



MID-AMERICA PREPARATORY SCHOOL

EST. 2008

10 N. Myers St. – PO Box 300 | Herrick, IL 62431

Parent/Student Handbook

2023-2024

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Mapping Your Child's Future to Success!

Proverbs 3:5-6 "Trust in the LORD with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge Him and He shall direct thy paths."

Have you ever set out on a road trip without mapping out the itinerary before you departed? Most of us probably have done just that only to discover that we were in a quandary. The same might well be true about mapping out your child's future.

We have all experienced the frustration that results from our negligence when we failed to properly map out our road trips. We certainly want to avoid similar frustrations that may subsequently occur from our failure to map out our children's spiritual and academic future.

Each of us must do for our children what they cannot at this point in their lives do for themselves - map out their academic and spiritual future. We, as parents, must commit to our children's highest values and most noble calling.

It is imperative that we, with their cooperation, map out their academic and spiritual future. We begin by taking a long look at our goals and stay on the path that we have mapped out for them to reach the fullest academic and spiritual future, so that they will reach their desired goals and fulfill their God-given calling.

Together we plan to map out a path for our children's lives carefully so that they will most naturally walk the road of faith and discover the purpose God has for their individual lives. At Mid-America Preparatory School, we will not only train the mind in strict academic disciplines, but also the soul and spirit of each child to respect and honor the Lord Jesus Christ so that he/she will become fruitful and productive citizens who contribute to the betterment of our society rather than become a liability.

Bishop Thomas Suey

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GENERAL PHILOSOPHY

Mid-America Preparatory School (MAPS) is a ministry of Christ Tabernacle Church in Herrick. As such, it adheres to the doctrinal statement of Christ Tabernacle Church. All faculty, staff and administrative personnel have a personal relationship with Jesus Christ. Because of their responsibility to consistently model godly character and life style before our students, all staff members are expected to give evidence of a growing relationship with Jesus Christ.

MAPS recognizes that the parent(s) are most accountable before God for the nurture of their children in the ways of the Lord. Therefore, the school sees itself as an extension of the home. We believe the home, church, and school must be partners in helping the students to grow in discipleship and establishing the relationships and living in obedience to God's Word. MAPS is committed to providing excellence in academics, based on the understanding that God is the author of all truth (John 8:31-32; John 14:6); therefore, every aspect of what is done at MAPS, academics, extra-curricular activities, fine arts, etc., is based on the truth of God's Word and is biblically integrated.

MAPS is committed to developing young men and women who understand and live lives that are based on a biblical worldview, who think and act Christ-like, and who are academically, spiritually, socially and physically prepared to serve the Lord in whatever capacity to which He calls them.

MISSION STATEMENT

The mission of MAPS is to provide a biblically-based, quality education for the children of Christian parents that nurture 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.

NON-DISCRIMINATION STATEMENT

No person shall be denied enrollment, be denied employment, be excluded from participating in, be denied the benefit of, or subject to discrimination in any program or activity on the basis of sex, race, color, disability, national origin or ethnic group.

UNITY POLICY

MAPS upholds a Unity Policy for our student body, parents, faculty, and staff. This is to stress the importance that the aforementioned groups not speak disparagingly (disapprovingly or judgmentally) or in a disrespectful manner about the leadership of the church or school. We strive to keep peace in this school. This is a not only school policy, but it is a biblical principle as well. The Apostle Paul emphasized unity among the believers in the New Testament church as stated in Ephesians 4:3: "Endeavoring to keep the unity of the Spirit in the bond of peace."

ACCIDENTS AND INJURIES

Accidents and injuries will be reported to parents. Parents will be notified of accidents or injuries in writing by way of an “Accident/Injury Report” form, by phone or email. All parents are required to sign a “Consent for Emergency Medical Treatment” statement on the Enrollment Application. Every attempt will be made to contact parents and/or their emergency contact person in the event of illness or injury.

ACCREDITATION

As of spring 2019, MAPS is a recognized school by the Illinois State Board of Education. MAPS is also taking the necessary steps as we prayerfully consider attaining accredited institutional status. Regardless, we always maintain the highest academic expectation in preparation of college/university attendance. The school complies with State and Federal law or regulatory requirements.

ADMISSIONS FOR CURRENTLY ENROLLED FAMILIES (Grades K - 12)

MAPS partners with Christian families who wish to enroll their qualified children in a God-centered learning environment. Because of our commitment to partner with the home, at least one parent in each family, Grades K-12, must give evidence of a personal relationship with Jesus Christ, be actively involved in a Christ-centered, Bible-believing, evangelical church and desire an educational setting committed to honoring Christ.

Enrollment in MAPS is not considered final until all required documentation is received and registration fees are paid. The following items are required for all students:

1. Completed registration form (Enrollment Application)
2. Immunization records
3. Signed statement that Parent/Student Handbook has been read (students in Grades 5-12 must sign the statement as well as parents)
4. Copy of Birth Certificate and Social Security Number
5. Grades K, 2nd, 6th and 9th students and all new students must meet health and immunization requirements. Students may be excluded from school by October 15th, if requirements have not been met.
6. Academic and behavioral records from last school attended
7. Signed and dated Family Contract

ADMISSIONS FOR NEW FAMILIES (Grades K – 12)

Mid-America Preparatory School (MAPS) follows a non-discriminatory admissions policy. As an educational arm of Christ Tabernacle, the school maintains the right to deny admission to any student/family whose religious beliefs are not compatible to Christ Tabernacle.

Students are admitted upon recommendation of the school administrator. The School Board of MAPS shall enter into a contract with the parents or guardian of the student. This Family Contract will be signed by the parents or guardian of the student, the President of the School Board, and the administrator. The following general policies and procedures will be followed by each division of the school.

Admissions Policies

1. K students are only considered if they are 5 years old by September 1st.
2. MAPS is committed to entering into a partnership with the home to provide support

in the education of enrolled students; therefore, at least one parent (guardian) must give evidence of a Christian testimony. (This is required for all families of K-12 students).

3. Students who seek admission in Grades 7-12 must give evidence that they are pursuing a Christian lifestyle.
4. Students who have been “expelled,” or otherwise removed, from another school *may* be considered for enrollment at MAPS on a case-by-case basis. The application of said situation will be brought to the School Board for approval.
5. Students who have a negative discipline record, or who have been suspended from the school they attended prior to applying at MAPS, will be considered for enrollment only after verification of full correction of the problem(s) noted. Students’ attendance records at the previous school will also be a major factor in considering enrollment to MAPS. Any student who is deemed as a safety risk to the students, faculty/staff, or property at MAPS will not be granted admission.
6. All new students are accepted on a probationary basis for the first full grading period (quarter) of the semester in which they are enrolled.
7. Tuition assistance is available to those families who demonstrate a verifiable financial need. Tuition assistance is available first to returning families and then if available to new enrolling families. Typically, this is done in the form of scholarships awarded each spring for the following school term.
8. Students with advanced health or educational needs may require services beyond the scope and qualifications of the school. The administration may require medical or professional testing clearance in some circumstances if indicated for the welfare of the student and their learning.

Admissions Procedures for NEW students

1. Prior to registration, each family must schedule an admissions conference with the school administrator. (Students in Grades 7-12 must attend with parents.)
2. A completed Enrollment Application as well as other forms must be submitted.
3. A completed physical form, immunization record, and report card and discipline record from previous school must be on file before full enrollment can occur (if applicable).
4. All required forms and documentation must be on file.
5. The Acknowledgement of Agreement needs must be signed and submitted.

Registration for All New and Returning Students

Families currently enrolled in the school will be given the first opportunity to register for the upcoming year. They will be able to register all children already enrolled and any non-enrolled siblings of these children who qualify for admission to MAPS. Please note, however, that no sibling being enrolled for the first time will be given precedence over a currently enrolled student. Members of Christ Tabernacle, where children are not currently enrolled, will be given the opportunity to enroll new students prior to the beginning of open enrollment.

Once a class is filled to capacity, a waiting list will be started. This list will consist of two sections, one for Christ Tabernacle members and one for the general public. If an opening becomes available, families will be contacted in the order in which their name appears, with first options given to church members.

ALLERGIES

Please note that it is essential that all allergies that your child has is listed in the space provided on the Family Application. Teachers will be made aware of all children with allergies.

ARRIVAL PROCEDURES

The doors to the school will be opened at 7:50 AM each morning. Parents arriving prior to 7:50 AM should not leave students as no supervision is provided for students. After 7:50 AM, students will be properly supervised.

All students being dropped off should enter through the Eva Hunt (as of 2022-2023), or if they are a K-6 student, they will be directed to the playground area. DO NOT let students out at any place other than the areas designated or where supervised by a MAPS staff member. If you choose to walk your student to the building, please park in the east parking lot and walk them to the appropriate doors.

Students Driving to School

All student drivers must park their vehicles in the south parking lot and enter the building through the south Eva Hunt entrance.

If you arrive after 8:05 AM, you must walk your students in Grades K-6, or meet a staff member that will escort the student(s). Parents may drop off an older student, at the north door where our church office is located. This door is equipped with a camera and buzz-in door. Please note that there may be some occasions where we do not hear the door buzz right away because we are in the Eva Hunt Center or the sanctuary. In that instance, you may call the office or a staff member.

Parents, please DO NOT:

1. Park in a designated parking area and send your student walking unaccompanied to the building.
2. Remain in the classroom once you have brought your child into the building. The unplanned presence of an adult in the classroom may disrupt the attention of the students and teacher from their necessary tasks.

ATTENDANCE

Mid-America Preparatory School requires students who are enrolled to attend daily during the entire regular school term. We feel that daily attendance in school is extremely important as we work together to help students realize their God-given potential. Research has shown over and over that academic success is directly related to one's attendance record. Please note the following attendance policy.

1. Mid-America Preparatory School operates on an academic calendar that covers 170.5 student contact days. The school is in session during the hours of 8:00 AM through 3:00 PM on those 170.5 days unless an abbreviated schedule is followed due to inclement weather, teacher in-service days, or other planned early dismissal.
2. Students who are absent for 5 or more days during a **semester** will be in jeopardy of not receiving credit for each class with 5 or more absences. A student in Grades K-8 may be at risk of being retained if the absences are deemed severe enough.

