been given the responsibility for the spiritual intellectual training of their children. The school's role is to help them fulfill this responsibility.

It is our belief that to properly educate our children faith and learning must be integrated.

Board Approved 2.7.18

01.04

Yearly Motto

Quick to help, slow to complain.

Board Approved 2.7.18

01.05

Apostolic Family Values

A school that is a mission – Mid-America Preparatory School (MAPS) is operated by Christ Tabernacle Church (CTC).

Mid-America Preparatory School is a school with a mission, but it is more than that. Christ Tabernacle Church considers Mid-America Preparatory School to be a mission, one form of Christian mission to its members and to the community. We believe that the purpose of education is not ultimately to prepare people for life in this world, but to "make people wise unto salvation through faith in Jesus Christ." (1 Timothy 3:15)

Christian beliefs, as understood and taught at Christ Tabernacle Church pervade everything that is done at Mid-America Preparatory School. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Apostolic faith and way of life.

Christ Tabernacle Church is associated United Pentecostal Church, and has definite beliefs on many points of Christian faith. For instance, CTC affirm the sanctity of human life, including the life of and unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs. CTC opposes a homosexual lifestyle and cohabitation or sexual relations outside the marital relationship. These are only examples of CTC's positions on a number of contemporary questions of conduct and morals.

Mid-America Preparatory School expects that families of its students will not act in a way that is contrary to or disrupts the teachings of CTC in matters of religious faith a personal conduct. Family members who are not CTC members are, of course, not required to believe or confess the teachings or beliefs of CTC. However, family members may not, in a way that may affect the Christian atmosphere at the school. Family members are expected to lead personal lives that do not violate the teachings of CTC on matters of personal conduct, so that all family members in their daily lives not undermine Mid-America Preparatory School's mission as a Christian institution. If a family member of a student or application for enrollment challenges CTC's teachings at Mid-America Preparatory School or conducts his or her life in a way that is contrary to those teachings, the student or applicant may be expelled, suspended, or refused enrollment.

CTC doctrine and practice are derived from Christian Scriptures, and the applicable resolutions of CTC. For all purposes of this policy the decision of the Principal of what constitutes the beliefs and teachings of CTC and what actions or conduct constitutes a violation of this policy shall be final and binding. Family members who are unfamiliar with CTC beliefs and teachings on any subject should inquire about them from the Principal. He or she can refer questioners to appropriate publications or, if necessary, can arrange for the family member to be counseled by a pastor of CTC.

Board Approved 2.7.18

Board Self Governance

The Board Member Responsibilities

When agreeing to serve on the MAPS school board as stewards of the Lord, board members have a great privilege and responsibility. Each board member plays an important part in the mission of the school. Because their work affects the souls and lives of children and educators, board members will prayerfully, actively and faithfully service to the best of their abilities. The School Board shall oversee the continuing operation of this ministry and generally oversee the School's business affairs. The responsibilities of the Board shall include, but not be limited to: making policy, acting on matters of personnel including hiring and firing, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school.

The following sample policies describe the important responsibilities of competent and faithful board members:

Commitment to the Lord

- Board members, because of their commitment to their Lord and to Christian education, are students of God's Word and therefore shall regularly participate in their respective church, while remaining in good standing.

Working with Administrator and other Board Members

- The board shall exercise its governing authority as a whole- No individual board members shall exercise such authority except as instructed by the board.
- Board members will relate to other individuals with integrity, honesty and straightforwardness.
- Board members shall invest personal energy and skills in the purposes and objectives of the board, seeking opportunities where individual skills and abilities can be applied.

Serving Actively and Faithfully

- Board members are to be faithful in attending meetings so that the business of the board can be conducted consistently and effectively and can benefit from the input of all members.
- The board chairperson will meet with any member whose poor meeting attendance becomes an issue. Based on the chair's report and recommendation, the board will determine whether that person will remain on the board.
- Board members shall make informed decisions by insisting on thorough and accurate information.

Policy Making

- It is the board's responsibility, in consultation with the administrator, to adopt all school policies.
- The board will avoid making decisions that are the responsibility of the administrator. The board passes policy; the administrator creates the procedures.

