POLICIES AND PROCEDURES

2026 - 2027

MANIFESTATIONS SCHOOL FOR INNOVATION AND LEARNING
3717 North Central Avenue | Tampa, FL 33603

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1.001-1 School Name

The name of this school shall be Manifestations School for Innovation and Learning; henceforth referred to as MSIL.

1.002-1 School's Relationship to its Sponsoring Organization

MSIL is a ministry of Manifestations Worldwide Inc. Therefore, the church Board of Directors also serves as official school board.

It shall be the fundamental purpose of the Board to act as a legislative body in formulating policy for conduct of the school. The primary function of the Board is to seek the will of God and to serve as His instrument in matters concerning MSIL. In practice, the Board will confine itself largely to setting of policy, approving of the annual budget, the control of money funded under the budget and the responsibility to raise money or to see that it is raised. Further, the Board is available to the administrator and to the staff to assist in other matters or to make other decisions at the request of the pastor and/or administrator.

1.003-1 Mission Statement

The mission of Manifestations School for Innovation and Learning is to provide a sound academic education integrated with a biblical view of God and the world. The School shall provide a safe and nurturing learning environment for students which:

- Encourages spiritual growth
- Stimulates intellectual curiosity
- Develops positive personal qualities and well being
- Promotes individual talents and abilities
- Fosters respect for individual differences
- Encourages parental involvement
- Creates high expectations for student achievement and behavior
- Encourages social, emotional, physical, spiritual, and intellectual maturity
- Models and teaches Christian values and character
- Cultivates leadership qualities

The educational program is designed for children in kindergarten through twelfth grades whose parents are committed to Christian Education. The program of the school shall include strong general education that emphasizes high standards of excellence in:

- Bible
- Writing
- Mathematics
- Science
- The Arts
- Reading
- Thinking
- Social Studies
- Foreign Language

The Christian based curriculum, taught by quality Christian faculty, allows parents to provide their children with academic instruction consistent with the teaching received at home and at church. The program shall prepare students to become productive Christian citizens in an ever-changing society.

Manifestations School for Innovation and Learning affirms its commitment to fostering positive human relations, while maintaining multicultural sensitivity, and developing the fullest potential in all human resources through social, emotional, physical, spiritual, and mental growth within the limits of the School.

1.004-1 Christian School Goals

To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Tim. 3:15—17; II Pet.1: 20, 21)

To teach the basic doctrines of the Bible. (Titus 2:1)

To provide opportunities for the student to confess Christ as Savior and Lord. (Rom.10:9, 10)

To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam.16:7; Gal.5:22, 23)

To teach the student how to develop the mind of Christ towards Godliness. (Phil. 2:5; I Tim.4:7)

To encourage the student to develop self-discipline and responsibility from God's perspective. (I Tim. 4: 7; Cor. 9:24—27)

To teach the student the respect for and submission to authority from God's perspective. (Rom.13:1—7, Heb.13:17; Eph. 6:1—3)

To help the student develop a Christian worldview by integrating life, and all studies, with the Bible.

(II Pet.1:3)

To teach the student to hide God's Word in his heart through memorization and meditation. (Ps.119:11; Ps.1:1—3)

To teach the student how to study God's Word. (II Tim. 2:15)

To help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential. (Ps.139:13—16)

To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Phil.2:1—4; Eph. 5:21)

To teach the student how to become a contributing member of his society by realizing his need to serve others. (Gal. 5:13; Rom.12:10)

To teach the student Biblical skills for personal and social relationships. (Ps.119:9; Eph. 4:12)

To teach the student the Biblical view of dating, marriage and the family. (I Thess. 4:1—7; I Tim. 4:12; Gen. 2:18—25; Eph. 5:22—33)

To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Cor. 6:19, 20)

To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim. 6:17—19; Matt. 6:19, 20; I Cor. 10:31)

To teach the student to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics). (II Cor. 5:20)

To teach and encourage the student to use good study skills and habits. (II Tim. 2:3—7)

To teach the student how to research and to reason logically from a Biblical perspective. (Heb. 5:14; Rom.12:2)

To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (II Tim. 3:14—17)

To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (I Cor. 10:11; Rom. 13:1-7)

To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve it properly. (Ps. 8:6; Heb. 2:6—8)

In addition, in working with the homes from which the students come, the school aims:

To bring those whom we find that are not Christians to the saving knowledge of Jesus Christ (II Pet. 3:9; I Tim. 2:4).

To aid families in Christian growth and to help them develop Christ-centered homes (Eph. 5:22—23; II Pet. 3:18).

To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).

To help the parents to understand the school's purpose and program.

To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.

To encourage regular attendance and involvement in the local church (Heb. 10:24, 25).

To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deut. 6:4—7; Prov. 22:6).

Teacher Goals

Ensure that every staff member is a growing, mature Christian who models and clearly teaches God's truth.

Provide a balance of male and female, married and unmarried, and less and more experienced teachers within our school.

Provide a racially integrated faculty for our students.

Provide a salary structure and benefits that would allow and encourage staff members to commit their total working attention to their job at MSIL and attract them to stay for a long (10-20 years) period of time.

Assist teachers in providing a classroom environment that is enjoyable for teachers and students.

Encourage and support continual formal and informal spiritual and professional development of teachers.

Develop a close personal, professional and spiritual bond between the staff members so they can be united in serving students and parents.

Secure the advice of teachers for the ongoing evaluation and development of the spiritual, academic, social, and physical programs of the school.

1.005-1 Review of Goals

The goals of MSIL shall be made available to each staff member and each parent of students in the school and shall be reviewed annually by every staff member.

1.006-1 Revision of Goals

The administrator shall provide opportunity at least annually for parents and staff members to suggest changes in the goals of MSIL. All suggested changes will be made only upon the consensus of the staff and the approval of the School Board.

1.007-1 Use of Goals

Enduring goals will be used to guide the school in its decisions regarding recruitment, retention and development of teachers and students and in the preservation of the spiritual, academic, socio-emotional and physical ministry of the school.

1.008-1 Philosophy

Manifestations School for Innovation and Learning (MSIL) is a educational outreach ministry of Manifestations Worldwide Inc. As a ministry of the church, MSIL will support the vision, goals, and objectives of the Church. This means that MSIL, its employees, faculty, staff, and student body will operate in full harmony with the ministry and programs of the Church. Facilities will be shared equitably between the Church and all its affiliated ministries. This includes the principle of shared usage and accountability for all Manifestations Worldwide Inc. assets and property. All assets, to include property and supplies are owned and administered by Manifestations Worldwide Inc. This philosophy of shared values between MSIL and the Church and the philosophy that MSIL is a ministry of the Church is the guiding principle, which shall direct and influence all business and academic decisions relating to the operation of MSIL.

The educational philosophy of MSIL is based on a theo-centric view that all truth is God's truth, and that the Bible is the inspired and infallible authoritative Word of God. Upon this foundation our students will develop a Christian perspective on the total worldview. The philosophy fosters a proper understanding and acceptance of a person's role in life, all grounded in Christian principles.

Adherence to this philosophy guides us to promote the highest academic standards while helping students to achieve skills in creative and critical thinking, using the best curriculum available, encompassing Christian integration where possible. The outcome of our philosophy is to channel students to a post secondary education, whether in college, university, or in vocational training. Kindergarten through twelfth grades implement a rigorous, structured, and demanding academic program. We believe that a well-rounded student will demonstrate discipline and expectation in spiritual, intellectual, and physical areas. Therefore, we teach spiritual values in all areas of the curriculum. All activities, both curricular and co-curricular will either facilitate or reinforce this Christian educational philosophy. This philosophy mandates that we create partnerships with parents in every phase of the student's development, always offering assistance in understanding the purpose of MSIL.

This Philosophy of Christian Education for MSIL shall be the guiding tool for applying Biblical principles to teaching practices. Any use of materials or practices inconsistent with this Philosophy of Christian Education will not be permitted. The Board shall apply this Philosophy of Christian Education in all Board meetings. All MSIL faculty and staff members shall apply this Philosophy of Christian Education in their daily work for MSIL. Employees shall be committed to fulfilling the principles outlined in the Philosophy of Christian Education in every reasonable way possible. Unwillingness to adopt and promote these basic Christian education principles is grounds for dismissal.

1.008-2 Philosophy Objectives

Certain objectives are established in order to implement this philosophy:

To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Tim. 3:15—17; II Pet. 1:20, 21)

To teach the basic doctrines of the Bible. (Titus 2:1)

To provide opportunities for the student to confess Christ as Savior and Lord. (Rom. 10:9, 10)

To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam.16:7; Gal. 5:22, 23)

To teach the student how to develop the mind of Christ towards Godliness. (Phil. 2:5; I Tim. 4:7)

To encourage the student to develop self-discipline and responsibility from God's perspective. (I Tim. 4:7; Cor. 9:24—27)

To teach the student the respect for and submission to authority from God's perspective. (Rom.13:1—7; Heb.13:17; Eph. 6:1—3)

To help the student develop a Christian worldview by integrating life, and all studies, with the Bible.

(II Pet.1:3)

To teach the student to hide God's word in his heart through memorization and meditation (Ps.119:11; Ps.1:1—3).

To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Ps.139:13—16).

To teach the student to treat everyone with love and respect as unique individuals created in God's image (Phil 2:1—4; Eph. 5:21)

To teach the student how to become a contributing member of his society by realizing his need to serve others (Gal. 5:13; Rom. 2:10)

To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Cor. 6:19, 20)

To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim. 6:17—19, Matt. 6:19, 20, I Cor.10:31)

To teach the student to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics). (II Cor. 5:20)

To teach and encourage the student to use good study skills and habits. (II Tim. 2:3—7)

To teach the student how to research and to reason logically from a Biblical perspective. (Heb. 5:14, Rom.12:2)

To teach the student good citizenship through and understanding and appreciation of our Christian and American heritages (home, church, nation). (I Cor. 10:11; Rom. 13:1—7)

To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).

To help the parents to understand the school's purpose and program.

To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deut. 6:4—7; Prov. 22:6).

1.009-1 Review and Revision of Philosophy of Christian Education

The philosophy of Christian Education for MSIL shall be made available to each staff member and to parents of students in the school and shall be reviewed at least annually by every MSIL faculty and staff member. All changes to the Philosophy of Education will be made only by the Board.

1.010-1 Statement of Faith

Manifestations School for Innovation and Learning (MSIL) is a ministry of Manifestations Worldwide Inc. The Statement of Faith for both MSIL and the Church is recorded in the Constitution and Bylaws of Manifestations Worldwide Inc, Tampa, FL.

The Scriptures Inspired. The Scriptures, both Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (II Tim.3:15—17; I Thess. 2:13; II Peter 1:21).

The One True God. The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son and Holy Ghost (Deut. 6:4;

Is. 43:10, 11; Matt. 28:19; Luke 3:22).

The Deity of the Lord Jesus Christ. The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

His virgin birth (Matt. 1:23; Luke 1:31, 35).

His sinless life (Heb. 7:26; I Peter 2:22).

His miracles (Acts 2:22; 10:38).

His substitutionary work on the cross (I Cor. 15:3; II Cor. 5:21).

His bodily resurrection from the dead (Matt. 28:6; Luke 24:39; I Cor. 15:4).

His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Phil. 2:9—11; Heb. 1:3).

The Fall of Man. Man was created good and upright; for God said*, "Let us make man in our image, after our likeness."* However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Gen. 1:26, 27; 2:17; 3:6;

Rom. 5:12—19).

The Salvation of Man. Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.

Conditions of Salvation. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Rom. 10:13—15; Eph. 2:8; Tit. 2:11; 3:5—7).

The Evidence of Salvation. The inward evidence of salvation is the direct witness of the Spirit (Rom. 8:16). The outward evidence to all men is a life of righteousness and true holiness (Eph. 4:24; Tit. 2:12).

The Ordinances of the Church.

Baptism in Water. The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life

(Matt. 28:19; Mark 16:16; Acts 10:47, 48; Rom. 6:4).

Holy Communion. The Lord's Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (II Peter 1:4); a memorial of His suffering and death (I Cor. 11:26); and a prophecy of His second coming (I Cor. 11:26); and is enjoined on all believers "till He come!"

The Baptism in the Holy Ghost. All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the enduement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; I Cor. 12:1—31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12—17; 10:44—46; 15:7—9). With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37—39; Acts 4:8), a deepened reverence for God (Acts 2:43; Heb.12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

The Evidence of the Baptism in the Holy Ghost. The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (I Cor. 12:4—10, 28), but different in purpose and use.

Sanctification. Sanctification is an act of separation from that which is evil, and of dedication unto God (Rm. 12:1, 2; I Thess. 5:23; Heb. 13:12). The Scriptures teach a life of *"holiness without which no man shall see the Lord"* (Heb. 12:14). By the power of the Holy Ghost we are able to obey the command: *"Be ye holy, for I am holy"* (I Pet. 1:15, 16).

The Church and Its Mission. The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven (Eph. 1:22, 23; 2:22; Heb. 12:23). Since God's purpose concerning man is to seek and to save that which is lost, to be worshipped by man, and to build a body of believers in the image of His Son, the priority reason-for-being of the Assemblies of God as part of the Church is:

To be an agency of God for evangelizing the world (Acts 1:8; Matt. 28:19, 20; Mark 16:15, 16).

To be a corporate body in which man may worship God (I Cor 12:13).