- All absences require verification regarding those absences. This may be accomplished in the form of a phone call, text message, parental note, or doctor's note, etc.
 - Students with absences due to a death in the family or other family emergencies will be given special consideration.
3. Long-term health issues MAY lead to altered guidelines for tracking absences and will be communicated with affected families as the school year unfolds.
 4. Tardies will be recorded for all students in Grades K-12. A student who receives 3 or more unexcused tardies to any of their classes in a 9-week grading period will be disciplined by the administrator so as to rectify the situation in an age-appropriate manner.

As a school, we will do all that we can to help students make up their work after an absence. Parents will be asked to help with make-up work at home, especially when the circumstances of the absences can be controlled by the parent/ guardian (family vacation, etc.). Please understand that by choosing to miss school, you are putting your child(ren) at risk academically, not to mention the additional strain it places on the classroom teacher. Excessive and/or repetitive absenteeism due to a prolonged or chronic illness may require homebound instruction on the part of the family or other remedial help. The school will actively support any family dealing with serious injury or illness, though it will be the family that will ultimately be responsible for their child's educational needs being met in such circumstances.

BIRTHDAY PARTIES

Birthdays may be celebrated at school by sharing a special treat with the class. For students with summer birthdays, "half-birthdays" may be celebrated. **Celebrations should be treats only (cookies, cupcakes, juice boxes, etc.) that can be shared during class time as planned with the teacher.** If lunchtime meals or treats are allowed by the teacher, please help serve and send all items needed for the meal if applicable. The teacher should be notified at least two days in advance. The item(s) should be provided for the whole class.

BULLYING POLICY

The Word of God is clear that we are to love others in the name of Jesus; the Word of God is also clear that we are to maintain biblical standards on issues of morality, even if they are in direct conflict with the views that are accepted in the culture around us.

(As adopted from the Illinois State Board of Education) Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sexual orientation, ancestry, religion, faith, physical or mental disability, gender identity, order of protection status, status as homeless, or actual, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. MAPS will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that

unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by MAPS.

destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from any form of technology (see Discipline Policy - pg. 12).

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student's teacher, or building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

CELL PHONES, ELECTRONIC DEVICES, AND SMART WATCHES

Cell phones, electronic devices, and smart watches are prohibited during the time students are on campus (8:00 AM – 3:00 PM), unless they have specific permission from a staff member. If cell phones, electronic devices, or smart watches are brought to school, they must be stored in the OFF position and stored in the office (Room 109) (NOT ON VIBRATE).

Students in Grades K-4 should leave their phones and/or electronics in their backpacks until the end of the school day.

Students in Grades 5-12 should store their phones and smart watches in the appropriate location as designated by the teacher.

If a student uses their cell phone, electronic device, or smart watch during the day without permission, the device will be held in the office for the remainder of the day and parents will be notified. In the event of a second violation for the school term, a parent must come and pick it up from the administrator. **THERE ARE NO WARNINGS!** If this infraction is repeated, further discipline will occur to ensure this doesn't happen again. **Parents must call or text a staff member if they need to get a message to their student during school hours.**

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation or theft.

CODE OF CONDUCT

Pursuing godly character is a 24/7 responsibility for those who call upon the name of the Lord. It is the expectation of MAPS that the home, church and school will work together to teach each child that there is joy in being obedient to the standards set in God's word. To that end, MAPS students are encouraged and expected to live lives that exemplify godly character.

Each teacher will establish, post, and distribute a list of classroom rules. These rules are consistent with discipline standards set for the school. They will be taught to the students and enforced during the day. School and classroom rules will focus on areas that include interaction with others, respect for persons and property, obedience, and safety.

The following outlines the general school guidelines for conduct expected of all students:

1. Students will be expected to dress appropriately and in compliance with the Dress Code. This is the expectation while on campus for any event. It is also strongly encouraged while attending school functions off-campus.
2. Once on campus, students may not leave before normal dismissal time without notification from a parent in the form of an email, text to the teacher/administrator, note, phone call to the office. Prior to the student leaving, a parent or approved adult must come to the school office, or have a staff member escort the student to the car, or administrator to dismiss the (non-driving) student. Staff/students/ and or parents will need to sign them out as well.
3. Students will always be expected to act and speak respectfully to adults and to each other.
4. Only high school students may chew gum on campus.
5. Students will always be expected to respect the property of others.
6. The following offenses will be handled by the administrator and could result in disciplinary action, including but not limited to: in-school suspension, out-of-school suspension from school for 1 to 10 days, or in some cases, expulsion (*see also Discipline Policy*):
 - fighting
 - use of profanity
 - possession of obscene or offensive material
 - harassment or disrespectful behavior directed toward an adult or another student
 - cheating
 - plagiarism
 - vandalism of school property
 - possession of or use of alcohol or other drugs (including prescription medications)
Note: Any student requiring use of prescription medication during the school day must see the staff for dispensing. A notification form must be signed and on file with school administration. Students will not carry any form of medication except in specific documented needs prescribed by a licensed physician. (see Medication Administration Policy)
 - smoking and/or possession of cigarettes or other tobacco substances on campus
 - social profiles or comments posted that do not reflect the value system of Christ Tabernacle/MAPS via social media, cell phone communication (text messages, Facebook, Twitter, Instagram, etc.)
7. Students may not bring any type of weapon to school. This includes, but is not limited to: guns, knives (of any size, shape, or length), items used in martial arts, or any item containing gun powder or similar explosive type powder. **Toys that simulate any of the above may not be brought on campus for any reason. Students who bring a weapon to school may face dismissal from MAPS.**

COMPUTER/TECHNOLOGY USAGE

When you are using a computer, you are to conduct yourself in a respectful and productive fashion. Due to the nature of the equipment, which is the property of MAPS, the following guidelines will be followed:

1. No electronic devices, other than MAPS Chromebooks or MAPS iPads, should be used in the classroom (unless use of a personal device is approved by the supervising teacher and for classroom usage only).
2. When not in use, all Chromebooks should be stored properly at the assigned charging stations.
3. No software is to be used on the computers without the consent of an instructor.
4. Damage to a computer may result in a reimbursement for the extent of the damage payable to MAPS. (Note: We STRONGLY recommend a protective case to avoid any damage.)
5. Students (Grades 5 - 12) will have the option to purchase chargers so that they can transport their Chromebook from school to the home. A charger will be provided that must remain at school.
6. Classroom teachers may establish additional and more specific guidelines that are to be followed.
7. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on **social networking website**.
8. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,
9. The school may require the student to share content in the course of such an investigation.

CONFLICT: THE MATTHEW 18 PRINCIPLE

*¹⁵ "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. ¹⁶ But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.'
Matthew 18:15-16*

The common goal of Mid-America Preparatory School's staff and parents, helping children realize their full God-given potential, can be more readily achieved when a friendly, open relationship exists between the home and the school. When issues of concern do arise, it is important that they be handled in a way that reflects biblical principles. How we, as adults, handle problems or conflict is just as important of a teaching tool as an academic curriculum is for our children. Children learn by the example we set. Therefore, special mention is made of the method for dealing with problems or complaints, which will be followed at MAPS.

Addressing Problems and Concerns

Please use the following guidelines in handling any problems that may arise during the school year:

1. **When a problem or situation occurs between a parent and a teacher, the parent must first contact the teacher. If the problem is not resolved, the parent or teacher should request a conference with the administrator.** Contact the administrator directly to set up such a conference, if needed.

2. If your concerns involve school policies and procedures, please feel free to go directly to the administrator.
3. In the event that following the above procedure does not bring satisfactory resolution of a problem, parents may contact the School Board President.
 - a. State, in writing, the problem and steps taken to that point to resolve the problem.
 - b. Submit, through the administrator, your sealed letter to be submitted to the School Board.
 - c. The School Board, in executive session, will meet with parents to address the problem and attempt to bring satisfactory resolution.

Support Students and the School When in Conflict

Parents are asked to support your child and the school by observing the following:

1. Do not discuss issues regarding the school or the classroom with other parents. Always observe the Matthew 18 Principle and go directly to the person involved.
2. Do not address problems with the teacher before school or during the school day. Please arrange a conference or request that the teacher calls during a free time.
3. **Do not contact the administration or a School Board member before you have contacted the teacher and followed the Matthew 18 Principle.** Communication with faculty and administration should occur via phone, or in-person during the school day, by appointment only. Discussions regarding school procedures, personnel and policies should occur on campus in an orderly and safe environment for all involved.
4. Do not speak negatively about the staff or the school in front of your child.
5. The school and parents should always be ready to discuss problems with a heart towards resolution of the problem.
6. As you listen to your child, please be open to hear the other side of the issue.

DISCIPLINE POLICY

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Prov. 25:28) and to aid young people in the development of Christian character. We want to help each student understand their responsibilities and to accept the consequences for his actions. Discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

The Bible gives several admonitions and principles regarding orderliness. Thus, at Mid-America Preparatory School, firm and consistent discipline is maintained and tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for their students. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline problems in the classroom. If the teacher has to correct the student for multiple infractions, he/she may contact the parent(s)/guardian(s) of the student to inform them of the recurring problem and to seek parental correction of the difficulty. If parental involvement with the situation proves to be an ineffective remedy, the problem may be referred to the administration, who will counsel and perhaps impose some further form of discipline (Ps. 94:12; Heb. 12:10-11). It should be mentioned that student discipline can result from problems that occur away from school, i.e. negative posts on social media, text messages, etc.

If a parent has a concern or question regarding student discipline, or some discipline-related situation occurs that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration. *These policies have been established in an effort to help protect your children.*

Elementary Discipline Policy (Grades K-4)

Each elementary child is expected to follow the directions and instructions of his/her teacher. To encourage proper behavior, teachers employ a variety of positive rewards (verbal praise, notes and phone calls home for good behavior, and class rewards).

Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their ultimate goal is to encourage students toward right and proper Christian behavior. These disciplinary actions may include, but are not limited to, walking around the perimeter of the playground during recess, loss of recess, loss of rewards, verbal rebuke, notes or phone calls to the parents, or discussion with the administrator.

Secondary Discipline Policy (Grades 5-12)

With increased independence for secondary students, some actions requiring disciplinary actions are character development issues while others are issues of the heart. Character development issues (Level 1) tend to be accidental and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues (Level 2) are those actions that are deliberate and reveal a heart issue. The resulting discipline policy shows MAPS's efforts to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination.

Level 1

Lunch detentions/ loss of recess are given to students who receive two of the following infractions for a class. These infractions may have occurred during a single class period or over a series of class periods within a short period of time to be determined by MAPS staff. Examples of these infractions include, but are not limited to, the following (if warranted, a teacher may add to these infractions):

- Tardy (upon the 4th tardy per quarter)
- Unprepared for class
- Dress Code violation
- Disturbing class
- No parent signature

Repetitious offenses may indicate a heart issue and result in Level 2 consequences.

Level 2

After school detentions/loss of consecutive lunches are given to students who choose to disregard the authorities placed in their lives. In the case of a bus infraction, a suspension from the bus for a period of time may be necessary. Examples of these infractions include, but are not limited to, the following (if warranted, a teacher may add to these infractions):

- Repetitive or serious misbehavior on the bus
- Disobedience
- Disrespect
- Deceitfulness
- Destruction of property \$100 or less (restitution may also be required)
- Inappropriate physical contact
- Continued tardiness

Depending on the circumstances of the infraction, additional consequences may be given. Repeated offenses in these areas (Level 2) may result in more severe consequences, such as suspensions which will be either an In-School Suspension (ISS) or Out of School Suspension (OSS).

Level 3

A student who receives five hours of detention within one semester will be suspended upon his next detention time received. Level 3 offenses may result in multiple hours of detention, suspensions, probations, or a combination of consequences. Examples of these offenses include, but are not limited to, the following:

- Stealing
- Cheating
- Forgery
- Fighting
- Vandalism
- Leaving campus without permission
- Cutting school
- Threats
- Harassment
- Violation of viewing or music standards (including, but limited to promotion of violence, abuse, sexual innuendos, explicit language, etc.)
- Destruction of property \$101-\$250 (restitution may also be required)

Level 4

Some violations of the student code of conduct or other school policies are grave enough to merit immediate, serious discipline. The school reserves the right to discipline a student, up to and including suspension or expulsion, for a more serious offense, such as:

- Sexual misconduct
- Repeated violation of viewing or music standards (including, but limited to promotion of violence, abuse, sexual innuendos, explicit language, etc.)
- Repeated suspensions
- The use of any illegal substance (including alcohol or tobacco in any amount)
- Promotion of any such conduct by word or deed
- Destruction of property \$251 or more (restitution may also be required)

Students who have been dismissed from the school will not be allowed on campus (during school hours or for after-school events) without the specific permission of the school administration. They may lose all credit for all courses in that semester and will not be allowed to take final exams or turn in course work for credit.

Suspension from School

Suspension from school is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, they will be allowed to complete all missed work and take all tests and quizzes. Daily participation grades will not be allowed to be made up, thus there will be academic consequences for suspension. Suspension may result in a revoking of privileges and positions of responsibility and trust. Suspensions will be served as either In-School Suspension (ISS) or Out of School Suspension (OSS). The decision between ISS and OSS will be at the discretion of the administration. All school work will need to be completed and turned in on the day of return.

Behavioral Contract

From time to time, it is necessary to put a student on a Behavioral Contract as the last resort before potential dismissal from school. The school administrator will review the terms periodically (possibly with Board oversight), and any students who violate the stipulations noted on the contract will be asked to withdraw from the school.

Additional Reasons for Dismissal

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain at MAPS
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff member
- Destruction of school property
- Forcible entry into any building after school hours (includes entering any unlocked window or bus)
- Obscene gestures and language directed at the faculty or staff

Biblical Response to Questionable Situations for Students

We understand that students are frequently faced with the dilemma of how to confront situations that are morally questionable, and of how to deal with friends who have broken or are breaking stated school rules.

It is our desire that students learn to confront one another in the spirit and instruction of Matthew 18. Therefore, a student should confront other students who are involved in actions contrary to biblical principles and institutional standards. If repentance is not achieved, the Gospel of Matthew instructs us to take another Christian with us to confront that person again. We suggest that students invite a teacher with whom they have a positive relationship to intercede with them. If repentance is still not achieved, the student, along with the one he/she has invited to intercede, should go to the administration. In this way, we seek to encourage students to stand for righteousness.

Withdrawal from MAPS within the school term

If it becomes necessary to withdraw your child from MAPS, the following must be done:

1. No later than two weeks prior to withdrawal a written notice defining the reason for withdrawal must be submitted to the School Board through the administrator/or Headmaster. **Note:** If the withdrawal is based on an academic or other student related problem it will be assumed that the family has taken the necessary steps to resolve the problem, with the support of the school.
2. If the Board does not approve the reason for withdrawal it should be noted that the policy requires the family to fulfill its contracted tuition agreement with the school. **Note:** Report cards, transcripts or other school records will not be sent until all financial obligations with the school are met.

Expulsion from MAPS

In the event that a student is recommended by the administrator to the School Board for expulsion from MAPS the following appeal process is available to parents:

1. Within one week from the date a student has been expelled from MAPS, a parent/guardian must submit a letter to the School Board through the administrator stating their reasons for appealing the decision.
2. Parents may, in the letter, request an opportunity to meet in executive session with the full School Board and the administrator of MAPS.
3. Parents are reminded that we are committed to following biblical principles. Based on Romans 13:1-10 the decision of the School Board will be final after the appeal process has been carried out.

DISMISSAL PROCEDURES

School is dismissed promptly at 3:00 PM on regular school days. Students who are to be picked up will be dismissed from the north side exit of Eva Hunt Ctr. Vehicles should not move until authorized to do so by a staff member. Parents who pick their children up should wait for them in their car on the road east of the Eva Hunt Ctr. where a staff member will facilitate the student coming to the car safely. Parents may come to the Eva Hunt Ctr. to escort their children if they feel the need to. Please do not go to the classroom.

Bus riders will gather in lines in the Eva Hunt Center, one for the Vandalia/Brownstown/ Ramsey bus and one for the Shelbyville/Tower Hill/Pana bus. When all the students are present and accounted for, they will be dismissed from the south side exits of the Eva Hunt Ctr. to their respective buses by a staff member.

Early dismissals will follow the same procedures as outlined above.

DRESS CODE

Mid-America Preparatory School is committed to supporting the home and church in developing young people who understand and exhibit godly character. To that end we will consistently strive to develop students who desire to dress in a manner that sets them apart from the cultural trends that do not enhance modesty and neatness. Because our bodies are the “temple of the Holy Spirit,” we want to support parents as they help their children understand that we can honor God with our dress as well as with positive behavior.

Dress Code Violations

We believe, first of all, that it is the responsibility of the home to ensure students are dressed properly for school, according to the Dress Code. If deemed necessary, the following are the violations and subsequent punishments per semester.

- 1st Violation: The student will receive a verbal warning
- 2nd Violation: A notification will be sent home
- 3rd Violation: Parents will be called and asked to bring appropriate clothing for the student to change into. The student will remain in the office until the appropriate clothing is brought in; if no clothing can be brought in, the student will receive an In-School Suspension.
- 4th Violation: The student will receive an In-School Suspension and appropriate dress must be brought in again. The time spent in the office waiting for the appropriate dress on the fourth violation will count as time absent. Any subsequent violation may result in a suspension. Some of these steps may be skipped if we deem the Dress Code violation serious enough to merit such a response.

Questions on Dress Code

If there are questions regarding what your child plans to wear to school, we ask that you either text a picture to the administrator for approval, or wear the clothing for “Friday Favorites” (defined in the following Dress Code charts) and ask the administrator if it is also acceptable to wear on regular dress code days.

The following guidelines for all students have been prepared in the interest of respectability, good grooming, and modesty. These guidelines are in effect while a student is on the campus during the school day and at all MAPS-sponsored activities. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks and twists.

See the Dress Code as defined in the charts on the following pages:

ALL Elementary Students (Grades K-4)

Do:	Do Not:
<p>CLOTHING</p> <ul style="list-style-type: none"> • All clothing must be clean and considered to be “a notch above” casual attire • Crew sweaters, cardigans or jean jackets may be worn over dress code shirts or dresses • Shirts may have a small brand logo or monogram • MAPS Monday: On MONDAYS ONLY, students may wear MAPS shirts or MAPS hoodies with dress code pants/skirts • Friday Favorites: On FRIDAYS ONLY, students may wear any favorite shirt or hoodie (appropriate slogans and graphics) with jeans/jean skirts • Regular dress code attire must be worn if students do not participate in <i>MAPS Monday</i> or <i>Friday Favorites</i> <p>FOOTWEAR</p> <ul style="list-style-type: none"> • Footwear must be clean and look nice • No sandals or loose-fitting shoes • Tennis shoes are preferred <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none"> • Hair should be clean and look nice • Hair must be a natural color (blue, green, etc. are not natural colors) • Students must be recently bathed and clean with steps taken to prevent body odor <p>OUTERWEAR</p> <ul style="list-style-type: none"> • Proper outdoor attire is important for recess and P.E. when temperatures drop; students will go outside regardless of their outerwear, so prepare accordingly 	<p>CLOTHING</p> <ul style="list-style-type: none"> • Clothing must not have holes, including jeans/jean skirts for <i>Friday Favorites</i> • Clothing may not be hunting gear/apparel or military fatigue-type (<i>see Friday Favorites exceptions</i>) • Clothing may not have oversized designs, graphics, logos, slogans, or monograms (<i>see Friday Favorites exceptions</i>) • No images from undershirts may show through • No hoods of any kind are permitted on regular dress code days (<i>see MAPS Monday and Friday Favorites exceptions</i>) <p>FOOTWEAR</p> <ul style="list-style-type: none"> • Flip flops may not be worn • Shoes with laces may not be left untied <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none"> • Strong or excessive use of cologne and perfumes is not permitted • Hairstyles deemed by staff to be extreme are not allowed • No tattoos or body piercings of any kind are acceptable <p>ACCESSORIES</p> <ul style="list-style-type: none"> • No smart watches • No jewelry of any kind, male or female, will be allowed • Hats, bandannas, sunglasses, etc. may not be worn in school (<i>exceptions may be allowed for special classroom or school-wide activities, such as Spirit Week, dramas, etc.</i>)