Board Self-Governance

Duties of the Board:

1. Attend all board meetings unless excused in advance by the chairperson.
2. Prepare for board meetings by reviewing the agenda and completing previously accepted tasks.
3. Be familiar with the policy manual.
4. Participate in discussions and voting.
5. Demand accurate information on to base decisions.
6. Actively resist solving day-to-day problems.
7. Support the board's final decisions once they have been fully discussed and resolved by the board.
8. Maintain Christ-centered relationships with constituents of the board.
9. Evaluate the administrator according to the job description.
10. Keep board documents and discussions confidential.
11. Abide by policies that govern the behavior and operations of the board.
12. Help to establish the spiritual tone for the school. Board members shall individually and corporately pray for the administration, faculty, staff, parents, and children of the school. They will be inclined to prayer, ever mindful of their own dependence upon God for His grace and wisdom manifest in their leadership.
13. The primary function of the School Board is to set school policy; not to administer the school. The daily administration is the work of the Principal. The Board's policies set the boundaries within which the Principal administers the school.
14. The School Board's authority is corporate. Individual Board members may have authority to act only when the Board is convened in regular or special session. There shall be only one life of authority which will flow from the Board through its President to the Principal who is charged with the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, students and parents as appropriate.
15. The School Board shall procure, protect, maintain, and manage the property and equipment used by the school.
16. The School Board shall oversee the general financial operation of the school by approving annual budgets, devising methods of raising necessary operating funds, and determining how these funds shall be disbursed. The Board shall arrange for an independent financial audit on an annual basis.
17. The School Board shall have the authority to borrow money in the name of the school but all measures will be taken to operate with a balanced budget.
18. The School Board shall approve the fiscal year for the school.
19. The School Board shall exercise due care to determine that the school operates the obtaining of competent counsel to advise the Board on matters of safety, general liability, and personnel issues.

20. A significant duty of the School Board is the selection of its Administrative Officer. The Principal will implement the Board's legislated policies and directives and manage the day to day operation of the school. The annual evaluation of the Principal is the responsibility of the entire Board.
21. Upon recommendation of the Principal to the School Board, the faculty and staff of the school shall be appointed by the Board after careful consideration of each individual's spiritual and academy qualifications. Such employees shall be chosen to meet the educational objectives and to execute the academic programs and policies of the school.
22. The School Board shall have the authority to dismiss and/or not renew the contract of any personnel associated with the school who do not fulfill the requirements set forth in these Bylaws, their employment agreement, or fail to be a Christian role model.
23. The School Board shall ensure that a Faculty and Staff Handbook is developed, revised as needed, and annually distributed to all employees.
24. The School Board shall approve the educational programs and standards of achievement for the school. This shall include the review and approval by the Board of all textbooks and courses of study recommended by the school's faculty under the leadership of the Principal.
25. The School Board shall evaluate itself annually. Each member shall also evaluate his/her willingness and ability to continue in a Board position.

Confidentiality

- The administrator, upon board direction, will communicate board decisions and activity.
- The board chairperson, or his or her designee, will communicate board decisions and activities to the church board.
- Board members shall keep confidential all documents and discussions so identified, with salary and health information kept appropriately confidential.

Operations Outside of Board Meetings

- The business of the board shall be conducted only by the board during official meetings. Individual board members may not speak or act on behalf of the board or represent the board unless specifically authorized by the board to do so.

Public Relations

- Board members shall not reflect negatively to the general public on any ministry area of the school or CTC.

General Policies

- The board shall listen to the ideas and the concerns and values of the membership of the operating congregation.
- The board shall keep congregation members informed of its decisions and activities regarding school programs and activities. A formal process shall be established to convey the state of the school to the congregation.
- The board shall provide the highest quality service for the parents and students with Christian care and concern for them.
- No full-time employee of MAPS is eligible to serve on the School Board.

- Members of the BOE shall receive no compensation for their services. The BOE may authorize the reimbursement of expenses incurred by any BOE member in the performance of official school business.

The board members should develop a tool or process by which they monitor and evaluate each other and the board as a whole related to its adherence to the policies it sets for itself.

Board Approved 2.7.18

01.07

Number and Tenure of Members

- The number of School Board members shall be at least seven active members.
- The time of service is not limited for a School Board member who is active and in good standing with the qualifications for service.

Board Approved July 6, 2016

01.08

New Board Members

- A vacancy on the BOE shall be deemed to exist in the case of a resignation, death, or removal by the BOE.
- Nominations for the BOE shall be nominated by the BOE. Parents of students or other interested individuals may recommend candidates to the BOE by submitting the name to the President of the BOE, who then must submit the names to the full BOE for consideration.
- Candidates must be interviewed prior to the nomination by the BOE to determine interest, suitability, and eligibility. All candidates shall meet the qualifications of the BOE as set forth in this Bylaw.
- Any vacancy on the School Board may be filled by a majority vote of the remaining Board members.
- Any School Board member may resign from office by tendering the resignation in a letter to the Board President.
- Any School Board member may be removed from the Board for failure to be a Christian role model, for excessive absence from regular and special meetings of the Board, or whenever such removal in the judgment of the Board would be in the best interest of the school. Removal shall require a two-thirds vote of the Board.
- In the event a School Board member who has left the Board was an officer; another member shall be designated by majority resolution of the Board to assume the responsibilities of the office now vacant.