To be a channel of God's purpose to build a body of saints being perfected in the image of His Son (Eph. 4:11—16; I Cor. 12:28; 13:12).

The Assemblies of God exists expressly to give continuing emphasis to this reason-for-being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:

Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15—20; Acts 4:29—31; Heb. 2:3, 4).

Adds a necessary dimension to a worshipful relationship with God (I Cor. 2:10—16; 12:13, 14).

Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ (Gal. 5:22—26; I Cor. 14:12; Eph. 4:11, 12; I Cor. 12:28; Col. 1:29).

The Ministry. A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in:

Evangelization of the world (Mark 16:15—20).

Worship of God (John 4:23, 24).

Building a body of saints being perfected in the image of His Son (Eph. 4:11—16).

Divine Healing. Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers (Is. 52:4, 5; Matt. 8:16, 17; James 5:14—16).

The Blessed Hope. The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (I Thess. 4:16, 17; Rom. 8:23; Tit. 2:13; I Cor. 15:51, 52).

The Millennial Reign of Christ. The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousands years (Zech. 14:5; Matt. 24:27, 30; Rev. 1:7; 19:11—14; 20:1—6). This millennial reign will bring the salvation of national Israel (Ezek. 37:21, 22; Zeph. 3:19, 20; Rom. 11:26, 27) and the establishment of universal peace (Is. 11:6—9; Psalms 72:3—8; Micah 4:3, 4).

The Final Judgment. There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matt. 25:46; Mark 9:43—48; Rev. 19:20; 20:11—15; 21:8).

The New Heavens and the New Earth. "We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness" (II Pet. 3:13; Rev. 21, 22).

We recognize that certain teachings are left primarily to other Church ministries and the home.

Open opposition to these basic Christian Statements of Faith is grounds for dismissal.

1.011-1 Use of Statement of Faith

The Statement of Faith shall be given to every person prior to their being offered employment at MSIL.

Persons shall only be employed at MSIL if they are in complete agreement with the Statement of Faith. If a person changes their beliefs with respect to the Statement of Faith following their employment, they may be asked to leave the employ of the organization.

1.012-1 Notice of Nondiscriminatory Policy as to Students

MSIL admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, discipline policies, and athletic and other school-administered programs.

The Nondiscriminatory Policy of MSIL also includes the hiring of faculty or administrative staff.

1.013-1 Cognia Membership

MSIL will be a continuing member of Cognia (formerly AdvancEd). Membership fees will be escrowed from the student pre-registration/registration fees.

1.014-1 LCS Membership

MSIL will be a continuing member of the League of Christian Schools. Membership fees will be escrow from the student pre-registration/registration fees.

1.015-1 Professional Certification

All teaching and administrative personnel of MSIL will hold valid professional certificates. Teachers and administrators who have a Temporary Certificate are expected to complete the requirements for the Standard Certificate before their Temporary Certificate expires. The Board desires that all teachers and administrators work toward the Professional Certificate.

1.016-1 LCS Accreditation

MSIL is accredited by League of Christian Schools, as validated by adherence to recognized accreditation standards of excellence consistent with sound educational practices.

1.017-1 Cognia Accreditation

MSIL is accredited through Cognia (formerly AdvancEd), who facilitates a thorough assessment of all aspects of our school's operations.

1.018-1 Membership (Sponsorship and Control)

MSIL is under the sponsorship and control of the membership of Manifestations Worldwide Inc.

1.019-1 Responsibility of the Board

It shall be the fundamental purpose of the Board to act as a legislative body in formulating policy for conduct of the school. The primary function of the Board is to seek the will of God and to serve as His instrument in matters concerning MSIL. In practice, the Board will confine itself largely to setting of policy, approving of the annual budget, the control of money funded under the budget and the responsibility to raise money or to see that it is raised. Further, the Board is available to the administrator and to the staff to assist in other matters or to make other decisions at the request of the pastor and/or administrator.

The members of the Board are given the responsibility for the establishment, guidance, and spiritual headship in the operation of the school. The Board is the legislative body of the school, with the school administrator having the responsibility for the implementation of the Board's policies.

The MSIL Board constitutes the authority for MSIL school policy, programs, and academic development. The policies it establishes, the personnel it employs, and the manner in which it functions affects the daily life of the staff, faculty, and students. Responsibility ultimately rests upon the Board for policy, directing the growth and quality of MSIL's programs, conversely, the growth and quality of MSIL's programs are a direct reflection of the Board's decisions.

Membership on the Board of Directors is prescribed in the Manifestations Worldwide Inc. Bylaws. Acceptance of the appointment implies the willingness to sacrificially donate the time and effort necessary to the operation of a private Christian institution of academic excellence. Broad areas of responsibility for which the Board is accountable are listed below.

Areas of Responsibility for the School Board

Serve as spiritual leaders of the school, waiting upon God for His direction.

Exercise oversight of the entire school as well as its relationship to the church.

Establish sound policies for operation of a good school.

Oversee employment of competent personnel whom they will hold accountable to affect the policies of the school.

Provide necessary buildings, equipment, and supplies.

Establish the annual budget and the method of financing the work.

Assist in interpreting the school to the Christian and the local community.

Do advance planning for the school's growth.

Direct the administration to maintain a good working relationship with the local Christian schools, with State and local authorities, with accrediting associations and with Christian school associations.

Act as final authority on problems arising within the school.

Maintain proper and open lines of communication among the school family.

Establishment of Policy

The Board is the sole authority in the establishment of school policy. The Board will continuously exert its position of authority over all duly established committees and/or sub-committees. The Board reserves the right to accept, revise, or reject recommendations of its committees and/or sub-committees.

The secretary of the Board will communicate to the Administrator all decisions and policy changes that affect MSIL.

No proposed policy can become effective until it is brought before the Board in either a regular or a special meeting with at least a quorum present.

Line of Authority

There shall be only one official line of authority that will flow from the Board, through the Senior Pastor, to the administrator who is charged with the responsibility for properly conveying the decisions and actions of the Board to the staff, faculty, students, and as is appropriate.

The administrator has a place of direct-line authority under the Board and advisory capacity to those committees and/or sub-committees to which he is assigned or appointed.

Committees

Committees are the working element of the Board. The Board establishes committees whenever the need seems appropriate for the purposes of investigating an issue, studying some problem or providing guidance in a specific area of the Board's interests.

Committees are established by the Board through the appointment of a committee chairman who will assume the responsibilities for directing the committee, its function, and/or its sub-committees.

The chairman of a committee will answer to the Board when necessary. Chairmen of sub-committees will answer to the chairman of the sponsoring committee.

The Board reserves the right to accept, revise, or reject any and all recommendations of its committees and/or sub-committees.

The Board reserves the right to establish the budget or appropriate funds in support of a committee.

1.022-1 Board Meeting Preparation

Before actions by the board are requested or recommended, the Board shall be provided with adequate data and support information in writing (preferably prior to the meeting date) to assist the members in reaching sound and objective decisions consistent with established goals.

Board members shall be expected to read the information provided them, and to contact the Administrator or other appropriate staff members or board members to request additional information that may be deemed necessary to assist them in their decision-making.

1.023-1 Board - Administrator Relations

The School Board believes that the legislation of policies is the most important function of a school board and that the execution of the policies should be the function of the administrator.

Delegation by the Board of powers to the administrator provides freedom for the administrator to manage the school within the Board's policies.

The Board holds the administrator responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

1.024-1 Availability of Board Policies

The official Policy and Procedure Manual of MSIL shall be kept in the building in the administrator's office (or designated place) and shall be available upon request to MSIL's parents, MSIL's pupils and MSIL's personnel.

1.025-1 Coordination of Policies

All MSIL staff shall be counseled in the formulation and implementation of the school's policies and procedures.

1.026-1 Five Year Study

All major phases of the school's program, including school philosophy, school goals, instruction and curriculum services shall be carefully studied and formally evaluated at least once every five years. The results of such studies shall be used to implement improvements.

1.027-1 Written Policy System

The school program shall be operated in all areas according to written policies.

1.028-1 Alumni Association

The Alumni Association shall be made up of alumni of Manifestations School for Innovation and Learning.

It shall affect its own organization.

Purpose:

To undertake from its own resources, projects which will help the longevity, quality, and stability of the school and its facilities.

To sponsor fund raising to support these projects that is in harmony with the Board's wishes.

1.029-1 Record Storage Policy

Student records are kept confidential.

Once a student withdraws or graduates, their files will be transferred to the archive, which is kept at the school campus.

If MSIL ceases to exists, the school records will be sent to Hillsborough County Public Schools.

1.030-1 Hiring of a School Administrator

The hiring of the school administrator shall be the responsibility of the Board in collaboration with the Senior Pastor. When a vacancy arises, the Board shall establish a Search Committee, which may include members of the Board and other individuals as deemed appropriate by the Board. The Search Committee will be responsible for developing a job description, advertising the position, reviewing applications, conducting

interviews, and presenting a list of qualified candidates to the full Board for consideration.

Final approval and appointment of the administrator shall be made by a majority vote of the Board during a regular or specially called meeting, with at least a quorum present. The selected candidate must align with the spiritual, academic, and leadership values of MSIL and demonstrate a clear commitment to Christian education and the mission of the school. The administrator shall serve directly under the authority of the Board and the Senior Pastor and shall be charged with implementing Board policies and overseeing the daily operations of the school.

2.001-1 Fundraising Policies

It is the Lord's people who will support the Lord's work. Our request for support will be directed to believers. However, we will request support from foundations, corporations, organizations or philanthropic individuals that support independent education.

Giving through methods other than cash giving will also be encouraged (stocks, life insurance, deferred gifts, annuities, etc.).

Organizations within the school may conduct various minor fundraising projects to raise funds for their organization for some specific purpose. Each organization is responsible for organization, promotion, etc.

Promotion of these projects should be such that they do not interfere with regular giving to the school. They should primarily be directed to our community of school families and friends, not the outside community.

Fundraising projects must be coordinated and approved by the administrator. Areas of question will be directed to the Advisory committee, and then the Board.

Criteria

That it does not interfere with the regular giving to the school for current operating funds or capital funds.

That the project has a particular purpose which will be of benefit to the educational program of the school.

That the funds will be used for areas not covered by the operating fund.

That the project will be of benefit to and assist in the unity and cohesiveness of the school community and the student body.

Projects of this type (bake sales, dinners) should be raising funds for specific needs.

Projects must be spaced out on the calendar so organizations are not in competition with each other.

Procedures for requesting approval of purpose and method see attached.

Summary

The Lord's work should be done in the Lord's way. We will emphasize (1) prayer, (2) faithful, general, sacrificial giving by the Lord's people, (3) regular, effective communication of what God is doing at MSIL, and allow some fundraising projects when the main objective of the project is other than acquiring funds (particularly for current operating needs).

MSIL also believes that fundraising activities should avoid a "quick fix" and prohibits those activities proscribed or identified as unprofitable by Scripture.

Acceptable Activities

Appeals to the school family and the Christian community for gifts of support for a specific need.

Telethons in keeping with the purposes of the school and for a specific need.

Appeals to individuals, groups, foundations and similar organizations that are known to provide for specific projects.

Fall festival, jog-a-thon, walk-a-thon, and golf tournaments

Offerings.

Silent auctions.

Service projects for the school family and community at large.

School Store, Book Fairs.

Prohibited and Discouraged Activities

Any game of chance or other activity that is or suggests gambling.

Any illegal or morally questionable activity.

Any commercial activity or any activity that requires or results in the MSIL name being used in commercial advertisement.

Sale or merchandise by students door to door.

Raffles, bingo, slots, and video equivalents.

2.002-1 Investments

Available funds (tuition, gift, etc.) shall be invested in accounts or securities that are relatively risk free with a guaranteed return until needed.

2.003-1 Books of Record and Financial Statements

The financial transactions of the school shall be recorded on a monthly basis in the books of record. Said books shall include at least a cash receipt and disbursements journal, general journal entries, and a general ledger, consisting of all the financial accounts of the school. The Administrator or his designee shall reconcile the bank statement(s)

monthly. The Administrator or his designee shall post all monthly entries in the books of record and present the financial statements each quarter at the regularly scheduled Board meeting. The Board will hear a motion to accept the financial report upon its presentation.

The financial statements presented shall include a balance sheet and an income statement and its subsidiaries if necessary. The income statement shall reflect the current month's finances compared to the approved budget as well as the year-to-date finances compared to the year-to-date budget.

2.004-1 Budgetary Process

The Administrator is responsible for developing the annual school budget and submitting it to the full Board, which is responsible for approving the budget and assuring availability of adequate funds. Upon Board approval of the budget, the voting constituents will ratify the approved budget in its annual business meeting. The Administrator is responsible for its implementation and administration through suitable control of purchase orders, issuance of contracts and related instruments of financial allocations, and authorizations for payment (I Cor. 14:40).

This policy outlines the procedures by which MSIL operating and development fund moneys are planned and disbursed. All moneys MSIL has control over are included in one account. Accounting for these funds will be reported monthly by MSIL to the CEO and President of the Board). The President of the Board will present the financial standing to the Board at each board meeting. Further, at the end of each fiscal year (December 31), Manifestations Worldwide Inc. will arrange for its financial books to be audited by an independent auditor. Audit reports will be provided to each member of the Board at the first regularly scheduled board meeting after the report has been signed by the auditor and delivered to the business Manager. The procedures listed below outline the guidelines by which moneys are handled.