*See additional specifics on the next page for
Elementary Girls and Elementary Boys.* ➡

REMINDER:

These Elementary changes were announced in August 2020,
and began the 2021-2022 school year:

- **No pencil skirts**
- **No sandals**
- **No loose-fitting shoes**

Elementary GIRLS:

Do:	Do Not:
<p>CLOTHING</p> <ul style="list-style-type: none"> • Skirts, jumpers, or dresses must be worn • Skirts only must be solid in color; jumpers or dresses may be a pattern • Skirts, dresses or jumpers must reach the knee when standing; a high-low hemline must reach the knees at the shortest length • Shorts or leggings/tights MUST be worn underneath • Jumpers must be worn with a shirt that has a collar • Dresses must have a collar • Shirts must have a collar and can be polo shirts or button-down tops • Shirts may be a solid color or a pattern • Shirts may be short- or long-sleeved <p>FOOTWEAR</p> <ul style="list-style-type: none"> • Tennis shoes are preferred • Extra clothes MUST be kept at school, including undergarments, and MUST be replaced, if used <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none"> • Any makeup must be natural-looking and not excessive • Clear nail polish is allowed, as well as French tips; no colored polish 	<p>CLOTHING</p> <ul style="list-style-type: none"> • Skirts and dresses may not be overall tight-fitting • No pencil skirts <p>FOOTWEAR</p> <ul style="list-style-type: none"> • Cowgirl boots are not allowed • Sandals, or loose-fitting shoes are not allowed <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none"> • No eye makeup of any kind may be worn • No colored nail polish on hands or feet; violators will have polish removed at school <p>ACCESSORIES</p> <ul style="list-style-type: none"> • No jewelry of ANY kind may be worn

Elementary BOYS:

Do:	Do Not:
<p>CLOTHING</p> <ul style="list-style-type: none"> • Shirts must have a collar and can be polo shirts or dress shirts • Shirts may be a solid color or a pattern • Shirts may be short- or long-sleeved • Pants must be full-length and a solid color <p>FOOTWEAR</p> <ul style="list-style-type: none"> • Tennis shoes are preferred <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none"> • Hair should be neatly groomed and off the collar with ears showing 	<p>CLOTHING</p> <ul style="list-style-type: none"> • Overshirts may not be left unbuttoned <p>FOOTWEAR</p> <ul style="list-style-type: none"> • Cowboy boots and works boots are not allowed • Sandals, or loose-fitting shoes are not allowed

ALL Students Grades 5-12

Do:	Do Not:
<p>CLOTHING</p> <ul style="list-style-type: none">• All clothing must be clean and considered to be “a notch above” casual attire• Shirts may have a small brand logo or monogram• Solid-colored crew sweaters, cardigans or jean jackets may be worn over dress code shirts or dresses• Quarter-zip shirts and full-zip indoor jackets (no hoods) are acceptable and may be a solid color or a pattern• If sweaters, cardigans, jean jackets or quarter-zips are removed, the student must have a dress code shirt underneath• If sweaters, cardigans, jean jackets or quarter-zips are worn the full duration of the day, a t-shirt underneath is allowed• MAPS Monday: On MONDAYS ONLY, students may wear MAPS shirts/hoodies with dress code pants/skirts• Friday Favorites: On FRIDAYS ONLY, students may wear any favorite shirt or hoodie (appropriate slogans and graphics) with jeans/jean skirts• Wear regular dress code attire if you do not participate in MAPS Monday or Friday Favorites <p>FOOTWEAR</p> <ul style="list-style-type: none">• All footwear must be clean and look nice <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none">• Hair should be clean and look nice• Hair must be a natural color (blue, green, etc. are not natural colors)• Students must be recently bathed and clean with steps taken to mask body odor	<p>CLOTHING</p> <ul style="list-style-type: none">• Clothing must not have holes, including jeans/jean skirts for <i>Friday Favorites</i>• Clothing may not be hunting gear/apparel or military fatigue-type (<i>see Friday Favorites exceptions</i>)• Clothing may not have oversized designs, graphics, logos, slogans, or monograms (<i>see Friday Favorites exceptions</i>)• No images from undershirts may show through• No hoods of any kind are permitted on regular dress code days (<i>see MAPS Monday and Friday Favorites exceptions</i>) <p>FOOTWEAR</p> <ul style="list-style-type: none">• Flip flops may not be worn• Shoes with laces may not be left untied <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none">• Strong or excessive use of cologne and perfumes is not permitted• Hairstyles deemed by staff to be extreme are not allowed• No tattoos or body piercings of any kind are acceptable <p>ACCESSORIES</p> <ul style="list-style-type: none">• No smart watches• No earrings of any kind, male or female, will be allowed• Hats, bandannas, sunglasses, etc. may not be worn in school (<i>exceptions may be allowed for special classroom or school-wide activities, such as Spirit Week, dramas, etc.</i>)

See additional specifics on the next page for

5th-12th Grade Girls and Boys. 

5th-12th Grade GIRLS:

Do:	Do Not:
<p>CLOTHING</p> <ul style="list-style-type: none"> • Skirts or dresses must be worn • Skirts or dresses must reach the knee when standing; a high-low hemline must reach the knees at the shortest length • Skirts or dresses can be a solid color or any pattern: plaid, stripes, polka dot, etc. • Shirts must be nice-looking and can be crew, v-neck, polo, flannel or dress shirts • Shirts may be a solid color or a pattern • Shirts may be either short- or long-sleeved • P.E. ONLY: Students may wear T-shirts and knee-length athletic shorts, and may dress out before class <p>FOOTWEAR</p> <ul style="list-style-type: none"> • Tennis shoes, sandals with a backstrap, or boots may be worn <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none"> • Any makeup must be natural-looking and not excessive • Clear nail polish is allowed, as well as French tips; no colored polish <p>ACCESSORIES</p> <ul style="list-style-type: none"> • Rings worn on the hands are acceptable, as are bracelets 	<p>CLOTHING</p> <ul style="list-style-type: none"> • Skirts and dresses may not be overall-tight fitting • Shirts and dresses must not expose shoulders or the back, like cut out shoulders or keyhole backs • Necklines on shirts or dresses must cover any straps that may show • Athletic/sports crew shirts are not acceptable for regular dress code days (<i>see Friday Favorites exceptions</i>) • Outdoor coats and jackets may not be worn in the classroom <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none"> • No colored nail polish on hands or feet; violators will have polish removed at school • No eye makeup of any kind may be worn <p>ACCESSORIES</p> <ul style="list-style-type: none"> • No earrings may be worn • Necklaces may not be outlandish

5th-12th Grade BOYS:

Do:	Do Not:
<p>CLOTHING</p> <ul style="list-style-type: none"> • Shirts must be nice-looking and can be crew, v-neck, polo, flannel or dress shirts • Shirts may be a solid color or a pattern • Shirts may be either short- or long-sleeved • Button-up shirts must remain buttoned • RECESS ONLY: T-shirts are permissible (but not in classrooms once recess is over) • P.E. ONLY: Students may wear T-shirts and knee-length athletic shorts, and may dress out before class <p>GENERAL APPEARANCE</p> <ul style="list-style-type: none"> • Hair should be clean and look nice • Faces should be either clean-shaven or with facial hair that is neatly trimmed 	<p>CLOTHING</p> <ul style="list-style-type: none"> • Athletic/sports crew shirts are not acceptable for regular dress code days (<i>see Friday Favorites exceptions</i>) • Overshirts must not be worn unbuttoned • Outdoor coats and jackets may not be worn in the classroom <p>ACCESSORIES</p> <ul style="list-style-type: none"> • No earrings may be worn • Necklaces may not be outlandish

EMERGENCY CLOSING AND INCLEMENT WEATHER

In the event that MAPS would close due to an emergency or due to inclement weather, the closing announcement would be made over local radio stations and television channels, and on social media platforms, as well as Remind system message. If school is in session and we have to close early, we will communicate via Remind, social media, and text messages (if necessary). A list of where the closings will be posted will be communicated in the fall.

EMERGENCY DRILLS

Students will be taught and the school will practice what to do in the event of a fire, tornado or school emergency “lock down.” Drills will be done on a routine basis and documented in school records. Selected faculty and staff will also be trained in emergency procedures including the use of fire extinguishers, CPR, AED and emergency first aid.

FAITH’S LAW

1. The school has developed an employee code of professional conduct policy that addresses all required elements specified in 105 ILCS 5/22-85.5(d).
2. The school has posted its employee code of professional conduct policy on its website, if any, and included the policy in any staff, student or parent handbook provided by the school.
3. The school has notified the parents or guardians of enrolled students of the availability of the Sexual Abuse Response and Prevention Resource Guide at the beginning of each school year and has linked the resource guide on its website.
4. The school provides notice to the parents or guardians of an enrolled student with whom an employee, agent of the school, or a contractor of the school is alleged to have engages in sexual misconduct as defined in Section 22-85.5 (c) of the School Code.
 1. “Yes” means school received an allegation and provided notice to the parents or guardians.
 2. “No” means school received an allegation and failed to provide required notice
 3. “N/A” means no allegations of sexual misconduct involving enrolled students were received within the monitoring process.
5. The school provides notice to the parents or guardians of a student when any formal action has been taken by the governing body relating to the employment of the alleged perpetrator following the investigation of sexual misconduct, including whether employment was terminated or whether the governing body accepted the resignation if the employee.
 1. “Yes” means school received an allegation and provided notice to the parents or guardians.
 2. “No” means school received an allegation and failed to provide required notice
 3. “N/A” means no allegations of sexual misconduct involving enrolled students were received within the monitoring process or an allegation as received by did not result in any formal action against the alleged perpetrator. (Reporting requirements under D still apply for any allegation of sexual misconduct.)