Committees

- The School Board shall operate using a standing committee system. Each committee shall have the responsibility to review and make recommendations in its assigned area for consideration and action by the full Board.

The Standing committees of the School Board are:

1. *Academic Affairs*
2. *Finance and Development*
3. *Personnel*
4. *Physical plant and logistics*
5. *Legal/Legislative*
6. *Publicity*

- Each standing committee shall have no fewer than two School Board members appointed by the Board President. One of the Board members shall be chair of the committee. The President may appoint interested parents or individuals to serve on the committees.
- The School Board may from time to time establish ad hoc committees made up of Board members or other interested individuals to deal with specific issues in the school. Upon completion of its assigned task, such ad hoc committee shall be dissolved.

Board Approved 2.7.18

Officers of the Board

- The School Board shall annually elect Officers of the Board from among its members. The duties of the Officers shall be limited to the following:
- President - The President shall preside at all School Board meetings and perform such other duties as approved by the Board. The President shall be the Principal's point of contact with the Board when the Board is not in session.
- Vice President - The Vice President shall perform duties of the President in the latter's absence, disability, or refusal to act. When so acting, the Vice President shall have all powers of and be subject to all the restrictions upon the President.
- Secretary - The Secretary shall cause to be recorded the minutes of any and all meetings of the School Board. The Secretary shall have custody of the Board records and documents and shall conduct necessary correspondence and perform other duties associated with the office.
- Treasurer - The Treasurer shall maintain the financial records showing the financial condition of the school, shall be the custodian of all monies in the

school, and shall perform such other duties as are customarily performed by such an officer.

Board Approved

01.11

Meeting of the School Board

Regular Meetings

- Regular meetings of the School Board shall convene at least quarterly during the school year. The time and place of the Board's regular meetings shall be posted prior to the meetings.
- School Board meetings shall be open to school parents and other interested individuals. The President may grant the privilege of the floor to observers at his/her discretion.
- The President of the School Board, in consultation with the Principal shall prepare an agenda for regular meetings of the Board. Such agendas may be delivered to each member of the Board prior to the scheduled regular meeting if deemed necessary.

The School Board has the right to meet in executive session.

1. An executive session may be called for by any Board member during a portion of any meeting for the purpose of discussing personnel and other sensitive matters.
2. Executive sessions shall have in attendance all Board members present at said meeting, the Principal of the school, and any other persons who are specifically asked to attend this session by the Board President. When the executive session is for the purpose of evaluating the Principal, he/she may be asked not to attend.
3. No official business shall be transacted in the executive session. Rather the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session, any decision shall be made and stated officially so that the Board Secretary can record such decision in the official minutes.

Special Meetings

- Special meetings of the School Board may be called by the President of the Board or by a majority of the Board members.
- Notice of the time, place, and purpose of all special meetings of the School Board shall be given to each Board member by phone call, text, or email 24 hours prior to the scheduled special meeting.

Emergency Action

- In an emergency, the President of the School Board may poll the full Board to secure authorization for a given course of action.

Presumption of Assent

- Any member of the Board who is present at a meeting of the School Board at which action is taken shall be presumed to have assented to the action taken unless his/her written dissent to the action taken with the Secretary prior to the next regularly scheduled meeting. The right to dissent shall not apply to a Board member who has voted in favor of the action.

Waiver and Consent

- The transactions of any special meeting of the School Board, shall be valid, if a quorum is present, and if either before or after the meeting, each of the Board members not present sign a written waiver of notice or consent to the holding of such meeting, or an approval of the minutes thereof.

Amendment of the Bylaws

- The School Board shall have the power to alter, amend or repeal the Bylaws or adopt new Bylaws by 2/3 vote of all the Board Members

Quorum

- At all meetings of the School Board, whether regular or special, the presence in person of a majority of Board members shall constitute a quorum for the transaction of business. Only members may vote at any meetings of the Board and proxies shall not be valid for voting.
- In the absence of a quorum, a majority of Board members present may adjourn any meeting of the Board from time to time, without notice other than announcement at the meeting, until a quorum shall be present.
- If there are not sufficient School Board members in office to constitute a quorum as provided in this Bylaw, a majority of Board members may qualify or approve new Board members.

Robert's Rules of Order

- Robert's Revised Rules of Order shall govern meetings of the School Board.

Board Approved 2.7.18

Section 2 — Student Admissions and Expectations

Policy Section 2 shall provide Guidelines for the admission and expectation for students-

Board Approved 2.7.18

02.01

Student Admissions

1. Mid-America Preparatory School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accord or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other administered programs.
2. Mid-America Preparatory School reserves the right to deny a child entrance to the school or to remove an existing student, if the Board of Education and the principal agree that the school is unable to adequately meet the child's education needs. In such a case, the principal will assist the child's parents in locating educational resources appropriate to the child's needs.