2.005-1 Audits

An auditing firm shall be selected annually by the Board to audit all funds and accounts held by Manifestations Worldwide Inc. The audit shall be made as soon as possible after the close of the fiscal year (December 31st), but in all cases shall be completed before the end of April each year.

In connection with the administration of all funds, the responsible employee shall keep accurate records to reflect all receipts and disbursements; from all funds and the source or purpose of such receipts of disbursements.

2.006-1 Long-term Debt

Approval to assume long-term (greater than 1 year) debt must be acquired from the Board.

2.007-1 Receipts and Disbursements

All receipts of the school shall be documented and deposited on a timely basis by the school Administration. Appropriate checks and balances (internal control) shall be enforced to eliminate the chance of a misappropriation of funds. All deposits shall document the purpose of the funds as well as the source.

All disbursement for the school accounts shall be supported by appropriate documentation substantiating the amount of the expenditure, purpose, approval, and receipt of the goods and/or services. The Administrator shall approve all expenditures.

Expenditures from the school's normal operating account may be made without Board approval so long as said disbursements are in accordance with the approved budget.

2.008-1 Checking and Other School Accounts

The Board shall authorize each account of the School. This includes checking accounts, savings accounts, certificates of deposit and "special" accounts" such as scholarship and endowment type accounts.

All accounts of the school shall be maintained at a national banking association that is a member of the FDIC. No account of the school shall be in excess of the federally insured limit of the financial institution.

2.009-1 Budget Adherence

The Administrator shall propose an annual budget to the Board for approval prior to the church annual business meeting.

Procedure for changes to the current year operating budget after it has been given by the Board and ratified by the congregation:

Moneys will not be committed and spent unless previously budgeted.

Unbudgeted requests may be considered under the following circumstances:

Requests will be in writing to the President of the Board.

Justification to include:

- What the request is for
- Why it is necessary and why it was not budgeted
- How the request will be funded, to include specific account moneys will come from.
- If designated, where moneys will be spent.

Moneys will be in hand prior to commitment to vendor or project.

The request will be presented for approval at the next regularly scheduled board meeting.

2.010-1 Orders

Approvals for all orders are necessary before anything is purchased or paid for, except petty cash items. If any purchase is made without approval of the school, the person making such purchase is responsible for paying the bill.

Procedure:

Get purchase approved by the principal.

Bring invoice or receipt for the items to the school's bookkeeper.

Once the order is delivered, the packing slip must be given to the bookkeeper. It must be verified that the items that arrived is listed on the packing slip and nothing is missing.

Complete the reimbursement form, if applicable. (Reimbursements may take up to 14 business days to process. All reimbursement checks are written by the Chief Financial Officer of Manifestations Worldwide Inc.)

At the end of each month, once the monthly bank statement is provided by the bank, the invoice or receipt must be matched with the packing slipped and verified on the bank statement that the amount is correct and was processed out of the account.

Packing-Slip - The packing slip is the written record of material shipped. It must be signed and dated by the receiving party. It becomes proof of material received (or not received.) It will contain an itemized list of material shipped showing back orders, and where they occur. Each shipment has its own packing slip.

Freight bill - A freight bill is not a packing slip. It contains only the number of packages shipped and weight. It will show the shipper and address.

2.012-1 Government Aid (Funding)

MSIL will not participate in any federal or state programs, which are not clearly designed to offer complimentary services to our families and students.

Any such program in which MSIL does take part, which, in the view of the Administrator or Board, becomes, or threatens to become, restrictive to the basic mission of the school will be discontinued.

2.012-2 National School Lunch Program (NSLP)

If MSIL chooses to participate in the National School Lunch Program (NSLP), all related expenses and costs will be allocated directly to the specific NSLP program activities. All funds received for the NSLP will be deposited into a designated bank account and accurately tracked until they are fully expended. Any remaining balances required will then be covered by general operating funds. NSLP funds or profits will not be used for any purpose other than those expressly approved by the NSLP.

2.012-3 NSLP Personnel Costs

If permitted under applicable federal and state regulations, available NSLP funds may be used to compensate employees for documented duties directly related to the administration, operation, monitoring, and support of the National School Lunch Program. Such compensation shall not be considered a bonus or incentive payment but shall represent payment for actual services performed in support of the program.

The Administrator or designee shall annually determine eligible positions, documented hours or duties, and the applicable rate of compensation based on available NSLP funds, program requirements, and allowability guidelines. Compensation may be calculated using documented hours worked, assigned program responsibilities, or other approved allocation methods that accurately reflect services provided. Total compensation shall not exceed available NSLP funds or any limitations established by federal or state regulations. All calculations and supporting documentation shall be maintained in

accordance with applicable record-retention requirements.

2.013-1 Check Cashing

All personal cashing of checks is prohibited. This is for the employee's protection.

2.014-1 Financial Aid Program

Determining Financial Need: Need Analysis Parameters

The school will secure the service of an outside agency to determine financial needs.

Financial aid could be discontinued because of:

- Failure to keep tuition payments current.
- A serious disciplinary action for the student
- Poor academic performance
- Excessive absences

The amount of aid will be based on need.

2.015-1 Fiscal Year

The fiscal year for MSIL is January 1 to December 31.

2.016-1 Tuition and Fees

All policies regarding tuition and student fees shall be stated in writing. Such policies should include, but not be limited to: registration fees, re-enrollment fees, testing fees, book fees, equipment fees, transportation fees, after school care fees, tuition management fees, student activity fees, field trip fees, tuition rates, tuition discounts, payment schedules, delinquent accounts, refunds, returned checks, and scholarships. These policies should be reviewed by the Principal and approved by the Board annually.

2.016-2 Registration Fee

All students entering the system must pay the entire registration fee at time of enrollment.

Any student withdrawing from MSIL and returning during the same school year will be required to pay an additional applicable registration fee at time of re-enrollment.

The fee schedule, as approved annually by the MSIL Board, is deemed to be part of these policies and procedures.

All funds from registration received prior to the upcoming fiscal year are to be escrowed. The funds are not to be used prior to the beginning of the new fiscal year unless pursuant to 2.009-1(2). The registration fee is to be reviewed annually and set or changed as necessary by the School board.

A place for a child is reserved in the school year once the registration fee has been received.

Registration fees are non-refundable, except as indicated below.

Registration fees, less testing charges, are refunded if MSIL refuses admission to a student or if a family is transferred as a result of a military transfer.

2.017-1 Re-enrollment Fees

The school will not accept re-enrollment forms from students who are behind in their tuition payments.

2.018-1 Testing Fee

All new students at MSIL in grades K-12 shall be tested before admission. Students tested by MSIL will be charged a testing fee based on the current fee schedule.

Income received from the testing fees will be considered as income the month they are received. Fees are collected at the time the testing is done. The fee is to be reviewed periodically and set or changed as necessary by the Principal. Testing fees are non-refundable.

2.019-1 Music Fees

The Administrator has the authority to organize music and the music program. Band fees are paid to Manifestations Worldwide Inc.

Music fees are set each year and published in the Fee Schedule.

2.020-1 Book Fees

An annual book fee shall be charged for each student.

The book fee shall be paid at the beginning of the school year before or on the first day of school.

2.021-1 Computer Lab and Science Lab Fees

Computer Lab fees and Science Lab fees are established annually by the Principal.

2.022-1 Uniform Fees

Students' Uniforms are required to be worn every day and are available for purchase at Educational Outfitters, 3904 W Hillsborough Avenue, Suite D, Tampa, FL 33614. Any associated fees are determined by the vendor.

2.023-1 Other Fees

Other fees shall include:

Yearbook Fee: $40

Lab /Shop /Course Fee for specified classes in grades 7 through 12

2.024-1 Before School Care

Before school care is provided.

Before school care begins 7:15 a.m. and concludes at the start of school.

There is no charge for before school care.

2.025-1 Tuition Management Service

The board may opt to use a tuition management service.

2.026-1 Employee Discounts

A tuition discount is to be allowed for all employees of Manifestations Worldwide Inc.

Discounts will be applied for employees paying tuition out of pocket and not approved for a scholarship or financial assistance.

2.029-1 Second, Third, Fourth, and Fifth Child Tuition

A multiple discount will be applied. Full tuition is charged for the oldest child. The second child receives a 10% discount and the third a 20% discount, the fourth child is 40% discount, and the fifth child receives 60% discount. Each additional child is $100.00.

Discounts will be applied for employees paying tuition out of pocket and not approved for a scholarship or financial assistance.

2.030-1 Tuition Exclusions

Tuition does not include all costs, which may be incurred by the family. Examples of such costs are consumable textbooks, transportation to and from school, lunches, uniforms, various student activities, school supplies, special field trips, student accident insurance, and other miscellaneous expenses.

2.031-1 Tuition Refund Policy

Refunds will be granted on the following basis:

Refunds will be based on actual days the child was enrolled.

Since MSIL has an obligation to its employees, students are considered enrolled for the entire year. Tuition fees are calculated on the basis of the entire year. Therefore, no reductions can be made for absences, illness, disciplines, vacations or school holidays. If a student leaves the school for any reason, or enters after the school year has begun, then charges are prorated according to actual number of days enrolled. There will be no refund for expulsions.

2.032-1 Tuition Payment Schedules

Tuition, as per the current fee schedule, may be paid using one of three payment plans—annual, semi-annual, and monthly.

Annual payments are due the first day of attendance.

Semi-annual payments are due by August 1 and January 1.

Tuition may be paid in equal payments due on the first of each month.

2.033-1 Delinquent Accounts

All tuition accounts must be paid in full on a monthly basis for a child to remain in school. If installment payments are received after the tenth of the month, the account is considered delinquent and a late fee is charged, per unpaid installment payment. Any balance remaining unpaid by or on the 25th of the month will result in the removal of the child(ren) from school. After the second

delinquency, the account must be paid by an EFT (Electronic Funds Transfer), or Credit Card Draft.

In the event that payment shall not have been received in full by the school within sixty (60) days after the due date, the account will be referred to a collection agency.

No report card or transcript of record shall be furnished for any child removed from the school pursuant to the provisions of the preceding paragraph. No child who has an outstanding tuition balance shall be graduated from the school.

2.034-1 Returned Checks

Any check returned to MSIL for any reason will result in a charge in an amount up to the maximum allowed by law to the account of the check writer.

2.035-1 Payroll

All employees shall be paid bi-weekly.

2.036-1 Salary Schedule

The Administrator will develop a salary schedule annually which will be approved by the board by the first week of April.

Increments past top salaries in each column may be awarded at the discretion of the board.

2.037-1 Social Security and Workers' Compensation

Social Security and Workers' Compensation benefits all staff members, regardless of hours worked, as required by law.

2.038-1 Severance Pay

Each individual instance of severance will be decided and approved by the Board.

2.039-1 Employee Travel and Expense

The school shall bear expense for authorized employee travel and travel-related cost, equivalent to government lodging and per diem rates. Monthly reimbursement based on mileage reports shall be authorized for certain employees required to travel extensively.

2.040-1 Contracting of Extracurricular Personnel

The Administrator may put under contract those who are not members of the faculty or administration, but who will be involved in extracurricular activities, such as coaching, drama productions, musicals, etc. These personnel must adhere to all personnel policies and procedures inherent with any person employed by MSIL.

2.041-1 Student Financed Income

Student Activity Income

All student activities, (i.e. field trips, etc.) are paid by students participating in the activity. All funds collected are received as income to the student activity income account. Teachers are responsible for collecting and documenting the funds. The fees collected must at least cover the expenses.

Extracurricular Income

All Extracurricular activities (i.e. sports, SCA, classes, etc...) are paid by students participating in the activity. All funds collected are received as income to the Extracurricular Income Account. Sponsors are responsible for collecting the funds. The fees collected must at least cover expenses.

Yearbook Income

Funds are received from newspaper advertising, pictures, fund raising, and yearbook advertising and are used to offset expenses.

Music Program Income

A special music environment program is available for students who wish to participate. Funds are collected from students on a per month basis. The income is to be sufficient enough to offset all expenses. Income in excess of expenses will be transferred to the general fund.

Athletic Income

Funds are held for the athletes and received as income.

2.042-1 Excess Revenue Over Expenditure

Excess revenue over expenditures at the end of the MSIL fiscal year shall be invested in an interest-bearing, liquid savings account (reserve account.) The excess revenue will be determined by fiscal year audit findings.

2.043-1 Cash Advances

Cash advances for employees are not authorized.

3.000-1 Non-Discriminatory Hiring Policy

Manifestations School for Innovation and Learning does not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

3.001-1 Recruitment and Selection

As soon as a vacancy is expected, the administration shall seek to make it known to surrounding churches, colleges, employment agencies, and sister schools in order to find the most qualified candidate.

All applicants must complete an application stating their background of training and experience in addition to personal and professional credit references.

Applications and resumes must be submitted to the Administrator for the purpose of checking references.

3.002-1 Personal Qualifications for Employment

All employees at Manifestations School for Innovation and Learning (MSIL) shall be born-again Christians.

All employees shall be active members of an evangelical church. The Administrator shall be a member of Manifestations Worldwide Inc.

All employees shall be in agreement with the stated purpose of the school as outlined in the Philosophy of Education.

All employees shall give evidence of good moral character.

The Board officially employs all personnel for MSIL.

Applicants shall secure and complete an Application for Employment which is available at the school's office.

The Administrator shall initially interview all prospective employees.