The Sexual Abuse Response and Prevention Resource Guide (Faith’s Law) is in our Handbook and also on our website for you to review.

FIELD TRIPS AND TRANSPORTATION

Field trips may be scheduled for students of all ages. Parents will be notified of trips in advance. Parent volunteers will be requested for each trip to provide for greater safety. Transportation details will be explained to parents in advance and will meet all the safety standards pertinent to the transportation of children. **Permission for attendance to field trips was signed off on all completed Enrollment Application Forms.**

GRADING

Grades are assigned to students as a means of providing both student and parent with a clear picture of academic progress as well as behavioral assessment. Academic grades and behavioral assessment are reported to parents every 9 weeks. In addition, Grades 5th-12th will receive mid-term progress reports, issued at approximately 4 - 5 weeks into each grading period.

The following grading system/scale will be used at MAPS:

Kindergarten: Teachers will use the following system, without an accompanying numeric grade, in Phonics, Language Arts, Math, Science and Social Studies. Also, Classroom Behavior that contributes to the learning environment, Bible, Practical Skills, Art, Computer, Music and P.E. will be graded as follows:

E = Excellent

S = Satisfactory (at grade level)

N= Needs Improvement

U= Unsatisfactory (indicates no effort toward progress)

In addition, Kindergarten students will be assessed as to when the following items have been secured: Recognition of letters, letter sounds, recognition of shapes, counting, money recognition and value.

Grades 1-4: Teachers will use the following system, without an accompanying numeric grade, in Art, Music and P.E. will be graded as follows:

E = Excellent

S = Satisfactory (at grade level)

N= Needs Improvement

U= Unsatisfactory (indicates no effort toward progress)

Teachers will use the traditional grading scale as follows, with an accompanying numerical grade for all core classes:

A = 90 -100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

Grades 5-12: Teachers will use the traditional grading scale as follows, with an accompanying numeric grade.

- A = 90 -100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 and below

In Grades 1-4, grades will be computed using the following formula:

- 50% - Test grades
- 25% - Class quizzes
- 25% - Daily work (seatwork/homework)

In Grades 5-12, grades will be computed using the following formula:

- 9-week grades (Quarter grades)
 - Point values assigned to daily participation, homework, and projects by teacher
 - All tests equal or greater than 100 percentage points
- Semester grades
 - 45% - 1st 9-weeks
 - 45% - 2nd 9-weeks
 - 10% - Semester exam (if applicable)

9-Week Testing Policy

Students in Grades 9-12 may take 9-week tests in each of their academic (core curricular) classes; in addition, students in Grades 9-12 may also be required to take 9-week tests in their elective classes. Projects/other assignments may be assigned in lieu of tests.

Semester Exams

Students in the Grades 9-12 may be required to take cumulative semester exams.

- Semester exams will count as 10% of the student's semester grade.
- A maximum of three exams can be given in a normal school day.
- Exams will be given during a reasonable time period for completion.
- Students who miss an exam due to an excused absence will make up the exam at a time set by the teacher. Permission to take an exam at a time other than the normally scheduled time may only be granted by the administrator.
- Projects/other assignments may be assigned in lieu of an exam.
- Exemption policy:
 - Every student will take at least ONE exam, regardless of their exemption status.
 - Students with a 90% or better with no more than 3 days absent will be exempt from taking a semester final exam in that class.
 - Students with an 80% with no more than 2 days absent will be exempt from taking a semester final in that class.
 - Dual credit students who have two or more college finals and meet above exemption qualifications, will be exempt from a MAPS final.

- THESE EXEMPTIONS CAN BE OVERRIDDEN AT THE DISCRETION OF THE TEACHER AND ADMINISTRATOR AS EACH INSTANCE OF ABSENCE WILL BE LOOKED UPON ON A CASE-BY-CASE BASIS.
- Any absence because of an ISS or OSS will automatically result in that student taking all of their semester final exams.

HOMEWORK

In Grades K-4, our goal is to begin using homework on a limited basis to help students begin to develop the homework and study habits that they will need as they progress through school. We believe it is not too early to begin to address the issues of time management and responsibility in these young students. In addition, homework will help to reinforce the importance of the home and family in the education of students as you spend time each night working with them.

All homework assignments will be for the purpose of reinforcing teaching, providing guided practice, strengthening areas of weakness, and/or advancing areas of strength. No homework will be assigned as “busy work” unrelated to our goals and objectives. In addition, homework may sometimes consist of work a student did not complete in class. Additional homework will never be given as a disciplinary measure.

Grades K-8 may utilize “Daily Folders” to communicate both homework and school information to parents. Suggestions will be made to parents on academic areas to work on with your child at home throughout the week. These suggestions will address new concepts being taught to the entire class, as well as specific areas of individual strengths and weaknesses to be reinforced at home.

In addition, the following guidelines on homework will be observed:

1. All homework assigned must be completed in a satisfactory manner and turned in on time.
2. Unsatisfactory work will be returned to the student to be re-done and submitted at the discretion of the teacher.
3. In Grades 5-12, late work will be assigned a penalty as determined by the teacher.
4. It is the expectation of the school that parents will work with the teacher to ensure that all work is satisfactorily completed and turned in on time.
5. We will attempt to assign minimal homework on Wednesdays.
6. If a student is **absent because of illness** on the day a project/special assignment is due, the project must be turned in on the first day the student returns to class.
7. If a student will be absent on the date a project or assignment is due **because of a planned absence**, such as a family trip or other non-illness related reasons, the project may be required to be turned in prior to the absence.
8. Students who are absent from school will be expected to complete all make up work in a timely fashion. **Teachers, at their discretion, may give students up to 2 days for each day the student is absent to turn in required work.** The time to submit required work may be extended if the administration deems it necessary.

HONOR ROLL

Each 9-weeks and at the semester, MAPS will recognize those students in Grades 5-12 that have demonstrated a special measure of academic success, acknowledging their accomplishment. Students can be named to any of four academic honor rolls during the school year as follows:

- *HIGH HONORS* - All grades for the 9 weeks must be 90% or higher. (This requires all A's.)
- *HONORS* - All grades for the 9 weeks must be 80% or higher. (This requires all A's and B's.)
- *HONORABLE MENTION* - All grades for the 9 weeks must be 80% or higher, but the student may have no more than one grade at 70-79% if he/she has at least one 90% or above. In other words, you must have an "A" in a core class to replace the "C".

For graduating Seniors, designations for honors graduates will be as follows, based on the total cumulative GPA earned during high school:

- Summa Cum Laude, "*With Highest Honor*": GPA of 3.9 and above
- Magna Cum Laude, "*With Great Honor*": GPA of 3.75 to 3.89
- Cum Laude, "*With Praise*": GPA of 3.5 to 3.74

*Each honors graduate will be given a color coordinated honors cord at the MAPS graduation ceremony to acknowledge the above designation of honors.

Averages are computed by assigning the following point values to each letter grade:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points
- (In a Dual Credit college course, it is computed as the above-listed grade point values, plus 1 point.)

Please note: Students transferring to MAPS with high school credit will have their grade point average recalculated based upon MAPS's grading scale.

ILLNESS

Students, faculty, and staff who have a temperature of 100°F or higher, or who have experienced diarrhea or vomiting overnight must remain at home. If any symptoms are EXPLAINABLE (i.e. allergy-like symptoms consistent with past health norms of the individual), they are allowed, and strongly encouraged, to attend school.

Parents of students who become ill while at school will be called and asked to pick their student up. Students, faculty, and staff **must remain at home for 24 hours after their last occurrence** of vomiting, diarrhea or fever over 100°F. In some health situations, students, faculty and staff may need to remain home for a longer period of time, as deemed necessary by health care officials.

LUNCH

Students in Grades K-12 will bring a lunch from home at least two days every week, on Mondays and Fridays; an optional hot lunch will be offered on Tuesdays, Wednesdays and Thursdays. The menu for these three days will be announced, along with the price of the meal, via the monthly calendar which will be distributed to each student, sent through the Remind message system, and also posted on the website.

Lunch guidelines are as follows:

1. **For students in Grades K-4, microwaves are not available; thus, lunches should NOT include items to be warmed up (Kid Cuisines, Hot Pockets, etc.).**

2. Students in Grades 5-12 will have limited use of microwaves.
3. Please do not send excessive amounts of candy and sweets with lunches.
4. Students may NOT purchase drinks from the vending machines located on campus during lunch time.
5. Please do not send soda/carbonated drinks.
6. If the school provides a light lunch or snack for a student who did not bring a lunch, a fee of \$2.50 may be assessed per day.
7. Lunch boxes must have the student's name on it.

MEDICATION ADMINISTRATION POLICY

1. Only those medications which are necessary to maintain the child in school must be given during school hours shall be administered.
2. The school and school personnel incur no liability for injuries occurring when administering medication.
3. Each child requiring medication at school shall have a plan for the administration of the medication developed and managed through the school office. The building administrator, the classroom teacher, the school secretary, and the parents will reach a consensus as to who will be responsible for the administering the medication or supervising the child in self-administration.
4. It is the responsibility of the parent to obtain written orders for all medications from the child's physician. Prescription medication will not be administered without written orders from a licensed physician.
5. Parents must sign a written consent form requesting that medication be given during school hours.
6. Medication must be brought to school by the parents in the original package or an appropriately labeled container which contains the same information as the prescription package.
7. Medication must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
8. It is the student's responsibility to contact the staff designated to give the medication when the medication is to be given.
9. Unused medication must be removed from the school by the parents. Medication not picked up by the end of the school year will be disposed by school personnel in the presence of a witness.
10. The responsibility from taking medication at the prescribed time of day rests solely on the student. In other words, the student is held responsible for contacting the appropriate school personnel at the appropriate time to give the medication.
11. All medication must be taken in the school office and in the presence of school personnel.
12. The above policies include, but are not limited to the self-administration and self-carry of asthma medication, epinephrine auto-injectors, and diabetes medication.