Board Approved 2.7.18

02.02

Student Entrance Requirements

1. Age
Kindergarten pupils must be age five (5) on or before September 1 in accordance with the Illinois School Codes.
2. Health/Dental and Immunization Records
Illinois Law requires that all children entering Kindergarten, sixth and ninth grades must submit a completed health exam including dental exam prior to entering school. The law states that students shall present this form or be excluded from school. The physical exam must include immunization records including the dates on which the immunizations were administered. The form must be completed and signed by a physician.

Board Approved 2.7.18

02.03

Enrollment Priorities

1. Currently enrolled students
2. Siblings of currently enrolled students
3. Children of members of Christ Tabernacle Church
4. New students and families where the above doesn't apply.

Board Approved 2.7.18

02.04

Payment of Tuition & Enrollment Fees

1. Tuition may be paid in full, in either 12 installments. Some may pay differently. Each payment method is reviewed and considered on a case-by-case basis. Under extenuating circumstances modifications of the fee amount may be considered by the BOE.
2. In the event the parent(s) or guardian(s) fail to make the tuition and fee payment the school will enforce any or all of the following penalties:
The school may deny registration at enrollment time.
The school may deny readmission for the following school year.
The school may turn the past due account over to a collection agency, and a 30% additional charge will be added to the amount owed.

Board Approved 2.7.18

02.05

Tuition and Enrollment Fees

The Tuition and Enrollment Fees are to be reviewed and approved annually by the Board of Education.

Board Approved 2.7.18

02.06

Class Size

1. The maximum size for each class will be 22 students in present facilities, unless a special exception is approved by the Board of Education.
2. Ideally, Mid-America Preparatory School will offer one teacher per grade, but given our current facility, the classrooms will be: K-1, 2-3, 4-5, 6-8, HS .

Board Approved 2.7.18

02.07

Attendance

In accordance with state laws, all pupils are held to regular daily and punctual attendances. Parents are to call, text or email stating nature of absence by 8:30 a.m. All absences must be executed in writing by the parent/guardian (including digitally or voicemail) by the first day of the child's return to class, or earlier. If a child is to be absent for reasons other than illness, the teacher shall be informed in advance so that arrangements can be made in regard to class work that will be missed

Board Approved 2.7.18

02.08

Absence Due to Illness

1. If a child is absent due to a contagious disease, parents are to call the school office and inform the school as to the nature of the disease.
2. When a child is recovering from an illness and is well enough to return to school but must remain indoors, a written note requesting such action should be sent to the teacher.

Board Approved 2.7.18

02.09

Medication

Medication for students will be administered following the procedures which are outline in the school handbook which is published each school term.

Board Approved 2.7.18

02.10

Care of Books

1. Since our system of providing books is based on the principle that each text is usable for a five year period, it is of the utmost importance that each pupil takes good care of the books.
2. Any book that is lost or damaged to the extent that it cannot be used another year must be replaced by the parents. A fine will be assessed for damage to the book(s). This will

apply to the damage or loss of reusable books. The replacement of lost workbooks will also be the full responsibility of the parents.

Board Approved 2.7.18

02.11

Care of Church & School Property

Students who lose or damage school or church property will be responsible for the payment of the replacement of the item. Examples would be: damage to ceilings and walls, library books, windows, computers etc.

Board Approved 2.7.18

02.12

Dress Code

1. The dress code guidelines will be considered as proper dress code for Mid-America Preparatory School. These will be spelled out in detail in the Parent-Student Handbook.
2. If the teacher determines that some particular clothing or grooming is inappropriate, parents will be contacted for help in correcting the problem.

Board Approved 2.7.18

02.13

Student Academic Performance

If a student's academic standing declines, appropriate action will be taken to insure that the student has every opportunity to rectify the situation and make positive progress- If a possible retention is considered, the Board of Education will be informed.

Board Approved 2.7.18

02.14

Discipline, Corporal Punishment, Suspension, and Expulsion

1. Discipline
At Mid-America Preparatory School we do not think of the term discipline as meaning punishment, but rather as the teaching of self-control, Christian attitudes, orderliness, and efficiency. Therefore, teachers will deal with children in accordance with the teachings and philosophy of Christ. The children will be taught to understand that for happy living it is necessary to love one another, serve one another, and have respect for one another's rights and privileges.

In the classroom the teacher is the sole disciplinarian. The teacher is expected to maintain discipline at all times. The teacher should feel free to seek the advice of fellow teachers and or principal at all times.