In all cases, the Administrator of the school will make the decision as to employing.

3.003-1 Professional Qualification for Certification and Appointment in Elementary, Middle, and High School

Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from an accredited college or university. The requirement may be waived by the Principal in appropriate uses.

Teachers shall have had (or be willing to pursue) courses specifically pertaining to the area of Christian education and philosophy.

3.004-1 Spiritual Qualifications for Employment

Has accepted Jesus Christ as personal Lord and Savior (Rom. 10:9-10).

Demonstrates a conviction that God has called him/her to become involved in a Christian school ministry (1Cor. 7:21-24).

Demonstrates a consistent outward evidence of an inward Christian character (1 Tim. 4:12).

Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Heb.10:24-25).

Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Ps. 42:1-2).

Demonstrates spiritual maturity, a teachable spirit, and has a clear conscience before God and man. (Titus 2:2-8).

Has a workable knowledge of the Word of God, knowing how to feed himself/herself spiritually (1Tim. 4:7).

3.006-1 Contracts of Employment

All teachers of MSIL must have a contract that has been approved by the MSIL Principal.

All contracts shall be for a one-year term unless specifically altered by the board.

Teachers shall be notified by April 1st, or earlier, if their services will not be required for the following school year. The reason for non-renewal shall be given. Not withstanding this provision, MSIL reserves the right to make a decision at a later date if appropriate under the circumstances.

Teachers shall notify the School Administrator in writing by April 1st, as to their intent to return for the following year.

The School Administrator retains the right to withdraw an offer anytime prior to its acceptance.

3.007-1 Tenure

MSIL does not operate a tenure system for instructional staff.

3.008-1 Teacher Contracts

Contracts for teachers, principals and administrative staff members will be renewed annually unless the administration recommend non-renewal.

Length of contracts for teachers will be for the amount of time needed to conduct 180 days of class and any days needed for orientation and closing out.

3.009-1 Extended Contracts and Stipends

Certain positions may require additional time during the summer months for properly performing the assigned duties i.e. coaching, athletic director, etc.

The board will approve contract extensions. Salary for the extended period will be determined by dividing the annual salary of that particular employee by the number of days in the normal contract period to arrive at a daily rate of pay. That rate will then be multiplied by the number of days the contract is to be extended. The sum of the normal contract period plus the extension will be the annual salary for that employee.

Stipends for after hour work shall be approved by the board and added to the amount of that employee's annual salary.

3.010-1 Establishing Personnel Salaries

The salaries of all personnel, individually or by schedule, shall be set annually by the administrator.

All salaries including those for administrative, professional, and auxiliary personnel, substitute teachers, teacher aides, visiting teachers, etc., by contract, schedule, or rate shall be proposed by the administrator and advisory council for board consideration and approval.

The administrator shall be responsible for the following:

- Developing an employee salary plan for consideration by the board in January of each year,
- Communicating salary schedules to all personnel,
- Developing procedures for payment of salaries, and
- Developing payroll and other related procedures.

3.011-1 Credit for Teaching Experience

In determining the proper pay level for each teacher the following guidelines will be used:

Certified teachers who are employed by MSIL will be allowed credit for all years of certified teaching experience in an accredited school and placed in the pay level equal to those years of experience.

Uncertified MSIL teachers who become certified or are issued a temporary certificate and are teaching in their field during the school year will be moved to the certified pay scale (at the appropriate level in accordance with the above guidelines) as of October 1st, of that school year, provided they have earned their certification by that date. Certifications earned after October 1st, will not be recognized until the next school year.

3.012-1 Jury Duty Leave

A full-time salaried employee summoned to jury duty shall be granted a leave of absence while fulfilling the jury duty assignment.

The leave shall be with pay and the employee shall be required to reimburse the School the daily duty fee excluding any travel or other documented expenses actually paid.

The employee shall be required to notify the Administrator immediately upon receipt of jury duty assignment.

Hourly employees are not entitled to receive pay for any time absent from work under this provision.

3.013-1 Military Service Leave

An employee is entitled to a year's leave of absence for Military service if called because of national emergency and for 1 (one) year thereafter.

3.014-1 Funeral Leave

All salaried employees shall be allowed up to three days. Immediate family is defined as spouse, father, mother, sister, brother, child, or any other person residing in the same household.

Additional time, not to exceed two days, shall be granted without loss of pay or sick leave credit, at the discretion of the administrator, when it is necessary to travel in connection with the death of a relative.

3.015-1 Sick Leave

Employee will not be entitled to Paid Time Off or Sick Time Off during the first 365 days of employment.

After the first year, all salaried employees and teachers shall receive full pay for absences on account of personal illness, personal incapacity due to injury, or illness in the immediate family, up to the allowable limit indicated below.

All absences must be reported with ample notice to allow time to find a substitute so that learning is not disrupted.

Up to three (3) days sick leave will be granted during the current year. This portion of sick leave is available after the employee's first year of employment.

Exceptions may be made at the discretion of the Principal.

3.016-1 Other Leave

Two (2) days may be designated as personal business leave each contract period. To utilize these days for personal business, it must be pre-approved by the principal.

One (1) day may be taken for professional development in order to attend a class or seminar focused on professional training. The administrator must approve the professional day no less than thirty days in advance.

3.017-1 Maternity Leave

A teacher may request a leave of absence for maternity purposes. This leave is without pay except to the extent of accumulated unused sick leave, and does not count as experience on the salary schedule.

3.018-1 Medical Insurance (Health)

All full-time faculty are entitled to health insurance coverage. Full time is defined as 32 hours or more each week.

3.019-1 Worker's Compensation

The school participates in a mandatory worker's compensation insurance. All injuries due to the employee's work must be reported to the office within one day of injury or illness. The school must make a written report of the injury or illness within 120 hours to our insurance company, and a phone call within 24 hours.

Because we desire a safe working environment for you and our rate is based on our safety record, we encourage you to avoid unsafe activities and report any unsafe working conditions to the office immediately.

3.020-1 In-Service Education

Faculty meetings will ordinarily be used for the school's in-service training program, attention being given to various areas in the instructional program needing study and/or improvement.

Teachers are urged to maintain contact with current studies and periodicals in education and to read at least one book on Christian education or related areas each year.

Teachers are encouraged to attend any local in-service workshops that would be of value to their classroom and permitted to attend the 2-day convention sponsored by LCS each year.

3.021-1 Educational Conferences

The Administrator may, at his discretion, allow teachers and staff members to attend educational conferences or to visit educational institutions, if, in his opinion, it is professionally desirable, without loss of pay. The Administrator may require written reports to be submitted as a part of the school's in-service program.

3.022-1 Mentoring

Once employed, all incoming staff will be assigned to a designated Mentor for the purpose of orientation, assistance, and guidance. (The principals will coordinate this special program as an ongoing process that will be duly phased out during the entry year.) The substance of mentoring will include meetings, periodical evaluations, and classroom observations.

3.023-1 Corrective/Termination Procedures

If an employee is not performing the given objectives of his position satisfactorily, the Administrator will adhere to the following procedure:

First Session:

The Administrator is to outline in writing, the specific areas of concern. These areas of concern will be discussed with the employee.

Within three (3) working days, the Administrator will summarize the content of the meeting to include:

- The specific concerns that need to be corrected;
- The root or attitude problems discerned;
- The employee's response to the conference and;
- The specific steps of action to correct each problem area (with follow-up dates if deemed necessary by the Administrator)

The conference summary is to be signed and dated by the Administrator and the employee. A copy is to be given to the employee and a copy placed in the employee's file.

Second Session:

The same procedure is to be followed as with the first session with five (5) exceptions:

- The administrator should preferably have his Supervisor attend the second conference.
- The employee and Administrator should report on the progress they each feel has been made in following the steps of corrective actions outlined in Session One.

Any new steps of action should also be documented at this time and the employee informed that failure to implement by (date) is cause for dismissal.

Any item not mentioned in the first session will be discussed and a plan of action formulated.

The Advisory Council is to receive a copy of the conference summary.

Third Session:

This is the termination session, whereby the employee is informed in writing that either his contract will not be renewed or that he will be dismissed immediately. The employee would also be given a letter to:

- Detail the reasons for his dismissal;
- Summarize the content of prior conferences;
- Review the steps of action not followed and problem areas not corrected; and
- State the School's position relative to unemployment compensation.

The employee will be given a copy of the letter and receive an explanation as to how it will be used in future inquiries.

This final session must include the employee's immediate Administrator.

Right of Appeal:

An employee has the option, after his termination session, to appeal the Administrative decision within 7 calendar days, directly to the President of the Board who will separately hear the employee's and the Administrator's position, rendering a decision with 3 calendar days.

There is no further appeal.

3.024-1 Dismissal of Employees at the End of the Contract Year

The Board may terminate the employment of an employee at the end of the contract period set forth if, in its judgment, the best interest of the school will be served.

The employee may be discharged and salary payments terminated at the end of the school year for one or more of the following reasons: immorality, conviction of any felony or other crime involving moral turpitude, homosexuality, drunkenness, doctrinal or spiritual indiscretion, failure to comply with official directives or established board policy, physical or mental capacity preventing performance of the contract of employment, repeated and continuing neglect of duties, breach of contract, failure to comply with such reasonable requirements as the employer may prescribe for achieving professional improvement and growth, willful failure to pay debts, use of addictive drugs and hallucinogens unless prescribed by a licensed medical examiner, use of alcoholic beverages, necessary reduction of personnel by the school and for good cause as determined by the employer, good cause being failure of an employee to meet accepted Christian standards of conduct.

Before the employee shall be discharged at the end of the year for any of the causes set forth in the preceding section, the employee shall be notified of the proposed action and of the grounds assigned therefore.

3.024-2 Dismissal of Employees During the Contract Year

An employee may be discharged, and salary payments terminated by the board during the school year for one or more of the reasons listed under section "a" (3.024-1) of this policy.

Before the employee shall be discharged during the school year for any of the causes set forth in the preceding section the employee shall be notified in writing of the proposed action and the grounds assigned, therefore.

An employee has the option, after his termination session, to appeal the Administrative decision within 7 calendar days, directly to the School Board who will separately hear the employee's and the Administrator's position, rendering a decision within 3 calendar days.

There is no further appeal.

3.025-1 Grievance Procedure

This procedure is intended to establish effective means of communications by which to channel personnel problems.

This procedure is IN NO WAY INTENDED TO DENY the rights of any individual to seek a satisfactory solution by himself.

A grievance is based upon an event or situation that affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of established policies or regulations.

The term "employee" may include a group of employees similarly affected by a grievance.

A "party in interest" is the person(s) making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the problem.

The term "days" when used in this regulation shall, except where otherwise indicated, mean working days.

It is important that grievances be processed as rapidly as possible. The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits may be expanded upon mutual agreement.

In the event a grievance is filed on or after June 1 that, if left unresolved until the beginning of the next school term, could cause harm to the employee concerned, the time limits set forth herein shall be appropriately reduced.

LEVEL ONE: The employee with a grievance shall present the matter in writing to his immediate supervisor or principal, whoever has the authority to deal most effectively with the grievance, no later than five (5) days following the happening which prompted the grievance. The employee and the supervisor or principal shall confer on the grievance with in five (5) days with the view of arriving at a mutually satisfactory solution of the problem. In the event the grievance is first discussed with anyone other than the supervisor or principal, the supervisor or principal shall be apprised of the discussion. Following the conference, the supervisor or principal shall communicate, in writing, his decision to the aggrieved employee within five (5) days.

LEVEL TWO: If the grievance is not resolved on Level One, the aggrieved employee may appeal to the principal within (5) days after the decision has been rendered. A copy of the appeal and decision at Level One, and reason why the decision at the previous level was unacceptable shall accompany the appeal.

The Principal shall meet and confer with the employee on the grievance within five (5) days after the appeal has been received with a view of arriving at a mutually satisfactory solution of the complaint. The aggrieved employee shall be given at least a two-day notice of the conference. The employee shall be present. Notice of the conference shall be given to the supervisor or principal who rendered the decision on Level One. All parties to the grievance shall be present at the conference to state their views. Following the conference, and within five (5) days, the Principal shall communicate reasons, to all parties in interest.

LEVEL THREE: If the grievance is not resolved at Level Two, the aggrieved employee may appeal to the President of the Board within five (5) days after the decision of the Principal or School Committee chairman has been rendered. The appeal shall be in writing, shall set forth specifically the reasons for the appeal and the decision at Level Two and include the reasons for accepting the decisions at Level Two. The School Board shall schedule a conference, no later than its second regularly scheduled meeting following receipt of the appeal. The aggrieved employee shall be given at least a two-day notice of the conference. The employee shall be present. Notice of the conference shall also be given to the parties in interest at Levels One and Two. All parties to the grievance shall be present at the conference to state their views. Following the conference, and not later

than the next regularly scheduled meeting, the School Board will communicate its decision in writing, together with supporting reasons, to all parties in interest. The Board's decision shall represent the final step in the procedures.

General Provisions:

No reprisals of any kind shall be taken by any party to this procedure against any party in interest, any witness, or any other participant in the grievance procedure by reasons of such participation.

The procedure set forth above shall be the sole and exclusive course available to an aggrieved person hereunder.

Failure at any level of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved employee to proceed to the next level.

Failure at any step of this procedure to appeal a grievance to the next level shall be deemed as acceptance of the decision rendered. Action must be within the time limits.