PARENT INVOLVEMENT

Because we believe that raising godly children is the single most important responsibility given to parents, the school encourages parents to be actively involved in every aspect of their child's life, which includes their formal education. Children benefit when parents and other extended family members are involved directly in their formal education. The following outlines ways that such involvement is encouraged:

1. Assist in the classroom as a volunteer helper
2. Serve as a special guest volunteer by sharing special talents or vocations.

3. This may include story-telling, music, crafts, teaching a chapel service, etc.
4. Act as a chaperone for field trips
5. Assist with special events at the school including programs, class activities and holiday celebrations
6. Attend Parent-Teacher Conferences
7. Request at any time, an informal or a formal conference, if you feel that there is a legitimate need for the meeting (*see Unity Policy and Matthew 18 Principle*)
8. Contribute to a positive school environment by following guidelines for handling problems and complaints (*see Unity Policy and Matthew 18 Principle*)
9. Closely monitor your child's progress and support the learning process with activities at home
10. Read all teacher and school correspondence
11. Praise and encourage your child as he/she strives to succeed
12. Support school discipline with your child as needed
13. Be an encourager to the school staff
14. Participate actively in the MAPS Parent-Teacher Organization (PTO)
15. Attend prayer meetings, chapel services, or a praise and worship services at the school whenever you are able

PARENT-TEACHER ORGANIZATION (PTO)

MAPS is committed to partnership education. The PTO exists to support that partnership by providing opportunities for parents to become actively involved in the school. During the course of the school year the PTO executive committee meets regularly with the school administration to plan opportunities for parent involvement in the school and to serve as the liaison between the school and parents. The PTO will be directly involved with the school administration in planning and implementing the following:

1. Meeting on a quarterly basis.
2. Planning and conducting of fundraisers.
3. Maintaining lists of parents who are willing to serve as volunteers in the school and when there are special needs.
4. Developing and implementing a school-wide prayer chain.
5. Developing and implementing a plan for teacher appreciation activities throughout the year.
6. Assisting in various programs and activities throughout the year. **Please note: MAPS requires a minimum of 14 hours of volunteer service (per family) to the school annually.** The hours must directly benefit MAPS. Some examples include: cleaning up after an event, cleaning a classroom, assisting a teacher, lunch/ recess supervision. The hours accrued will be communicated to each family quarterly. If approved by the administrator, a relative may also assist in accumulating volunteer hours. Families short of 14 volunteer hours will be charged at a rate of \$25 per hour.

PROMOTION

Kindergarten students should have the behavioral maturity and the academic skills needed to progress with the curriculum. A student who still has a significant number of "N's", "U's", or C's and D's on their report card will be considered for retention. Parents will be notified as soon as the school becomes aware of academic or behavioral problems. Parents will be asked to provide remedial help over the summer for students who are experiencing academic problems. Mid-America Preparatory School reserves the right to deny promotion to first grade to any student who has not mastered the basic skills necessary to participate in Grade 1 curriculum.

Students in Grades K-4 must have a 60% or better average in all graded areas. They must be able to read both silently and orally with adequate speed and comprehension. In addition, they must display the behavioral and social maturity necessary to benefit from the next grade curriculum. This includes, but is not limited to, the ability to work independently on assigned tasks and to interact positively with peers on a regular basis. Students who do not meet academic requirements will be required to receive remediation over the summer.

Students in Grades 5-12 must pass all of their core courses (Bible, Language Arts, Math, Science and Social Studies) to be promoted to the next grade. Students who fail one or more of their core subjects will be required to complete an approved remediation program over the summer. Parents will be informed regarding concerns about promotion as soon as the school becomes aware of a potential problem or no later than the beginning of the fourth grading period. Specific concerns regarding areas of deficit will be communicated throughout the entire school year and every attempt will be made on the part of the teacher to promote success for all students.

It is crucial that all parents be involved directly in their child's education. This is especially true for those students who may need some remedial help in difficult subject areas. Parents may be asked to agree to evaluation as it relates to either academic performance or behavioral concerns. This may be obtained through either the public schools or community resources. Failure to seek evaluation and/or support services may result in dismissal from the school.

SCHOOL BOARD MEETINGS

The MAPS School Board meets quarterly (August – July) with the dates, times and locations to be announced on the monthly calendar distributed to all students. Meetings may occur more frequently, but the aforementioned method of communicating the meetings will be used. School Board meetings are open to school parents and faculty/staff. If parents want to bring an issue to the Board they must send their item to be included in the agenda, in writing, to the administrator one week prior to meeting. Please note that after the Board handles general business, the meeting will be concluded for guests and the Board will enter into a closed executive session. Call the administrator for more information in regards to the next scheduled School Board Meeting.

SCHOOL SUPPLIES

The ACTS Ministry of Christ Tabernacle generously provides the school supplies needed for each student. Supplies will be delivered directly to the classrooms and will be available to the students on their first day of class. A limited selection of lunch boxes and backpacks will be available at the Back-to-School Parent Meeting, should you need them. If possible, a family donation to the ACTS Ministry for this gift of school supplies would be appreciated.

STANDARDIZED TESTING

For students in Grades K-10, MAPS will utilize student testing primarily to track and monitor student achievement. These testing materials may include, but are not limited to: the Iowa Tests of Basic Skills. Specific information regarding standardized testing will be communicated during the school year. It is our goal as a school to use standardized testing in a responsible manner that will truly benefit the school, the student, and the parent.

Students in either Grade 11 (preferred) and/or Grade 12 will be guided to take either the ACT or SAT college entrance exam in preparation for post-secondary education. All 11th and 12th graders will be trained in CPR during this time, as long as they have taken the ACT, or have it scheduled to take (11th Grade).

STUDENTS DRIVING TO SCHOOL

The following guidelines are for those students who are qualified to drive a motor vehicle to and from school. These guidelines will be strictly enforced. Failure to follow these guidelines will result in the loss of driving privileges on the Mid-America Preparatory School campus:

1. All student vehicles must be parked in the south parking lot and enter the building through south Eva Hunt door.
2. No student, other than those who have been distinguished by the parents on the Enrollment Application, may be in the vehicle before, during, or after school.
3. If elementary siblings are transported (Grades K-4) they must be walked to and from the vehicle by the driver.
4. Once parked on campus, the vehicle must be exited and locked.
5. Students may not return to their vehicle at any time during the school day without permission from the administrator/teacher.
6. In the event that school is dismissed early due to inclement weather, student drivers will be allowed to leave early with parental permission.
7. Unless a student is involved in a supervised after school **activity they must leave campus no later than 3:15 PM daily**. If prior arrangements have been made with a teacher, it is acceptable to stay later to work on school-related activities. This must be supervised.

STUDENT RECORDS POLICY

As an Illinois State Recognized School, rules concerning student records at MAPS are based on requirements of the Illinois School Code (Illinois General Assembly), 23 Illinois Administration Code Part 425 (Illinois State Board of Education), federal Family Educational Rights and Privacy Act (“FERPA”) and on the School Board’s Student Records Policy. The “Student Temporary Record” consists of all information that is of clear relevance to the education of the student, but is not contained in the student permanent record, including a record of release of temporary record information, scores received on state assessment tests, the completed home language survey form, information concerning serious disciplinary infractions resulting in suspension, expulsion, or the imposition of punishment or sanction and information provided under the Abused and Neglected Child Reporting Act. Any current or former student that is reported as a missing person by the Illinois State Police that requests records shall be reported by the building administrator to the local and state authorities. It may also include family background information, teacher evaluations, intelligence test scores, achievement test scores, aptitude test scores, psychological and personality test results, discipline information, teacher anecdotal records, special education files, any verified reports or information from non-educational persons, agencies or organizations, and records of honors and awards received and participation in school-sponsored activities. Student Temporary Records will be destroyed five years after a student graduates or permanently withdraws from school.

Transfer of Student Records

- a. The Student Permanent Record and selected Temporary Records shall be transferred as required by law to the records custodian of another school in which the student has enrolled or intends to enroll. Parents are requested to fill out the form titled “Transfer of Student Records” of intent to enroll a student in another

school and/or district. Upon request, MAPS will provide the parent with a copy of ISBE Form 33-78 (3/15) "Student Transfer Form." A child can be excluded from entry into an Illinois public school if this form is not presented. Certified copies of transfer students' records will be requested within 14 days of enrollment. MAPS will send unofficial records of students transferring to other schools within 10 days of the request. Before we allow a student to transfer, the following steps are followed:

2. The student account is checked to ensure that their balance is paid in full. If there is an unpaid balance, an unofficial record is sent to the receiving school. If the balance is paid in full, an official record is then sent to the receiving school.
 1. Check student file to ensure that it is complete.
 2. Check "Missing Children's List" on the Illinois State Police website. If a child is missing, contact the Illinois State Police and provide them with any information that we have available.

Inspection of Records

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her permanent record. The request for inspection of records shall be submitted in writing to the school. Within fifteen (15) school days of receipt of the request, the administrator or designated representative shall have an informal conference with the parents to interpret the information contained in the student temporary record. The parents shall be notified at this time of their right to challenge any part of the record and the challenge procedure.

When requested, copies of school records shall be provided to the parents at a possible cost of \$.50 per page. No parent shall be denied a requested copy of records due to inability to bear the cost of such copying. Records sent to other schools or other persons or agencies requested by the parent will be sent without cost to the parent.

Challenge Procedures

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of: accuracy, relevance, or propriety. The request for a hearing shall be submitted in writing to the administrator or designee of the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An informal conference with the parents shall be held within fifteen (15) school days of receipt of the request for a hearing. If the challenge is not resolved by the informal conference, formal procedures shall be initiated as outlined.