All teachers have the right to correct any student's inappropriate behavior if they observe the behavior. All staff members have the right to verbally correct a student and they shall then bring this to the attention of the principal.

2. Corporal Punishment
NO corporal punishment shall be administered, in accordance with Illinois State Law.
3. Suspension and Expulsion
 - a) The teacher will have a conference with the student and make the principal aware of the problem.
 - b) The principal will have a conference with the student.
 - c) If the problem continues to exist, there may be a conference with the child, parent(s), principal and teacher present.
 - d) Continued problems will result in suspension (in-school) or off-campus suspension which can be lifted only by a conference with the student, parents, principal, teacher, and a possibly a member of the Board of Education.
 - e) If the above steps fail, expulsion by the Board of Education may result.
 - f) Written record of the above disciplinary steps will be maintained in the student's temporary file.

Board Approved 2.7.18

02.15

School Calendar

1. The school calendar will follow the calendar of the Cowden-Herrick Schools to coincide with transportation. It may deviate slightly and modifications will be recommended by the principal and approved by the Board of Education.
2. The school calendar shall comply with the State of Illinois regulations regarding the number of days (or hours) of classroom instruction.

Board Approved 2.7.18

02.16

School Handbook

The school handbook will be prepared by the principal and approved by the Board of Education.

Board Approved 2.7.18

Section 3 — Health and Safety

Policy Section 3 shall provide policies as they pertain to the Health and Safety of Faculty, Staff and Students.

Board Approved 2.7.18

Accidents

1. Responsibilities

- a) General responsibilities: The key to school safety is the clear recognition by all school personnel that legally they stand in LOCO PARENT IS while the child is under school jurisdiction. This means that each person who deals with school children must be as careful of the welfare of each child in his charge as the parents would be if they were present.
- b) The school is responsible for:
 - i. Effective accident prevention information.
 - ii. Establishment of policies for handling of accidents and sudden illnesses
 - iii. Notification of parents
 - iv. Having a sufficient number of staff persons trained in first aid.
- c.) The school is not responsible for:
 - i. Subsequent treatment,
 - ii. Payment of any expense in treatment.
- d.) The principal is responsible for:
 - i. Reporting Of Accidents
 - Accidents are to be reported to the principal. Forms, provided in the office, must be completed for all reportable accidents that occur while the child is under the jurisdiction of the school authorities, and the form should be returned to the office.
 - ii. All accidents involving head or eye injury must be reported to the parents, due to the seriousness of such injuries, by telephone, including text message, or in person. A written copy of the accident report should be sent home in every case.
 - iii. Making sure the teachers are aware of proper procedures in regards to accidents

2. In Case of Accident

- a.) The principal of the school should assume responsibility for caring for a student who has had an accident or become suddenly ill. He should utilize the services of a (volunteer) nurse if one is available. At least one member of the faculty should be designated to handle emergencies in the absence of the principal.

- b.) Each staff member must be thoroughly familiar with the procedures to be used in caring for accidents or sudden illnesses in the event the principal or a nurse is unavailable.
3. Action to be taken when delay will not be harmful:
- a) Render first aid if necessary.
 - b) Do not leave the child alone.
 - c) Notify a parent and arrange for the care of the child.
 - i. If parents cannot be located, use other contacts listed on the enrollment application.
 - ii. If neither parents nor other emergency list names can be contacted, and a nurse is not available, the child can then be taken to a hospital and entered as an emergency case.
 - iii. File an accident report in the principal's office.
4. Action to be taken when delay will be harmful: This includes emergencies such as stoppage of breathing, severe bleeding unconsciousness, or shock:
- a) Render first aid.
 - b) DO NOT LEAVE THE CHILD ALONE.
 - c) Notify a parent or guardian that the child needs immediate hospitalization.
 - d) If an ambulance is required, call it.
 - e) Have the child taken to the hospital.
 - f) File an accident report in the principal's office.

Board Approved 2.7.18

03.02

Communicable Diseases Review Policy

1. Purpose: The Board of Christian Education of MAPS recognizes that the student with a chronic communicable disease is eligible for all rights, privileges, and services provided by law and school policies. The Board and school administration shall balance these student rights with the obligation to protect the health and safety of all students and staff. Though MAPS is not required by law to accept chronically ill students; they shall nevertheless, make their decision to enroll in the spirit of the Gospel.
2. Guidelines: The following guidelines should be used when dealing with students or staff suffering from communicable diseases:
 - a) If a student has AIDS or is HIV positive or has another communicable disease, and seeks admission to the school, a pre-enrollment conference including the student's parents, physician, probable teacher, and the principal should take place to determine:
 - i. Illness-induced impairment of the student's mental function
 - ii. Psychological impairment manifested in assaultive behavior and the potential exposure of others to infection
 - iii. The immunization status of the student
 - iv. The necessary limits on the student's curricular and extracurricular school participation