The time limit specified at any level of the proposed procedure may be extended in any specific instance by mutual agreement.

All communications, notices, and papers required to be in writing shall be served personally or by mail.

All parties concerned should treat any grievance as confidential.

3.026-1 Resignation

If it should become apparent that the teacher under contract shall not be able to complete their contract or be able to accept one for the following year, a written letter of resignation shall be submitted to the Administrator.

An employee shall notify the administration in writing if he/she is unable to fulfill the terms of contract. The employee shall be obligated to remain until proper replacement can be secured. In no case shall this be less than two weeks.

At the time of resignation, the contract shall be dissolved and remaining compensation forfeited. If an employee resigns before the end of one calendar year, the cost of hiring, processing, and training will be deducted from their last check.

3.027-1 Remuneration for Those Who Resign or are Dismissed

If a teacher resigns or is terminated during the period of service covered by his/her contract, the teacher shall be paid only that portion of the annual salary which the number of days of actual duty worked bears to the number of days of actual duty covered by the contract. All fringe benefits terminate at the end of the last full month of active employment.

3.028-1 Evaluations

The Administration shall conduct at least one formal evaluation for every teacher every year. There will be a teacher-administrator conference after each evaluation. The teacher will receive a copy of the evaluation for their files and the school will keep one. The school's file on the teacher shall be accessible to the teacher.

Self-evaluative forms will also be used with the teachers, periodically, during the school year.

3.030-1 CPR Training

The administration shall schedule, at regular intervals, training for all staff members in CPR methods.

The school shall have at least one staff member in each department who is trained in infant/Child/Adult CPR and Rescue Breathing during the school's hours of operation and extended care and also one person on field trips.

3.032-1 Assignment and Placement

All school personnel shall be assigned working positions by the principal. Assignment shall be based on the needs of the school as required. Requests for specific assignment or reassignments shall be granted only if the assignment or reassignment is determined to be in the best interests of the school.

In decision-making relating to the assignment or reassignment of personnel, no consideration shall be given to the sex, national origin, or race of the employee.

All personnel of the school, regardless of classification, are employed subject to assignment and/or reassignment by the principal.

3.033-1 Teacher Dress Code

Teachers are to be neat, clean, and professional in appearance. It is preferred that women wear dresses or

skirts and blouses. Women may wear dress slacks. It is preferred that men wear slacks with dress shirts and ties. No jeans or shorts are allowed unless approved by the principal. P.E. teachers may wear color-coordinated warm-up suits.

3.034-1 Teacher Conduct Outside the Classroom

Teachers are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school, but also at home and wherever else they may go. At no time should a teacher engage in any activity that might become a stumbling block to students, parents, or others of the Christian community.

3.035-1 Faculty Responsibilities and Duties

Teachers will attend all faculty meetings, or other meetings as directed, and perform other duties that may be assigned by the Principal, without additional compensation. Such things may include attending student functions, i.e., athletic events, musicals, dramas, etc.

The length of the school day shall be fixed by the school, as well as the hours of teaching and duties to be performed. The teacher agrees that, in addition to the regular schoolwork to be performed, he will carry on a program of contact with the parents of the students, pursuant to the directions of the Administrator of the school.

The teacher's duties will involve not only the responsibilities ordinarily incumbent, but also those responsibilities related to the special spiritual ministry to which he or she is called - the training of the child in Christian faith and practices. In a very real sense, it is the expectation of the Board that the teacher will strive at all times to understand, appreciate, love and serve the pupils entrusted to him or her for instructions and that he (she) will, to the best of his (her) ability, provide for their fullest intellectual, physical, emotional and spiritual development. As a servant of the Lord Jesus Christ, the teacher will faithfully attend the regular services of a local evangelical church as an example of the believer.

The teacher agrees to be present and on time each day for school and to remain in the building until their scheduled time for dismissal. The teacher also agrees to remain after school for such meetings and conferences as may be called by the Administrator or other administrative officers acting on his behalf.

The teacher agrees to abide by the regulations set forth in the Faculty Handbook and any addition made during the year and to cooperate in every way with school authorities.

The teacher agrees to accept, without reservation the school's educational philosophy.

The teacher agrees to follow the Biblical pattern of Matthew 18:15-17, Galatians 6:1 and by a resolve to utilize Biblical principles - always presenting a united front.

The teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues.

No employee of Manifestations School for Innovation and Learning shall engage in activities that would use students of MSIL as possible contacts for commercial sales or financial gain.

Teachers are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.

Teachers shall have the right to inspect their personnel file.

Teachers are expected to integrate Biblical concepts with each subject they teach.

3.036-1 Supervisory Responsibilities of Staff

Continuous Supervision

At no time are students to be left unattended in a classroom or on the playground. Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal problems.

Teachers, therefore, must also leave their classroom doors locked when they leave their classrooms.

Field Trips

The teacher is to assure that field trips are well supervised. They should ask parents to come as chaperones when an activity demands more supervisory personnel than we have school personnel attending. If students return to school after a field trip and the regular after-school supervisory staff has left, the teacher(s) are responsible to stay with students until the last student is picked up.

Extra-Curricular Activities

Teachers or other staff supervising students at extra-curricular activities are responsible to ensure that students' behavior is respectful, safe, and represents Jesus Christ well. After the activity is over, the teacher(s) or staff member(s) responsible are to stay with the students until the last student is picked up.

Time Supervision Begins

Unless otherwise specified by an administrator, teachers or supervisory staff are to come fifteen minutes before a program or activity begins, or a bus is scheduled to leave to supervise students arriving for or being transported to an event.

Supervision by Custodians or Non-School Personnel

At no time are custodians or non-school personnel to be given responsibility to supervise students on their own, (i.e., a parent cannot be left to supervise other students after an event so a teacher may go home.)

Supervisory Age Requirements

At no time are students to be left in the sole care of a supervisor that is not yet eighteen years of age.

3.037-1 Teacher Ethics and Conduct

For reasons of building inter-school loyalty, internal problems are to be discussed only between faculty members, the administrator, or individual parties involved. Principles from Matthew 18:15-18 should be followed to involve only those necessary to resolve a problem.

Teachers are to maintain a professional relationship with parents and avoid developing a relationship with parents that makes you feel that you must treat a student differently because of that relationship. Teachers should avoid casting aspersions on the school and faculty when talking with parents.

Unless you have the parents' written permission, you may not share information from a student's folder or other private information with anyone outside Manifestations School for Innovation and Learning's professional school community.

Please inform and reimburse the school for personal phone calls made from the school phone and for personal use of the copier.

Avoid discussion of school problems in the office where parents, visitors, or students may overhear.

Never discuss negative aspects of one student in front of another.

Avoid socializing with parents and faculty members in the office.

3.038-1 Sexual Harassment of Employees or Students

Manifestations School for Innovation and Learning is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Manifestations School for Innovation and Learning is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;

4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to Do about Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature is also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

Where to Report

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Success Coach
Compliance Manager

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, Manifestations School for Innovation and Learning reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection against Retaliation

It is against MSIL's School policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation

When one of Manifestations School for Innovation and Learning officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Implementing Harassment Policies

It is the policy of Manifestations School for Innovation and Learning to practice equal employment opportunity without regard to an individual's race, color, national origin, marital status, sex, disability, or age in application of any policy, practice, rule, or regulation. Functioning as an integral part of the church, we can and do discriminate on the basis of religion.

Any form of harassment between employees based upon any of the characteristics described above, including sexual harassment is absolutely prohibited. Sexual harassment between employees and students and between students themselves is also prohibited.

Manifestations School for Innovation and Learning has adopted formal harassment policies. Its employee harassment policies are included in the Employee and Faculty handbooks. Its Student Sexual Harassment policy, which covers employee-student harassment, is included in the Employee and Faculty handbooks and the Student Handbook.

The purpose of this policy is to assist the administration with the implementation of these policies.

Employee Training

All employees are to be made aware of Manifestations School for Innovation and Learning's harassment and sexual harassment policies. Copies of the policies shall be distributed to all employees upon adoption by the school. Copies are also to be printed in the Employee Handbook and the Faculty Handbook at the time of the commencement of employment.

Periodically, all employees shall be given training on harassment, Manifestations School for Innovation and Learning's policies with regard to harassment and the procedures for reporting harassment when it is experienced or observed.

Distribution of the Policy

A copy of the Employee Sexual Harassment policy and a copy of the Student Harassment policy shall be displayed in a prominent location in the main administrative building and in other areas where notices regarding rules, regulations and procedures are posted.

A copy of the Student Sexual Harassment policy shall be provided at orientation conducted for new students at the beginning of each quarter, semester or summer session, as applicable.

Copies of both policies shall be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, as applicable, or at the time a new employee is hired.

A copy of the Employee Sexual Harassment Policy and the Student Sexual Harassment Policy shall be published in the Employee Handbook and the Faculty Handbook.

Identification of Personnel to Receive Reports

The Employee Sexual Harassment policy and the Student Sexual Harassment policy each list employees who are authorized to receive reports of harassment. At least one male and one female employee shall be designated in each policy to receive such reports. Additional men and women may also be designated. The individuals selected to receive reports shall be selected based upon their ability to handle matters of this type professionally and their accessibility to other employees and students. Wherever possible the individuals selected should be from different units or chains of command.

Individuals selected to receive reports shall be given training to assist them in carrying out their duties. The training shall include a discussion of the procedures to follow when receiving a report and the development of basic communication skills in how to deal with individuals who are victims of harassment. The training shall also address the implications of the Child Abuse Reporting Act in connection with the receipt of information regarding harassment and procedures for complying with that Act where appropriate.

Responding to Harassment Complaints

1. Receipt of Reports:
    a. Individuals designated within the policy who receive reports of harassment shall, in every case, immediately inform the administrator of any report of harassment which the individual receives.
2. Investigation of the Complaint:
    a. Every complaint of harassment shall be promptly investigated.
    b. The administrator shall be responsible for directing the investigation of each complaint.
    c. The investigation may be conducted by others under the direction of the administrator.
    d. Wherever possible, a person of the same gender as the complainant should participate in the investigation, and, in particular, in the interview with the complainant.
    e. The nature and scope of the investigation will depend upon the seriousness of the allegations. Every investigation, however, should include, at a minimum, an interview with the complainant and an interview with the accused. Additional interviews with other witnesses and other steps may also be required.
    f. All interviews shall be conducted in confidence. All information gathered in the course of the investigation shall remain confidential. Disclosure of information obtained through interviews and the investigation shall be on a "need-to-know" basis and shall only be disclosed as is necessary to facilitate the investigation and the resolution of the complaint.
    g. Interviewing the Complainant:
        i. When interviewing the complainant it is important to assure the complainant that the complaint will be taken seriously and investigated thoroughly. Discuss with the complainant the confidential nature of the investigation. The interview should be conducted in a manner designed to obtain as much objective information as possible. Encourage the complainant to give specific details of the incidents. Ask the complainant for dates and locations. Ask the complainant to identify any witnesses. Determine if the incident was an isolated one or part of a series. If other incidents had occurred in the past, obtain information with regard to those incidents. Ask the complainant if he or she has received any written materials from the accused. If so, obtain copies of them if they exist. Ask the complainant if he or she has prepared any written materials, notes, diaries or other writings which deal with the incidents. If so, ask for copies of them. Determine if the complainant has discussed the incidents with anyone

else. In describing the incidents or incidents, ask the complainant to describe, not only what occurred, but how he or she responded.

h. Interviewing Other Witnesses:
    i. In most cases the complainant should be interviewed first. Depending upon the nature of the complaint, either the alleged harasser or additional witnesses should be interviewed next. When interviewing witnesses, seek to obtain objective information wherever possible. Specifics with regard to observation, dates, times, places, etc., are most important. Witnesses' impressions are also important. Things which a witness heard from someone else are helpful, but of less value. If the witness is aware of other witnesses, obtain those names as well. In discussing the alleged harassment with witnesses, seek to determine whether similar incidents of harassment have involved other individuals. Discuss with each witness the confidential nature of the investigation and encourage the witness not to discuss the investigation with anyone else.

i. Interviewing the Alleged Harasser:
    i. The alleged harasser should be advised of the nature of the investigation and the fact that an allegation has been made against him or her. The alleged harasser should be assured that the purpose of the investigation is to objectively determine what happened. The confidential nature of the investigation should be discussed with the alleged harasser. The alleged harasser should be advised that Manifestations School for Innovation and Learning will take appropriate action at the conclusion of the investigation, based upon its results. Whenever possible, the interview with the alleged harasser should be conducted by two interviewers. As with others who are interviewed in the investigation, every effort should be made to obtain objective data from the alleged harasser. Specifics with regard to dates, times and places, the names of witnesses, and specific observations are most important. At some point in the interview the alleged harasser should be advised of the nature of the allegations and be given an opportunity to respond directly to them. The alleged harasser should be asked about any writings which may be relevant to the investigation. Copies should be obtained if they are available. Finally, the alleged harasser should be advised that he or she cannot retaliate against the complainant.

j. Additional investigation:
    i. In some cases it may be necessary to review the personnel file, or academic file of the accused. The purpose of the review will be primarily to determine whether or not the individual has been accused of similar conduct in the past. In some cases, it may also be necessary to review the personnel files or the academic records of the complainant and other individuals who are in similar relationship to the accused. This type of a review is particularly necessary where the accused is a supervisor or teacher. The purpose of the review will be to determine whether or not the complainant has been treated differently from other individuals with similar job functions under the supervision or teaching of the accused. If there is a disparity in treatment it may be evidence that the accused has based his or her employment or academic decisions upon the complainant's response to the alleged harassing conduct.

k. Conclusion of the Investigation:
    i. At the conclusion of the investigation, those conducting the investigation should put the results of their investigation into a short memorandum outlining the results of the investigation and their conclusions. Based upon the conclusions of the investigators, if those conclusions determine that the accusation was valid, or determine that other inappropriate conduct had occurred, appropriate action shall be taken by the administrator. The

purpose of the action is two-fold. First, appropriate action shall be taken to ensure that similar inappropriate conduct does not occur in the future. Second, disciplinary action against those responsible for the inappropriate conduct may also be necessary.

ii. Actions taken to prevent future harm may include the following:
    1. Warnings to the person responsible for the harm;
    2. The termination of employment of the person responsible for the harm;
    3. The expulsion of a student responsible for the harm.
    4. Separating the victim from the person responsible for the harm (the person responsible for the harm should be moved, not the victim); and
    5. Other steps as may be necessary.

iii. Discipline may include any of the following:
    1. A warning;
    2. A written warning;
    3. Placing the individual on probation;
    4. Termination of employment; or
    5. Expulsion from Manifestations School for Innovation and Learning.