Access to Records without Parental Consent

Records may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information and the purpose of the release. The school shall grant access to, or release information from, school student records without parental consent or notification:

1. To an employee or official of the school or school district or State Board of Education, provided such employee or official or State Board of Education has a demonstrable educational or administrative interest in the student, and the records are in furtherance of such interest;
2. For the purpose of research, statistical reporting or planning, provided that:
 - a. such person has permission of the State Superintendent of Education; and
 - b. no student or parent can be identified;
3. Pursuant to a court order.
4. Review of Records - All school student records of currently enrolled students shall be reviewed to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information every four years.

Destruction Schedule for Student School Records

Student Permanent Records shall be kept for 60 years. Student Temporary Records, including the records of special education students, shall be maintained for five years after the student transfers, graduates, or permanently withdraws from school. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information not later than the student's transfer, graduation, or permanent withdrawal from the school.

SUPERVISION OF STUDENTS

MAPS will provide adequate supervision for all students (Grades K – 12) from **7:50 AM** through **3:15 PM** each day that school is in session. During arrival and dismissal times students and parents will be expected to follow all of the established school rules designed to insure their safety.

PHONE USE AND MESSAGES

During the school day, if a student must contact a parent due to illness or for any other reason, the teacher or administrator will place the call or send a text message. Likewise, parents may communicate important messages to their students via the teacher or the administrator only. **Student cell phones, electronics, and smart watches may not be used during the school day to communicate with home unless special permission is granted by a MAPS staff member; please do not attempt to communicate with your child during school hours in these ways.** During school hours, student cell phones, electronics, and smart watches are to be turned off and left in the designated location as determined by the students' respective classroom teachers.

VISITORS

MAPS is a closed campus. All visitors and volunteers must check in through the main office (north doors) to receive permission to remain on campus. Doors will be secured shortly after the student body convenes at 8:00 AM and will remain secure until students are dismissed at the end of the day.

Visitors interested in enrolling at MAPS who visit classes are expected to abide by all MAPS rules, including dress code regulations. Students who desire to bring guests to class must secure permission from the administration a minimum of one day prior to the desired visit. (Permission to visit classes is intended for those who are sincerely interested in attending MAPS in the near future.)

TUITION AND FEES

Tuition

Yearly tuition and fees will be determined in the spring of each year and communicated to families at that time, and also in the registration packets distributed at the annual Back-to-School Parent Meeting.

Registration Fee

A non-refundable registration fee is due each year for each student enrolled (*see Fee Schedule sheet*).

Curriculum Fee

A non-refundable curriculum fee is due each year for each student enrolled (*see Fee Schedule sheet*). This fee offsets a portion of the expense of all textbooks needed by students, the purchase of consumable textbooks, computers, and classroom supplies used by the teacher. (Consumable textbooks become the property of the student; however, some may be asked to be turned back in at the end of the year if they are gently used).

Damaged Textbook and Chromebook Fee

Textbooks, other than consumables, will be checked by the classroom teacher for damage upon return. Books that are lost or damaged must be replaced and will be charged to the student at the following rate:

- New 100%
- 1 Year Old 80%
- 2 Years Old 60%
- 3-5 Years Old 50%
- Over 5 Years Old 40%

Additional Services Quarterly Billing

Accounts for lunch will be broken down quarterly as noted on the school calendar. Payments are expected to be made quarterly, at the least. (Lunch accounts should be paid in full each quarter). Transportation is paid directly to CIPT monthly. MAPS reserves the right to require a credit card payment if families are deficient in payment.

Returned Check Fee

A \$25.00 fee may be assessed for returned checks and future payments will need to be made in cash.

Overdue Accounts

Because of the tight financial constraints under which we operate it will be necessary for the school to withdraw any student whose account has fallen in arrears, until the account is made current

Late Payment

All student outstanding debt is due on or before June 30 of the same school year in order to enroll for the following school year. Additional services, such as transportation (if applicable) and lunch, will be withheld if families are significantly behind on their accounts. If extenuating circumstances exist, a written request can be submitted to the Board of Education for consideration on or before April 30 during the same school year.

Payment Options

- A MINIMUM payment of 25% is required quarterly.
- The payment plan will be evaluated by the administrator and the BOE every quarter. If there is an issue with payment, the BOE will work with the situation in the form of an individualized and specific payment plan.
- The BOE reserves the right to require payment of all contracted obligations upon early withdrawal or dismissal of a student.
- Pay their tuition in 10 or 12 equal monthly installments
- Pay their tuition in full (*see Full-Payment Discount*)

Full-Payment Discount

A discount is available for families who choose to pay their tuition IN FULL by the first day of school.

Multiple Child Discount

Families enrolling two or more children are eligible for multiple-child discounts. Please see the Tuition Fee Sheet for the school year (located on the website and distributed at the Back-to-School Parent Meeting) to determine the amount of discount.

MAPS Athletic Policy

COMMITMENT AND DEDICATION

We consider the student athlete to be someone special, someone who can take on and manage added responsibilities. These responsibilities are accepted in order to broaden the athlete and further develop strength of character. It has been aptly put, “You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.”

By being a student-athlete you are representing the Lord, your school and your community. You assume a leadership role when you are on a team. The student body and supporters of MAPS know you, and you are in the spotlight. Because of this leadership role you can contribute to school spirit and community image by your performance and high ideals. The younger students are watching you model what a Christian Athlete is so that they may grow from your actions.

HEALTH, MEDICAL & RELIGION

Being in good health is important for the student athlete. Hidden health concerns may be amplified by the physical exertion of athletic competition. Physical examinations (physicals) are required for all students participating in *interschool* sports involving MAPS and should be submitted to the school office before the start of the sport they will be participating in. Student athletes are allowed to modify their athletic or team uniform for the purpose of modesty clothing or attire. This is in accordance with the requirements of their religions, cultural values or modesty preferences

ATTENDANCE

Attendance is a matter of priority. Being a part of a team carries with it responsibility to the rest of the teammates. As such, a high priority should be placed on attending all meetings, practices, and games. It is understood that today’s society is fast paced and conflicts will arise but please do all that you can to schedule appointments away from practices and games.

If a student athlete is absent from school more than one-half day on a game day, participation for that day will not be allowed. The athlete is required to notify the coach of all absences (including illness). Three unexcused absences will lead to removal from the team.

ACADEMIC ELIGIBILITY

In order to remain eligible to participate in athletics at MAPS each student athlete must be passing all subject areas. A summary of these policies follow.

- A. If a grade falls below a D- in any individual subject, the student athlete is then considered to be on probation for a period of one week. A parent notification is made.
- B. If the grade fails to improve during this period, the student is then placed on academic ineligibility. A parent notification is made, and the coach is informed.
- C. The one exception in this policy is in the first four weeks of school. During these weeks the administrator will remain in close contact with the faculty to determine if any action needs to be taken.
- D. Eligibility reinstatement will occur when the student athlete is once again meeting all eligibility requirements.

CONDUCT ELIGIBILITY

The student has the responsibility of being a leader in the school. If the conduct of any student athlete is unacceptable according to the behavior guidelines stated in the entire unified handbook, or such that it impairs the efficient working of the school, then ineligibility may follow as a consequence. Conduct should reflect Christ in all that is done.

- A. Consideration for conduct ineligibility may be brought to the administrator by any member of the staff. If the administrator determines that action may be needed, the issue will be brought forward for a decision.
- B. A unanimous decision must be reached by the administrator and staff in order for conduct ineligibility to be declared.
- C. Conduct ineligibility for games will remain in effect for a period of one week.
- D. An ineligible student athlete will be given a REQUEST FOR CHANGE OF ELIGIBILITY STATUS form within three (3) days of the end of the ineligibility period. This form must be completed in order to be reinstated to the team.
- E. Parental line of appeal is through the administrator.

Mid-America Preparatory School **Return to Play (RTP) & Return to Learn (RTL) Protocols**

In accordance with the *Youth Concussion Sports Safety Act* and *Board Policy 7.350*, MAPS's Coaches are required to complete online concussion certification training on the IHSA website at <http://ihsa.org/default.aspx>.

Concussion Incident:

Remove a student from interscholastic athletic practice or competition when the student is believed to have suffered a concussion. A student must be removed from an interscholastic athletic practice or competition immediately if one or more of the following persons believes that a student sustained a concussion during the practice and/or competition: a coach; a physician; a game official; an athletic trainer; the student's parent/guardian; the student; or any other person deemed appropriate under the school's return-to-play protocol.

Return to Play Protocol (RTP):

The student removed from interscholastic athletic practice or competition **may not return to practice or compete again until each of the following have occurred.**

Step 1:

Student **evaluated** using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, **by a treating physician (chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student) or an athletic trainer working under the supervision of a physician.** (This person may-not be a coach of an interscholastic athletics team).

Step 2:

Student has successfully completed each requirement of the District’s Return to Play (RTP) Protocol cited below:

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation	Objective of Each Stage
1. No Activity	Symptom limited physical and cognitive rest	Recovery
2. Light Aerobic Exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum predicted heart rate. No resistance training	Increase heart rate
3. Sport-Specific Exercise	Skating drills in ice hockey, running drills in soccer. No head impact activities	Add Movement
4. Non-Contact Training Drills	Progression to more complex training drills, e.g. passing drills in football and ice hockey. May start progressive resistance training	Exercise, coordination, and cognitive load
5. Full Contact Practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Return to Play	Normal game play	

Step 3:

Student has completed Return to Learn (RTL) Protocol

Step 4:

The treating physician or athletic trainer working under the supervision of a physician has **provided a written statement** indicating that, in the physician’s professional judgment, it is safe for the student to return to play and return to learn. Student and Parent/Legal Guardian sign and **submit Post-Concussion Consent Form (Appendix C)**.

Return to Learn Protocol (RTL):

While it is true that an athlete must be 100% symptom-free before RTP, they do not need to be 100% symptom-free to RTL. The student may return to school when symptoms are tolerable and manageable, *as long as the school makes appropriate adjustments for the student* (the key point is that the school must understand concussions and necessary accommodations in order for the student who is still exhibiting symptoms to return to learn). The school psychologist and/or the school nurse are the most skilled professionals at the school to help advise the parent and doctor when it is best to return the student to school. Practitioners in concussion management have found it challenging to create a one size-fits-all graduated RTL formula for academics. The complexities of the learning environment do not lend themselves to a linear stepwise RTL model. Instead, as symptoms of a concussion are cyclical and ever changing, the RTL protocol reflects the fluidity needed to choose interventions that are logical, reasonable, and flexible (see chart on the next page).