- b) With this information, the school will determine whether or not the student is to be enrolled. Temporary removal of such students from the classroom may be appropriate when the student:
 - i. Lacks toilet training
 - ii. Has open sores that cannot be covered
 - iii. Demonstrates behavior (i.e. biting) that could result in direct inoculation of potentially infected body fluids into the bloodstream of another
- 3. Each enrolled student shall be expected to meet immunization requirements of the school.
- 4. As part of the health or religious curriculum, the faculty will provide appropriate instruction about AIDS and its prevention; as well as prevention of other communicable diseases.
- 5. The school must meet state and local ordinances in food storage, preparation, and service.
- 6. Every known or suspected case of AIDS or other opportunistic diseases should be reported by to the Public Health Office. A suspected case of AIDS is a case with signs or symptoms suggestive of AIDS, such as a combination of two or more of the following: unexpected weight loss or greater than 100/0 of body weight, chronic fever, chronic lymphadenopathy, night sweats, or chronic diarrhea.

Board Approved 2.7.18

03.03

Mental Health

This is left blank until a policy can be created.

Board Approved 2.7.18

04.00

Section 4 — Communication and Transportation

Policy Section 4 shall provide policies as they pertain to Communication and Transportation of Faculty, Staff and Students.

Board Approved 2.7.18

04.01

Communication: Parents, Teachers, and Board of Education

Education of young people is a partnership between the Students, Parents Teachers, Principal, Board of Education, Pastors, and the congregation of CTC. At all times, our goal must be to provide the best possible education to our students. The Board of Education welcomes input concerning operation of the school from all concerned parties, but particularly needs to know the parents' feelings. In order to increase the BOE's awareness of parents concerns:

1. Any parental concerns with the school, teachers, or curriculum which are brought to the teacher's attention must be reported to the principal by the teacher as soon as possible.
2. The teacher and principal will discuss the concern and methods of resolving the parents' concern, and agree on a response to the parents.
3. The teacher will meet with the parents, presenting the response discussed with the principal. If it is appropriate, the principal should attend this meeting.
4. The teacher will report on the meeting to the principal, indicating whether the parents are satisfied with the action to be taken.
5. The principal will report to the BOE all such contacts between teachers and parents at the next BOE meeting if he feels the conversation is relevant to the overall health of the school, outlining the parents' concerns, the response from the teacher and principal, and the action being taken to resolve the parents' concerns. The Board of Education must receive a copy of any written communication between the teacher or principal and parents relevant to such a concern.
6. If any parent is not satisfied with the response they receive from the teacher, they should next approach the principal directly.
7. If necessary, a meeting will be scheduled between the Board of Education and the parents, teacher and principal.
8. Parents are always welcome to contact any member of the Board of Education directly to express concerns regarding the school, its curriculum, teachers, or their child's specific needs.

Board Approved 2.7.18

04.02

Emergency Closings of School

1. Authorization for Closing School
 - a) The principal may authorize the closing of the school on days when he feels the best interests of the students may be served as in the case of epidemics, other public calamity, or in the case of severe weather conditions. The President of the Board of Education shall be notified of the action.
 - b) In the absence of the principal, the President of the Board of Education, in consultation with the acting principal, will authorize the closing of the school. The school staff and acting principal will have a copy of the closing procedures and median phone numbers with appropriate codes.

2. Payment of Personnel for Time Lost Due to Emergency Closing
 - a) Teachers are paid for all time lost when school is closed due to above conditions. Teachers will complete the school year if it has to be extended due to excessive closings without additional compensation.

Board Approved 2.7.18

04.03

Field Trips

1. A field trip is any educational experience for which a class leaves the school premises.
2. Field trips are to be directly related to the curriculum and must be of significant educational value.
3. Plans for a field trip must receive the approval of the principal.
4. In planning field trips, the cost to the parents shall be given strong consideration.
5. Field trips must have at least 50% participation of the class involved.
6. Field trips, in general, should be limited to the approximate area. For field trips planned outside the area, the educational value should be carefully weighed against the cost involved.
7. Each pupil going on a field trip must have a signed permission slip from a parent or guardian.
8. The number of chaperones is left to the discretion of the teacher unless otherwise determined by the location visited.
9. Teachers may request help from responsible adults in the planning and arrangement of field trips.
10. A verbal or written evaluation of the field trip should be made by the teacher(s) and submitted to the principal.
11. In regards to transportation, the school vans and parents will most likely be the method..
12. Any brochure obtained on the field trip should be added to the field trip file kept in the school office.