Maintaining a Written Record of the Complaint

Manifestations School for Innovation and Learning shall maintain a complete written record of the complaint, including the records of the investigation and the final report of the investigators. The record shall be maintained in a confidential file by the administrator separate from the employee personnel files and student academic files.

Child Abuse Reporting Act

In some cases a complaint under the Student Sexual Harassment policy may also require a report under the Child Abuse Reporting Act. Depending upon the nature of the Complaint, the law may require that a Child Abuse report be made before Manifestations School for Innovation and Learning has an opportunity to conduct its investigation. In such event, the Child Abuse Reporting Act shall be fully complied with. After the report is made, Manifestations School for Innovation and Learning shall proceed with its investigation in accordance with this procedure manual, being careful not to interfere with any investigation conducted by the governmental authorities. Depending upon the nature and seriousness of the allegations the administrator should consult with Manifestations School for Innovation and Learning's attorney before proceeding.

Legal Advice

A violation of Manifestations School for Innovation and Learning's harassment policy may create the basis for a legal claim against both the accused and the school. Actions taken to discipline the accused may also give rise to a legal claim against Manifestations School for Innovation and Learning. The investigation of the allegations and the actions taken by Manifestations School for Innovation and Learning can be expected to be closely scrutinized in any legal proceeding. Therefore, if the administrator has any doubts about the steps being followed to deal with a claim, he or she shall consult with Manifestations School for Innovation and Learning's attorney before proceeding.

3.039-1 Child Protection Policy

Adult

If there is any known or suspected abuse or neglect by an adult of a child attending Manifestations School for Innovation and Learning, the teacher, the school principal, and the Manifestations School for Innovation and Learning School Board (and anyone else who knows or suspects) has a duty to report the knowledge or suspicion to the appropriate state agency, probably the Child Protective Services (CPS).

This is the case whether the suspected abuse or neglect occurs on or off the school premises.

In such an instance:

The knowledge or suspicion shall be reported immediately to the principal.

The principal in turn shall immediately meet with the President of the Board and report what he or she has learned.

The principal shall immediately thereafter report what is known to the CPS or other appropriate agency.

In addition, it is the policy of Manifestations School for Innovation and Learning in such an instance to:

Inform one or more of the teachers of the report, if advisable or on a need-to-know basis.

Cooperate to the extent required by the state agency and perhaps beyond.

Require all persons involved to write a report of all known or suspected abuse which caused the report to the appropriate state agency. (If the Advisory Council has a form report, then the form shall be used in completing the report.)

Encourage the teacher involved and the parents of the child involved to speak only with the principal about the matter, and to encourage the teacher to thereafter leave the entire mater in the hands of the principal.

Maintain the strictest confidence, omitting names whenever possible, even for prayer requests.

Notify the parents of the victim or apparent victim, as well as of all other children involved.

Permit anyone involved to meet the Principal, but not recommend that more than one group of parents or others involved meet with the Principal at the same time.

Child

If there is any known or suspected abuse or sexual "incident" involving one or more children of Manifestations School for Innovation and Learning, but only children and no adult, it appears that under present law there is no duty to report the knowledge or suspicion to any government agency.

Therefore, if there is any known or suspected abuse or sexual "incident" that occurs or appears to have occurred at Manifestations School for Innovation and Learning:

The knowledge or suspicion shall be reported immediately to the principal.

The principal in turn shall immediately meet with the President of the Board and report what he or she has learned.

Maintain the strictest confidence, omitting names whenever possible, even for prayer requests.

Notify the parents of the victim or apparent victim, as well as of all other children involved.

Permit anyone involved to meet with Manifestations School for Innovation and Learning's Principal, but not recommend that more than one group of parents or others involved meet with the Principal at the same time.

Recommend professional counseling or other professional assistance for all involved to determine what happened, what more should be done, and how everyone can be helped.

Inform teachers of the circumstances if advisable.

Require all persons involved writing a report of all known or suspected abuse or of anything else that relates to the circumstances.

3.040-1 Student Teachers

Manifestations School for Innovation and Learning, in its desire to advance the cause of Christian education across the country, is active in the development of new teachers. Manifestations School for Innovation and Learning also recognizes its need to faithfully present a quality educational program to the families that send their children to its system for training. Thus the following corporate policies are in effect as it relates to the use of student teachers:

Student teachers must be born again Christians and must subscribe to Manifestations School for Innovation and Learning's Statement of Faith.

No teacher with less than three years of actual classroom teaching experience is to be assigned a student teacher.

No teacher in their first year with Manifestations School for Innovation and Learning is to be assigned a student teacher even though they might meet the three-year teaching experience requirement.

All prospective student teachers are to be interviewed by their respective supervisor and must fill out a Manifestations School for Innovation and Learning teacher application.

No teacher in the school system is to have a student teacher more than once every other year.

No elementary school is to have more than 6 student teachers (classroom) per year. Maximum Junior High/High School is to have no more than 3 at a time with a maximum of 9 per year.

Each student teacher is to have the student/teacher handbooks reviewed with him/her on the first day of the student teaching assignment.

During the first day on the job, each student teacher will be exposed to the philosophy of education of Manifestations School for Innovation and Learning.

3.041-1 Volunteers

Non-professional individuals who are willing to assist a teacher on a regular basis, may, under the direction and supervision of the teacher:

Correct workbook pages or dittos. (Teachers should provide necessary written and/or oral feedback to students after reviewing for errors.)

Run off dittos (in main office) or construct learning materials, games, or reinforcement materials.

Drill students in math, phonics, etc., as modeled by the teacher.

Read to students or help them find or check out library books.

Type materials for teachers.

Chaperone field trips.

All volunteers must complete a volunteer application and complete a background screening. Once approved, volunteers are required to attend an orientation and complete crisis management training.

3.041-3 Student Aides

Same duties as parent volunteers, however, they will require very close supervision. Students who are assigned must keep their scheduled commitment.

3.041-4 Teacher Aides

Teacher aides are individuals who are qualified professional educators. Under the direction and supervision of the teacher they may perform all of the duties listed for parent volunteers and helpers. Additionally they may:

Provide some instruction which is planned by the teacher.

Answer student's questions or help students complete seatwork assignments.

Monitor independent activities to keep students on-task.

Take language experience dictation and complete follow-up language experience activities.

Supplement direct teacher's instructions with additional controlled practice.

Direct learning centers. For example, teach and play assigned games.

3.042-1 Disciplinary Policy Statement

The discipline policy of the school is intended to establish a classroom environment toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority.

The school's discipline policies include instruction, correction, punishment, and reward. All of these elements are Biblical principles and a balance between punishment and reward is essential.

3.043-1 Field Trips

Field trips must be scheduled with the office at least two weeks prior to the actual date of the trip. No trips are to be scheduled the first three weeks of the school year.

Definition

A field trip is a planned visit to a point outside the regular classroom.

A field trip is only as successful as the planning and preparation that go into it.

Over-all Procedures

Determine purpose. A field trip must be justified educationally and have a direct relationship to the goals and objectives of the school grade or subject field.

Plan carefully. Remember that the children should participate in the planning.

Specific Procedures

Make a preliminary survey, with a list of situations, points of interest, and the like.

Estimate the length of time involved and the round-trip schedule.

Obtain consent from the school administration to make the trip.

Decide whether the entire class or a selected group should go.

Make arrangements with authorities at the destination point and with school authorities.

Plan transportation route in detail.

Obtain parental consent for students to go on the field trip. (Use "Field Trip Permission Slips" - in school office.)

Arrange for parent chaperones to accompany you on the trip.

Teacher - Student Preparation

The teacher must be adequately informed.

Arouse student interest in the trip (by class discussion, photographs, bulletin boards etc.)

Discuss with students the problems that the trip can help solve.

Make clear to students the purpose or purposes of the trip.

Develop background by consulting references materials.

Work out with the student's specific points to observe during the trip.

Set up with students the standards for safety and behavior, what to do in case of accident, necessity for order, attention on the bus, at destination, necessity for strict attention to instructions of host, warning signs, etc.

Prepare and distribute to students any materials that can be used profitably in the course of the trip.

Plan the journey to and from the destination - this can be an important part of the undertaking. A field trip is a segment of a process that began before the trip and will continue after it.

Evaluating the Field Trip

Give the children a chance to talk out their experiences. This will help to make the "seeing" truly "learning." This verbalization is essential to understanding and retention of learning.

Did the trip answer the question of all the students? If not, where can answers be found?

Were new questions stimulated? If so, where can answers be found? Let the field trip produce further interests and questions.

Have the students write letters of appreciation to persons involved (field trip office, parents, bus drivers, etc.)

3.044-1 Yearly Lesson Plan

Teachers are to prepare a general yearly plan for each subject taught. They may use the order of material presented in the text, Manifestations School for Innovation and Learning's order or prepare their own order. Approximate time periods for major units should be projected. The general yearly plan is to be submitted to the administrator prior to the first day of school.

3.045-1 Weekly Lesson Plans

Weekly lessons plans giving each day's educational objective and assignments will be prepared by teachers and given to their administrator before classes begin each Monday or earlier if the administrator so requires.

3.046-1 Evaluation of Student Work

Teachers should have a minimum of two graded items per week for each student for each major subject taught and one graded item per minor subject taught. Administrators will define which subjects are considered major for each grade level.

Parents must be notified by phone, personal communication or in writing at least two weeks prior to students receiving a "D" or "F" grade on their report card. If notification was not given, an incomplete will be given on the report card and the student will be given two weeks to improve the grade before a permanent grade is entered.

Teachers will grade papers or tests in a timely manner. Tests and homework should be graded within two school days. They must be graded within one school week. Major papers or projects should be graded within one school week and must be graded within two school weeks.

Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates.

Teachers are to communicate student progress to parents when the student is working below his/her ability or is doing poorly in a class.

At the time of interim reports, teachers are to notify the parents of all students earning a "C" or below and suggest any necessary changes to correct the problem.

Teachers are to use grades as one of the means to evaluate the effectiveness of their teaching as well as the effectiveness of students' learning. Anytime that twenty percent or more of the students are receiving "D's" or "F's" in a subject at mid-quarter or the end of the quarter, a teacher should re-evaluate his/her grading scale, his/her teaching or both.

3.047-1 Preparing for a Substitute Teacher

Good planning is essential to good teaching. It seems reasonable, therefore, to expect the classroom teacher to keep a written record of his/her planning - both long and short range - and have it readily available for use by a substitute by 8:00 am or earlier on the day of their absence.

Pupils become adjusted to the classroom routine of the regular classroom teacher. It should be made easy for a substitute to carry on the same general procedure by having the following materials available: seating chart,

record of the grouping of pupils, special services schedule, textbooks, guidebooks, instructional plan, attendance book containing attendance sheets, and a note concerning special problems.

The regular teacher should discuss any dissatisfaction with the substitute's work with the administrator. It is unwise to discuss such things with other teachers or with pupils. The substitute's work can be improved if the administrator is made aware of any shortcomings. Conversely, a note or expression can be given in behalf of a substitute who has done a good job with your class.

Each teacher should keep a substitute folder in the office.

The handbook should include:

- Daily plan for substitute
- Weekly schedule for substitute
- Lavatory directions
- Entrances, recess and dismissal responsibilities and procedures.
- Special classes information and schedule
- Room habits and regulations
- Seating chart
- Note concerning special problems
- Teacher's Handbook
- Emergency Exit Plan

3.047-2 Substitute Teachers

Substitute teachers shall be obtained by the administrator or his designee from an approved list of substitutes.

Candidates for the position of substitute shall apply and be interviewed as required for all personnel. Substitutes shall be placed on a priority-calling list according to the following:

1. Experienced, certified former teachers.

2. Certified but inexperienced teacher candidates.

3. Adults with college degrees is preferred. (High school diploma or GED is required.

Every effort should be made to use substitutes who agree with the principles of Christian education.

3.047-3 Substitute Teacher Salaries

Pay for a substitute is approved annually by the School Board.

3.047-4 Substitute Employees

1. Short Term - A short-term substitute employee works less than 21 consecutive working days in the same MSIL position for salary only. His/her salary is based on the current substitute rate for the position. He/she is not entitled to the benefits made available to the position's regular employee.