Guidance for Parent/Guardians/Students:

Steps	Progression	Description of Suggested Examples – Not all Inclusive
1	HOME—Total Rest	<ul style="list-style-type: none"> • Stay at home • No driving • No mental exertion—computer, texting, video games, homework
2	HOME—Light Mental Activity	<ul style="list-style-type: none"> • Stay at home • No driving • Up to 30 minutes mental exertion • No prolonged concentration
Progress to Step 3 when student handles up to 30 minutes of sustained mental exertion without worsening of symptoms		
3	SCHOOL—Part Time Maximum accommodations Shortened day/schedule Built-in breaks	<ul style="list-style-type: none"> • Provide quiet place for scheduled mental rest • Lunch in quiet environment • No significant classroom or standardized testing • Modify rather than postpone academics • Provide extra time, help and modified assignments
Progress to Step 4 when student handles 30–40 minutes of sustained mental exertion without worsening of symptoms		
4	SCHOOL—Part Time Moderate accommodations Shortened day/schedule	<ul style="list-style-type: none"> • No standardized testing • Modified classroom testing • Moderate decrease of extra time, help and modification of assignments
Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms		
5	SCHOOL—Full Time Minimal accommodations	<ul style="list-style-type: none"> • No standardized testing; routine tests are OK • Continued decrease of extra time, help and modification of assignments • May require more support in academically challenging subjects
Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics		
6	SCHOOL—Full Time Full academics No accommodations	<ul style="list-style-type: none"> • Attends all classes • Full homework and testing
When symptoms continue beyond 3–4 weeks, parent/guardian contact student’s health care provider.		

Step 1:

Student **evaluated** using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, **by a treating physician (chosen by the student or the student’s parent or guardian or another person with legal authority to make medical decisions for the student) or an athletic trainer working under the supervision of a physician.**

Step 2:

Student’s treating physician completes the **School Recommendations Following Concussion Form (Appendix D)** and submits to the school. School staff apply appropriate RTL recommendations.

Step 3:

The treating physician or athletic trainer working under the supervision of a physician has **provided a written statement** indicating that, in the physician’s professional judgment, it is safe for the student to return to play and return to learn. Student and Parent/Legal Guardian signs and **submit Post-Concussion Consent Form (Appendix C)**

MID-AMERICA PREPARATORY SCHOOL
TUITION CONTRACT

You are hereby enrolling the student/students, as disclosed below, for education at Mid-America Preparatory School and you hereby agree to pay all tuition and costs as stated herein. **THIS IS A BINDING CONTRACT, AND YOU ARE ADVISED TO SEEK LEGAL ASSISTANCE IF YOU DO NOT UNDERSTAND ANY TERMS OR CONDITIONS OF THIS AGREEMENT.**

Parent or Guardian Name: _____

Address: _____

Relation to student: _____ Email: _____

Daytime Phone: _____ Work Phone: _____

Student Information:

Name: _____ Grade for 2023-2024 _____

Name: _____ Grade for 2023-2024 _____

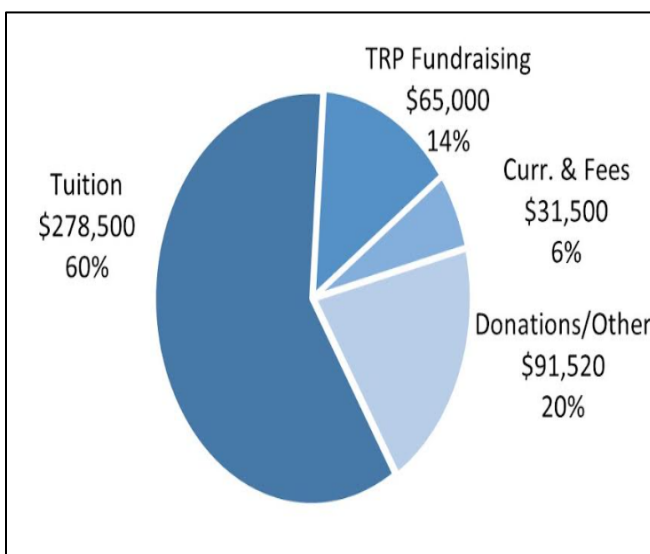
Name: _____ Grade for 2023-2024 _____

Name: _____ Grade for 2023-2024 _____

MAPS families are expected to bring in \$375,000 or 80% of the cost to run the school for the 2023-2024 school year. This is broken down into three categories: Tuition, Registration/Curriculum fees, Tuition Reimbursement.

2023-2024 MAPS Income Budget \$466,520
 (income)
 Estimated # of Families 55
 Tuition + Curriculum & Fees + Tuition Reimbursement

The Tuition Reimbursement Contract outlines each school family's commitment towards Tuition Reimbursement Net Income, which is expected to bring in \$65,000 (14% of total income).



The remaining 26% needed to fund our school is covered by generous donations made by:

- Christ Tabernacle
- Businesses
- Individuals
- And others who are passionate about supporting Christian



TUITION CONTRACT

Tuition and Fee Schedule
2023 – 2024
(BOE Approved _____)

BOOK FEE Due in full by first day of school, August _____, 2023

(This covers the following fees – Band, Technology, & books)

K-12th Grade: \$350 per student

TUITION RATES 2024-2025

- 1 child \$3,400 \$20/day for 170 days \$3,250 if paid in full by 1st day of school
- 2 children \$6,650 \$39.12/day for 170 days \$6,350 if paid in full by 1st day of school
- 3 children \$9,750 \$57.35/day for 170 days \$9,300 if paid in full by 1st day of school
- Each additional child add \$3,100 (\$2,950 if paid in full by 1st day of school)

PAYMENT SCHEDULE

Choose ONE – *if none selected, a monthly plan will be established on your behalf.*

_____ Payment in Full at discount price on or before 1st day of school.

_____ Quarterly payments (A MINIMUM payment of 25% is required quarterly).

_____ Monthly payments for 10 consecutive months beginning 8/15 with the last payment on 5/15.

_____ Other _____

Please note:

- The payment plan will be evaluated by the administrator and the BOE every quarter. If there is an issue with payment, the BOE will work with the situation in the form of an individualized and specific payment plan.
- The BOE reserves the right to require payment of all contracted obligations upon early withdrawal or dismissal of a student.

*Payments may be made to MAPS. *24-25 Early Registration is from April 1st - _____. The cost is \$100/ student for CTC families and returning MAPS families. That registration fee will be applied to the tuition expense. Non CTC/ MAPS returning family pay \$150. \$100 of the fee will go to the tuition expense. These fees are non-refundable.*

PLEASE READ CAREFULLY:

I/we understand that all families with children enrolled at Mid-America Preparatory School are expected to participate in fundraisers that support our school. My/our family is committed to participate in said fundraisers that support our school. I/we understand that I/we will be in default if I fail to make any type of payment herein. In the event of a default, I agree to pay all reasonable attorney fees and costs of collection to obtain payment pursuant to this agreement.

Parent/Guardian Signature

Parent/Guardian Signature

Executed at Herrick, Shelby County, Illinois, this _____ day of _____, 20____.



MID-AMERICA PREPARATORY SCHOOL

EST. 2008

ACKNOWLEDGEMENT OF AGREEMENT TO ABIDE BY THE MAPS PARENT/ STUDENT HANDBOOK

In our complex culture there are many voices advocating neutrality in education. A belief that the facts presented in school should be presented without reference to their true spiritual meaning. We are pleased that as a family you recognize that true education cannot separate God’s truth from the subject taught and have chosen to allow us to partner with you to build a biblical world view in your child’s life within the context of an excellent program. As a staff, we are committed to doing our best to help you as you help your child reach his or her full God-given potential. You can be sure that we are praying for your family and trust that you are praying for us as we partner with you.

This handbook has been prayerfully written to help strengthen the partnership we have entered. While it might periodically be changed, we believe that it provides your family with basic information you need for us to work together in a positive context. We are looking forward to working together with you this year. Please do not hesitate to contact us regarding your concerns and questions. We also look forward to hearing about the victories.

Registration will not be finalized until the following form is signed and returned to the school. In addition, the information contained in this handbook must be shared with your student. This form should be signed and returned to the school.

We have read the **2023-2024 Parent/Student Handbook** in its entirety and agree to support and abide by the information contained within. We understand that the MAPS School Board and Administration reserve the right to add to or delete from the information stated in this handbook. (Parents will be made aware of changes that are made.)

Father/Guardian’s signature _____ Date _____

Mother/Guardian’s signature _____ Date _____

Student #1 signature _____ Date _____
5th – 12th Grade Only

Student #2 signature _____ Date _____
5th – 12th Grade Only

Student #3 signature _____ Date _____
5th – 12th Grade Only



July 1, 2023 (revised 3/8/2024)

TO: MAPS Parents and Staff
RE: Annual Asbestos Management Plan Notice
FROM: Rick Allen, Principal & Asbestos Coordinator

This is to inform you of the status of Mid-America Preparatory School's Asbestos Management Plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our school was initially inspected for asbestos. Our inspection was conducted on March 6th of 2020. The report said no asbestos was found. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management plan as required. Our facilities are excluded from said inspection as of the March 8, 2024 correspondence from IDPH.

The Inspection/Management Plan is available for public review in the Mid-America Preparatory Administrative Office. Should you wish to review the plan, please call to make an appointment between 8:00 am and 3:00 pm. Any concerns relative to asbestos containing materials should be directed to contact, Asbestos Coordinator, Rick Allen at 10 N. Myers, Herrick, IL 62431 or Phone (618) 428-5620. You may also contact the Division of Environmental Health, Asbestos & Lead Program, 525 West Jefferson Street, Springfield, IL 62761, or telephone (217) 782-5830.

Rick Allen,
Principal