Board Approved 2.7.18

Extra-Curricular Event Transportation

The school is not responsible for transportation to or from those events, which includes off-campus practices.

Board Approved 2.7.18

Section 5 — Records and Curriculum

Policy Section 5 shall provide policies as they pertain to the Records and Curriculum of Faculty, Staff and Students.

Board Approved 2.7.18

05.01

Confidentiality of Student Names and Addresses

1. Names and addresses of pupils are considered confidential information. They are not to be disclosed to an unauthorized person or agency.
2. Teachers wishing to use case histories in the course of their professional studies should secure permission from the principal first.
3. Release of addresses to law enforcement agencies may be given by the principal to a representative of the court, police department, or fire department if such addresses are required in the performance of their duties.

Board Approved 2.7.18

05.02

Student Records

The following items are taken from the School Code of Illinois, 1983, and are to be considered as working policy for MAPS.

1. "Student Permanent Record" means the minimum personal information necessary to a school in the education of a student and contained in a school student record. Such information may include the student's name, birth date, address, grades, and grade levels, parents' names and address, attendance records, and such other entries as the State Board require and authorize.
2. "Student Temporary Record" means all information contained in a school student record but not contained in the student permanent record- Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student.

3. Each school shall maintain student permanent records and the information contained therein and test results, teacher evaluations, and other information of clear relevance to the education of the student.
4. Information contained in or added to a school student record shall be limited to information which is of clear relevance to the education of the student.
5. Information added to the student temporary record shall include the name, signature, and position of the person who has added such information and the date of its entry into the record.
6. A parent or any person designated as a representative by a parent shall have the right to inspect and copy records of the parent's child. A student shall have the right to inspect and copy his or her student permanent record.

Board Approved 2.7.18

05.03

Physical and Curriculum Property

All materials purchased by, and developed for MAPS remain property of the school.

Board Approved 2.7.18

05.04

Teacher Code of Conducts

All original code of conduct agreements shall be kept in a secure location in the school office.

Board Approved 2.7.18

Section 6 — Faculty and Staff Expectations

Policy Section 6 shall provide policies as they pertain to the Faculty and Staff Expectations.

Board Approved 2.7.18

06.01

Faculty and Staff Job Descriptions and Evaluations

1. The principal shall be evaluated annually by the Board or Education, with input from the Pastors.
2. Faculty and Staff shall receive a written evaluation annually by the principal on the following schedule:
 - a) 1st and 2nd years of service — no less that twice annually
 - b) 3 or more years of service – once annually

3. There will be written job descriptions for all Faculty and Staff positions and they will be reviewed annually by the principal and Board of Education.

Board Approved 2.7.18

06.02

School Administrator

- The Principal shall be appointed by the School Board. He/She shall be the chief executive officer of the school and shall carry out the policies established by the Board.
- The Principal shall be a born-again believer and subscribe without reservation to the school's statement of Faith and Philosophy of Education. He/She shall be a Christian role model in the school and community.
- The Principal shall be an active participant in good standing of a local, evangelical church whose doctrine is in agreement with CTC.
- The Principal's responsibilities are to be defined in a job description approved by the School Board.
- The Principal shall be appointed each year by written agreement after careful consideration of his/her spiritual and academic qualifications, and the Board conducted evaluation.
- The School Board shall evaluate the Principal annually based upon his/her job description and other appropriate factors.

06.03

Faculty and Staff

- The faculty and staff shall be appointed by the School Board upon the recommendation of the Principal.
- No faculty or staff member, or qualified candidate will be discriminated under the provisions provided by *The Age Discrimination Act of 1967*.
- Individuals serving on the faculty and staff shall be born-again believers and subscribe without reservation to the school's Statement of Faith and Philosophy of Education. Such individuals shall be Christian role models in the school and community.
- Individuals serving on the faculty and staff shall be active participants in good standing of local evangelical churches whose doctrine is in agreement with the Bylaws.

- Faculty and staff responsibilities are to be defined in job descriptions approved by the School Board.
- The faculty shall be appointed each year by Code of Conduct after careful consideration of spiritual and academic qualifications and Principal's evaluations.
- Staff may be appointed by written Code of Conduct at the discretion of the BOE.
- The Principal shall evaluate faculty and staff annually based upon their job descriptions and other appropriate factors.
- Each member of the faculty and staff shall receive a handbook of pertinent policies and procedures for the school.
- Each member of the faculty and staff shall will be given notification
- Each member of the faculty and staff shall be given notification that they are mandated reporters through their role at MAPS by the DCFS. This will be done annually at the first faculty meeting in August.