2. Long Term (Unanticipated) - A long-term substitute employee working in the same MSIL position for 20 consecutive days becomes a long-term substitute on the 21st day. Beginning the 21st day, long-term substitute employees are paid according to their placement on the position's salary schedule. These substitute employees are not entitled to the benefits made available to the position's regular employee.

3. Long Term (Planned) - A long term substitute employee initially hired to work 21 or more days in the same MSIL position becomes a long-term substitute employee on the 1st day and is paid according to their placement on the position's salary schedule. These substitute employees are not entitled to the benefits made available to the position's regular employee.

3.048-1 Resource Material for Classroom Use

Resource material chosen and presented for the classroom (and/or the library) must lend itself to the fulfillment of the objectives and philosophy of the school. The material should be generally high quality, from a recognized, skilled talent in the field with a worthy theme and well developed. It should be apprehensible at the age level for which it is geared in both intellectual and emotional substance. With an eye to the maturity of that age level it should not depict an irrational bias, nor didactic (either overtly or covertly) in presenting an anti-Christian philosophy. Material which is objectionable either en-tote or in part would be presented to the class in a matter that apprises the students of the objectionable material and the appropriate Christian view. It should be an intention of the teacher to help portray the world with its problems and perversities to the student but at the same time, to take care not to contribute to the pollution of the student's mind. The material should always be able to be used in a positive way, in a way that would support Biblical precepts. It also should be a consideration of the teacher that the student be adequately prepared for higher education by being exposed in the Christian context to material that they will meet later.

More specifically, the language of the material should not be profane, prurient nor coarse, but conducive to a mind-set such as that suggested in Phil. 4:8. In each and all cases, the material should be "interpreted" Christianly and there should be a healthy balance between the negative and the positive. The presentation must always have in mind, as an ultimate aim, the further glory of God and, at the same time concomitantly, the edification and maturation of the student.

As much as possible, explicitly Christian materials should be used. Where it is not, the material should be examined to determine its potential for teaching Christian truth, either by contrast or example.

From this statement of policy stem certain directives that have been applied to the following areas:

Literature, text, film, recordings and art

A work should not contain the following:

- Profanity (James 3:5-10)
- Blasphemy (Ex.20:7)
- Reference to sexual acts but no graphic depiction of sexual acts and conduct (Rom.1:24-27; I Cor.6:13-18; Gal. 5:19)
- Nudity (Matt. 5:28)
- Exalting human philosophies which are contrary to Godly principle (Col. 2:8)
- Promotion of cult practice to encourage conversion (II Peters 2:1-2)
- Glorification (and practice) of the occult (example: card and palm reading séances, Ouija board, astrology, even when played as a game, including "Dungeons and Dragons", etc.) (Deut.18:10-13).
- Exalting depravity or vice, or even being neutral toward it (example: well-known personalities notorious for ungodly living, drug use, etc. music which depicts same (Rom. 13:12; Eph. 5: 11, I John 5:21)
- Glorification of pagan holiday traditions. Example: Halloween (I John 5:21)
- Evolution, except when explicitly presented as a theory (Gen. 1:11)

Seek where possible the recommendation of a recognized Christian source.

The recognized worth of the resource by Christian or non-Christian should be considered.

The work should be such as could be used to present an overall positive contribution to the class rather than a negative one.

The work must be representative of the main trend of literature or art.

The work must be geared to maturity level (emotional, intellectual, spiritual) of the student.

The work should be previewed by the teacher and (or) department head and if any question or doubts submit to the Administrator.

3.049-1 Scope and Sequence

A Scope and Sequence for each subject shall be adopted to guide teachers in the use of the curriculum materials provided by the school.

3.050-1 Curriculum Workshops

Curriculum workshops shall be at regular intervals during the year to provide teachers adequate time for in-service training as well as time to prepare curriculum materials and review texts for use by the school.

3.051-1 Nationally Referenced Standardized Testing

Students in grades K-12 will be tested annually by a reputable nationally referenced standardized test. The tests may be used for individual target teaching to remediate special needs of students, but will primarily be used to assess the strengths and weaknesses of the school's curriculum and secondarily, the staff's instructional skills.

3.052-1 Fire Drills

There will be a fire drill monthly.

Fire drills will be timed.

The Principal or his designee will keep accurate records of fire drills as required by law.

Posting of Routes for Egress will be posted in a conspicuous place in each room with the main and alternate routes clearly indicated (copies available in school office).

3.053-1 Accidents, Injuries, and Safety

In the event of injury on school premises, employees shall not make statements regarding the events leading to the

injury without first consulting with the Principal or his designee.

An accident report shall be completed within 24 hours. If possible, this shall be done by the injured employee, but if impossible, their supervisor shall complete it.

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

3.054-1 Safety Protocols

Violent attacks at school like those seen in the media are extremely rare. Still, it's important that students and staff be informed and prepared. That's why MSIL trains students and staff in a safety protocol called ALICE to prepare them to respond to a dangerous intruder on campus.

ALICE stands for

Alert

Lockdown

Inform

Counter

Evacuate

Each word describes an action that students and staff could take to protect themselves from a dangerous situation.

Job Descriptions

3.055-1 Administrator

- Administer MSIL in accordance with the philosophy, policies, and procedures adopted by the Board and Pastor of Manifestations Worldwide Inc.
- Facilitate the work of the Board by the submission of requested reports, documents, suggested policies, etc. for the operation of MSIL.
- Provide leadership in the accomplishment of the spiritual mission of MSIL.
- Oversee and participate in the morning staff devotional time.
- Direct the daily operation of the school through supervision of staff, coordination of activities and setting the tone for a quality educational program.
- Manage personnel affairs including securing staff, developing contracts, answering questions related to salaries and benefits, recommending continuance, dismissal or discipline of staff, etc.
- Authorize contracts to agencies or persons outside the school.
- Authorize all purchase orders.
- Prepare and monitor annual budgets.
- Establish clear lines of authority, assign personnel, and develop job descriptions.
- Meet regularly with administrative team to insure coordination of programs and quick problem resolution.
- Establish and implement procedures for the admission of students. Make the final in-school decision on admission or non-admission of students.
- Provide long range planning. Develop yearly calendars and maintain schedule of all school events.
- Coordinate schedule with Manifestations Worldwide Inc. Meet regularly with Community pastoral staff to insure coordination of events.
- Coordinate activities of parent organizations. Encourage parent volunteer programs.
- Develop and disseminate school policy manuals for staff, parents, and students.
- Prepare and disseminate parent newsletters.
- Coordinate the public relations programs of the school including development of brochures, media releases, etc.
- Provide for administrative staff development, retreats, etc.
- Coordinate activities of all-school functions, in-service programs, parties, etc.
- Provide leadership in obtaining and maintaining accreditation.
- Assist principals in supervision of staff, improvement of instruction, selection of curriculum, administration of discipline procedures as appropriate.
- Coordinate the special education services of MSIL.
- Consult with parents as requested for problem resolution and provide leadership in parent education and parent prayer activities.
- Resolve problems in coordination with administrative staff.
- All other duties assigned by the Board and Pastor of Manifestations Worldwide Inc. that assures the successful operation of MSIL.

3.055-2 Assistant Administrator

- Carry out special projects as assigned by the head administrator, including:
    - ACSI Accreditation Self-Study
    - Participation in ACSI Convention
    - ACSI Teacher Certification
    - A unified Bible curriculum
    - Enrollment projection and relation facility/program requirements
    - A Christian leadership conference for high school students.
    - A university program for Christian school educators.
- Obtain ACSI Certification at the highest level possible.
- Attend fall and spring ACSI District Meetings.
- Plan all details of high school commencement with secondary principal and guidance counselor.
- Contribute regular press releases regarding school events, individual student and faculty accomplishments, etc.
- Assist administrative staff with development and production of school-related forms as needed.
- Assist principals with annual revision/update/production of school handbooks.
- Compile and edit monthly newsletter. Track all related expenses incurred in production of same.
- Maintain bulk mail permits, rate information, etc. as needed.
- Assist head administrator in planning special events:
    - Missions Conference
    - Spiritual Emphasis Week
    - Mission Trip
    - Other occasions
- Plan with administrative staff and participate as required in teacher orientation week.
- Participate in annual review sessions with administrative staff and teachers. Assist in implementing any changes or revisions necessary.
- Implement a computer program to generate report cards, transcripts, grade point averages, class rank, etc.
- Working with the administrative staff, carry out annual updating and printing of the School Yearbook.
- Work with the secondary principal to plan High School Information Night.

3.055-3 Business Manager

The Business Manager is tasked with the oversight of school finances. The position is a twelve-month, full-time position. Working hours are from 8:00 a.m. to 4:00 p.m. with a ½ hour lunch period.

- Accounts Receivable
    - Tuition and Fees
    - Field trip money
    - Lunch money
    - Class funds
    - Special projects
    - Gifts to the school
    - Athletic Fees
    - Program Fees (NHS, Student Council, etc…)
- Accounts Payable
    - Mortgage/Rent payments
    - Individual interest, lease and loan payments
    - Class disbursements
    - Field trips
    - Bills
- Banking
    - Make all deposits to banks.
    - Work with bank in transferring funds to and from investment vehicles, etc.
    - Reconcile all monthly statements.
- Payroll
    - Handle all wages (salaried and hourly), taxes, insurance, IRAs, life insurance, etc., and enter this data into the computer to issue paychecks.
    - Manage employee timecards.
    - Keep a personal file on each employee, for payroll and insurance purposes.
    - Within two days of a payroll, submit payroll to QuickBooks payroll service.
- Insurance
    - Work with insurance companies to get benefits for employees, arrange for workmen's compensation and liability, etc.
    - Work with administrator to provide supplemental insurance for employees.
- Purchases
    - All curriculum needed by teachers, based on their inventory and requests.
    - All other school supplies and equipment, with the exception of cleaning and maintenance supplies.
- Federal Lunch Program

- Apply and do all necessary paperwork to qualify for the National School Lunch Program.
- Manage the program

3.055-5 Elementary Principal/Assistant Principal

- Administer all elementary programs including kindergarten, elementary classes, after school program, home school program, summer programs, etc. in accordance with policies and procedures adopted by the Board and administration of MSIL.
- Coordinate all elementary chapel programs.
- Coordinate special events related to the elementary program, e.g., Fall Festival, Thanksgiving projects, Christmas programs, assemblies, graduations, etc.
- Review curriculum, make suggestions for adoption, order and maintain inventories of materials, texts, supplies, etc.
- Supervise instruction, assist teachers, coordinate in-service programs, orientation, faculty meetings, etc.
- Check plan books and grade books. Monitor assignments, homework, tests, etc.
- Coordinate all elementary schedules, use of facilities, duty rosters, etc.
- Secure substitute teachers.
- Establish systems and train staff in routine of daily operation, e.g., attendance, records, grading, reporting, etc.
- Provide leadership and assistance in the discipline of students.
- Consult with parents, coordinate staffing, and assist in any parent education programs.
- Evaluate elementary programs and personnel and recommended changes as appropriate.
- Report needs for maintenance, repairs, and security.
- Interview and make recommendations of new student admissions as delegated.
- Provide spiritual leadership, coordinate prayer meetings as assigned and counsel staff as appropriate.
- Maintain professional relationships with and among faculty especially in the application of Matthew 18 in problem resolution.
- Provide checkouts for assigned staff at the end of year including inventories, cleaning, storage, projected orders, etc.
- Provide leadership in the profession through memberships and participation in professional associations.
- Accept responsibility for other assigned duties deemed necessary for the operation of MSIL.
- Oversee school-wide fundraising programs
- Coordinate and implement, with the cooperation of the head of school and other administration, an effective and structured professional development program.

3.055-6 Junior High Principal

- Organize and provide guidance for Booster Club activities including fundraising activities, concessions stands, sponsorships, etc.
- Serve as administrative representative for professional conferences, regional and state meetings.
- Administer all junior high programs including seventh and eighth grades in accordance with policies and procedures adopted by the Board and administration of MSIL.
- Coordinate special events related to the junior high program either independently or in coordination with the high school.
- Review curriculum, make suggestions for adoption, order and maintain inventories of materials, texts, supplies, etc.
- Supervise instruction, assist teachers, coordinate in-service programs, orientations, faculty meetings, etc.
- Check plan books and grade books. Monitor assignments, homework, tests, etc.
- Coordinate all junior high schedules, use of facilities, duty rosters, etc.
- Secure substitute teachers.

- Establish systems and train staff in routines of daily operation e.g., attendance, records, grading, reporting, etc.
- Provide leadership and assistance in the discipline of students.
- Consult with parents, coordinate staffing, and assist in any parent education programs.
- Evaluate junior high programs and personnel and recommend changes as appropriate.
- Report needs for maintenance, repairs and security.
- Interview and make recommendations on new student admissions as delegated.
- Provide spiritual leadership, coordinate prayer meetings as assigned and counsel staff as appropriate.
- Maintain professional relationships with and among faculty especially in the application of Matthew 18 in problem resolution.
- Provide check-outs for assigned staff at the end of year including inventories, cleaning, storage, projected orders, etc.
- Provide leadership in the profession through memberships and participation in professional associations.
- Develop, implement and supervise physical education programs K-12 including planning curriculum design, program development, supervision, in-service and evaluation.
- Accept responsibility for other assigned duties deemed necessary for the operation of MSIL.