Other Faculty and Staff Responsibilities:

1. Faculty Meetings
 - a) Unless notified by the Principal, faculty prayer/ devotional meetings will be held on a daily basis prior to the start of classes.
 - b) Meeting of the teaching staff shall be held as needed in preparation for the start of the school year for the purpose of planning the school's program for the year. Additional institute days shall be scheduled throughout the year as required. Dates for these meetings will be discussed by the staff and set accordingly.
2. Professional Conferences
 - a) All teachers are expected to attend all required conferences at the school expense. If attendance is impossible, the teacher shall inform the Principal and excuses shall be written and submitted to the proper conference committee.
3. Supervision — Legal Aspects
 - a) Adequate supervision must be maintained at all times. This means adult supervision and includes all children the teacher can see and hear whether or not they are his/her pupils. Pupils must not be playing on the playground or in the building without supervision.
 - b) The professional teacher who is responsible for a group of children in a school is liable for them in the sight of the law.
 - c) The law interprets liability as being the conscientious, adult and responsible caring for the pupils involved
 - d) Negligence is interpreted as willfully, carelessly, or even unknowingly failing to foresee the possible injury to children.

4. Duplicating

- a. Teacher-prepared materials which use schools supplies remain the property of MAPS. If the teacher desires to own the produced materials, he/she shall supply or pay for his/her own material or supplies needed to produce the finished product.
- b. When considering whether or not to duplicate something, weigh the educational value or the material against the costs of duplicating material. Duplicate only as much as necessary.

5. Absences from Duties

- a. Notification of absences from duties should be made to the Principal as soon as the situation has been determined.
- b. Teachers who must be absent due to illness should notify the Principal as soon as possible to allow for the obtaining of a substitute.

Board Approved 5.2.18

06.04

Vacations

1. Dates of vacation are to be approved by the Board of Education.
2. The paid holidays for the teaching personnel include New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas Day.
3. The vacation days on the school calendar shall be vacation days for the staff.
4. The vacation times are not to be cumulative and shall be taken within the calendar year.

Board Approved 2.7.18

06.05

Absences from Duties

1. Notification of absences from duties should be made to the principal as soon and the situation has been determined.
2. Teachers who must be absent due to illness should notify the principal as soon as possible to allow for the obtaining of a substitute teacher. The teacher will be responsible for having lesson plan material readily available for such an occasion. Teachers will be allowed up to five (5) days per year for personal illness.
3. Teachers will be allowed one (1) day for personal business, per year approved by the Administrator. The approval must be submitted at least two (2) days in advance.
4. In the event of a death of a family member or friend, the principal will work with the teacher in assurance what is done is best for the staff member, as well as the students at MAPS.

5. For all other absences, the teacher is responsible for reimbursing the Board of Education for the expenses incurred in obtaining a substitute teacher.

Board Approved 2.7.18

06.06

Required Work Days for Faculty

1. Teachers will be expected to report to school in order to fulfill assigned responsibilities as the principal directs.
2. The starting and ending dates of teacher responsibility, as they relate to the school year, will be determined by the school calendar, in conjunction with the demands of the principal.

Board Approved 2.7.18

06.07

Faculty and Staff Education and Reimbursement

Teachers enrolling in higher education and/ or subject area development classes may be reimbursed for the expenses of all or a portion of their coursework. The determination will factor in the MAPS budget, and must be approved by the BOE.

Board Approved 2.7.18

06.08

Professional Grievance

Should misunderstandings occur as to the applications of the provisions of the teacher's agreement, the policies of the Board Of Education, or the administrative rules and regulations, the Board of Education subscribes to the Principal that such misunderstandings should be resolved at the lowest level and as quickly as possible.

Board Approved 2.7.18

07.00

Section 7 — Salary Guidelines

Policy Section 8 shall provide Guidelines, Terms, Definitions, Methods of Calculation, Schedules and Attachments as used in the determination of salaries for teachers at MAPS.

The base salary for the principal, teachers, and other staff shall be as determined by the congregation. The Board is responsible for recommending salaries for all school staff, with consideration for merit, additional duties to the congregation

Board Approved 2.7.18

07-01

07.02

Base Salary

Not completed

07.03

BOE's Schedule of Salaries and Approved Supplements

(Attachment - 2), the Board Of Education's Schedule of Salaries and Approved Supplements, must be reviewed and approved by the Board of Education each year, or before the next year's budget requirements are due.....Not completed

Board Approved

07.04

Service Recognition, Years-of-Service, and Supplement Award Amount

1. Teachers

- a) The minimum certification requirement for all full-time teachers is a Bachelor's Degree.
- b) Teachers are 10-month employees.

2. Principal

- a) The minimum certification requirements for the responsibilities of Principal are a master's Degree.
- b) The Principal is a 12-month employee and the salary is calculated for a full year.

Board Approved 2.7.18