3.055-8 Secondary Principal

- Carry out the mandates of the school board, as articulated by the head administrator.
- Supervise office and support staff as assigned.
- Supervise all teachers of grades 7-12, including:
    - Grade and class assignments
    - Teacher orientation week and debriefing
    - Observation and evaluation
    - ACSI teacher certification
    - Enforcement of the guidelines in the teacher handbook
- Supervise all students in grades 5-12, including:
    - Admissions testing and parent interviews
    - Discipline involving major problems
    - Enforcement of the guideline in the student handbook
- Oversee the carrying out of the assigned curriculum.
- Attend extracurricular activities.
- Handle conflicts that may arise involving teachers and students, parents, or other staff.
- Schedule weekly chapels.
- Promote involvement in academic competitions.
- Supervise all audiovisual equipment.
- With teachers, compile list of students recommended and/or required to be tutored, arrange such tutoring for the summer, and follow up on completed tutoring.
- Attend conventions and seminars as requested.
- Monitor completion of quarterly and yearly grade averages for report cards and office files.
- Work with guidance counselor and teachers to select and honor winners of year-end awards.
- Lead/participate in staff devotions, teachers' meetings, and ACSI conventions.
- Distribute year-end evaluation forms to teachers, summarize completed forms for debriefing meeting, and follow up on any needed changes.
- Supervise final checkout of teachers at end of year.
- Plan all details for Homecoming with head administrator and senior class sponsor and officers.
- Work with head administrator to plan course needs, teacher needs/workloads, and master schedule for the next school year.
- Inform students and parents of the independent study option (high school). Screen students and monitor progress in courses taken.
- Conduct an annual "High School Information Night" for parents and students in grade 7 and 8.

- Oversee guidance function and performance of the guidance counselor.
- Work with the guidance counselor in the areas of:
    - The selection and ordering of graduation announcements, caps, gowns, etc.
    - The ordering, administration, scoring, and record keeping of the following tests:
        - Stanford Achievement Tests (all grades)
        - PSAT, SAT, ACT college entrance exams
        - Aptitude tests for high school students
        - High school math placement tests
- Provide specific training to teachers in the areas of administration, scoring, recording, and interpretation of all levels of the Standard Achievement tests
- Oversee the compilation of honor roll lists (grades 5-12) and a listing of students exempt from final exams (grades 9-12).
- Schedule substitute teachers.

3.055-9 Dean of Students

- Supervise junior high and high school Student Activities.
- Provide student counseling in areas of spiritual and personal adjustment.
- Coordinate chapel programs and other programs of spiritual emphasis including Spiritual Emphasis Weeks, Days of Prayer, student activities related to ministry.
- Supervise development and implementation of Bible Curriculum.
- Encourage spiritual life and ministry among students and staff.
- Develop and supervise Christian Service activities, e.g., suggesting projects, developing reporting procedures, etc.
- Teach Bible classes as assigned.
- Maintain contacts with local Youth Pastors especially Manifestations Worldwide Inc. to coordinate schedules and activities.

3.055-10 Guidance Counselor

- Accept responsibility for the development and implementation of guidance services at MSIL.
- Meet with students (and parents) concerning school year and course selection as needed.
- Work with administration on course scheduling.
- Reschedule student “Drop/Add” forms and notify teachers.
- Meet with new students as they arrive to plan individual schedules.
- Make arrangements for the PSAT testing and interpret results to students.
    - Distribute PSAT results to respective students and parents.
- Inform and help students register for the SAT/ACT and other college entrance tests.
    - Discuss and interpret the SAT scores with students and parents.
- Counsel students on vocational/career choices, college selection, etc.
- Send transcripts to colleges as requested.
- Write college recommendations.
- Assist students with college admission forms, securing financial assistance, etc.
- Compile regular academic probation lists as prescribed by the administration and communicate with parents.
- Prepare quarter/semester probation lists.
- Secure transfer grades for transferring students.
- Counsel and assist students with personal and academic problems.
- Assure that seniors have required courses and credits.
- Prepare sessions for PTF programs or other parent meetings as assigned.
- Keep the college catalog and an information file current and accessible to students.

- Keep the College and Career bulletin board posted with pertinent and current information regarding colleges, scholarships, financial aid, testing, vocations, etc.
- Develop guidance services for elementary students.
- Coordinate school wide achievement testing program in coordination with Principals.
- Develop testing services relative to career guidance.
- Supervise the maintenance of all school records on individual students including receipt of all required records for students transferring to MSIL.
- Accept responsibility for additional assigned duties as is necessary for the operation of MSIL.

3.055-11 Classroom Teacher

- Teach subjects and classes as assigned using curriculum, supplementary materials, field trips, special guests, etc., to enhance them.
- Attend and participate in the following:
    - Morning devotions
    - Teachers' meetings
    - Evening programs if involving his or her students
    - ACSI Convention
    - Other meetings as assigned
- Do supervisory duty in gymnasium before school as assigned, and after school every day.
- Hold helps classes after school as needed (elementary) or as requested by students or parents (secondary).
- Complete paperwork including the following:
    - Interim grade reports four times a year for marginal students (below a 75%)
    - Report cards four times a year
    - Grade records for permanent file
    - Weekly eligibility reports for athletes (grades 5-12)
    - Inventories of classroom equipment/supplies/books
    - End of year debriefing evaluation form
    - Records of attendance
    - Administration and scoring of achievement tests
    - Other paperwork as assigned or requested
- Building/classroom organization, cleaning and repair
- Be responsible for daily and end-of-year cleaning of classroom area.
- Assist in overall cleanliness of facilities
- Promptly report repair needs for the administration
- Plan parties at designated holidays (elementary)
- Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the principal.
- Be available to any parents or students who wish to have a conference before or after school.
- Hold twice-yearly conferences with parents of each student.
- Supervise extracurricular activities, organizations, outings as assigned.
- Sponsorship of a homeroom (grades 8-12).
- Apply for highest level of VA, LCS or ACSI certification possible.
    - Courses shall be taken to remove deficiencies within the time frame of the initial certification.
- Carry out any other specific duties as assigned.

3.055-12 Librarian

- Choose from the books donated to the school those which are to be included in our library.
- Purchase new books and supplies for the library, as funds are available.
- Maintain library, including books, card catalogues, magazines, and equipment.
- Take care of all check-in, and shelving of books.
- Send out overdue notices and collect fines.
- Assist teachers and students in finding books and materials in specific subject areas.
- Teach students how to use the library.
- Establish times for use of the library by the elementary classes.

- Carry out any other specific duties as assigned by the administrator.

3.055-16 After School Supervisor

Be at their duty location by 2 minutes before students are released from class.

Provide supervision and look out for the safety of the students as they leave the campus.

Observe cars that are blocking the moving lanes and ask them to keep moving.

Take a daily roll of students using after school care beginning at 3:30 PM and the time of their departure.

Turn in the student roll to the accountant monthly for billing.

Escort any students remaining at 6:00 p.m. to the office to call their parents and wait for their ride.

In the event of disaster or other emergency, supervise and care for students as specified in the Employee Handbook, Disaster Preparedness Manual and by the site administrator.

Report abuse of children to the proper authorities as required by our Employee Handbook and the State of Florida.

3.055-17 Lunch and Playground Supervisor

Be at the place of duty at the beginning of lunch to be ready for children who are dismissed from class.

Follow the assignment schedule for lunch times or playground rules.

Supervise students during lunch and outside on the playground as scheduled.

Refrain from eating or drinking food while on duty.

Fill a container with warm soapy water and place it by the tables. The last person will empty the container following lunch, and rinse out the cloths before hanging them up to dry.

The other Supervisor will check with the students that have table assignments and follow through with their completing.

Position themselves on the playground where they can observe all the students as much as possible.

Move around the playground to observe the students' activities during the recess time.

Avoid social talking to other supervisors that detracts attention from responsibilities.

Investigate any injuries to a student to determine if the student should be sent to the office or if additional help is needed for the student. Stay with an injured student until they are helped. Avoid moving a student in the event of a neck injury.

Discipline students who have had minor misbehaviors and refer major discipline situations to the office.

3.055-18 Receptionist

Answer all incoming phone calls and answer the callers' questions, take messages, or route them to the proper person.

Keep appointment books for administrator and assistant administrator.

Keep Rolodex (name and address) files updated.

Type correspondence and other paperwork as requested.

Send out information packets and student transcripts as requested.

Handle layout and typing of monthly newsletter.

Handle layout and typing of any updates of the High School Viewbook, History and Information booklet, Parent - Student Handbook, etc.

Carry out any other specific duties as assigned by supervisor.

3.055-19 School Secretary

Manage the office in such a way to make the Principal successful in his administration of an individual school.

Answer incoming phone calls and refer callers to appropriate people.

Receive people in the office, answering questions and directing inquiries to appropriate people.

Meet the needs of injured or ill students. Call paramedics or parents in cases where it is necessary. Fill out appropriate insurance forms when necessary.

Type materials as requested by the Principal.

Keep accurate records of students' health and immunization information and report necessary data to state and local health agencies.

Balance money in petty cash with receipts and disbursements for each month. Prepare report for the Administrator.

File financial records that must be kept for future use.

Do other tasks as required by the Administrator.

3.055-21 Superintendent of Facilities

Develop a rich spiritual climate among custodial employees while keeping the buildings and grounds maintained, cleaned, repaired, opened on time and closed securely at appropriate times.

Submit at least bi-monthly a report to the Facility Commission regarding goals set and progress made in regard to the building and grounds.

Cooperate with church and school staff leaders to meet the need of their ministries in using the facilities including all buildings, vehicles and grounds owned by the church and school.

Help the Church Budget and Finance Commission and Superintendent of Schools establish a reasonable budget for the priority needs of the church and school.

Control expenditures within the approved budget. Receive permission from the Facility Commission and\or the School Commission and Elder Board before committing our organization to spend more than $500.00 on a non-budgeted item.

Under the direction of the Facility Commission and Elder Board. Supervise the completion of all work so that the building and grounds are clean, set up appropriately for events, in proper repair, opened in a timely manner and secured following events.

Recommend to the site administrator and Elder Board the hiring and firing of all custodial employees. Recommend wage and salary raises to the site administrator to the site administrator or personnel committee if not approved in the budget.

Train and evaluate employees at least annually. Assure that work done well and employees represent Jesus Christ and the Church and School well in their daily living.

Secure bids on repairs of improvements from outside vendors.

Organize volunteer workers to fulfill responsibilities on special workdays.

Do such other responsibilities as asked by the Pastor, or Site Administrators, Facility Commission of Elder Board.

3.055-22 Custodial Plant Coordinator

Supervise the maintenance and repair of the buildings and grounds at one campus to the specifications provided by the Pastor, School Administrator, and Superintendent of Facilities.

Within the guidelines set by the Superintendent of Facilities and the parameters of the budget, purchase necessary supplies and equipment and submit bills to be paid within 5 days of their receipt.

Help the Superintendent of Facilities develop a proposed budget to be presented to the School Site Administrators by January 10th each year.

Schedule custodians and custodial trainees to accomplish all tasks in a timely manner. Use substitute custodians or complete work himself in the custodian's absence.

Train Custodial Trainees and inspect and evaluate the work of Custodians to insure that standards of cleanliness and safety are adhered to.

Recommend to the Superintendent of Facilities any disciplinary action to be taken in the event of a custodian's poor performance.

Ask for and receive the permission of the superintendent of Facilities before making purchases costing $150.00 or more that are not in the budget.

Receive the permission of the site administrator and Superintendent of Facilities before using vacation days.

Notify the Superintendent of Facilities and site administrator when necessary to b absent for a doctor's appointment of illness and the secretary when necessary to b gone from the campus for short work-related trips.

3.055-23 Custodian

Fulfill responsibilities given by the custodial plant coordinator and/or the Superintendent of Facilities.

Cooperatively work with other custodians, site administrators or volunteer work force.

Read and follow guidelines set in the Maintenance Handbook.

Clean and maintain facilities to the specifications given by the Custodial Plant Coordinator and/or Superintendent of Facilities.

3.055-24 Custodial Trainee

Fulfill responsibilities given by the Custodial Plant Coordinator and/or the Superintendent of Facilities.

Cooperatively work with other custodians, site administrators or volunteer work force.

Read and follow guidelines set in the Maintenance Handbook.

Clean and maintain facilities to the specifications given by the Custodial Plant Coordinator and/or Superintendent of Facilities.

Secure facilities as required by the Custodial Plant Coordinator and/or Superintendent or Facilities.

Adjust hours and workplace as needed by the Custodial Plant Coordinator and/or Superintendent of Facilities.

Fulfill any other duties required by the Custodial Plant Coordinator and/or Superintendent of Facilities.

Expect to have close supervision and occasionally do a job a second time if not done to the specifications of the Custodial Plant Coordinator or Superintendent of Facilities.

3.055-25 Cafeteria Director

Plan the hot lunch menu, in conjunction with federal guidelines and funds available.

Coordinate the purchase of all needed food, kitchen supplies, and equipment.

Be responsible for the cleanliness and maintenance of the kitchen and storage areas.

Supervise all food service personnel.

Supervise the food preparation, serving, and cleanup each day.

Give any needed recommendations or other input to the head administrator.

Carry out any other specific duties as assigned by the administrator.

3.055-26 Bus Coordinator

Secure a driver for our daily bus shuttle.

Schedule a bus and driver for trips requested for sports, field trips and other school activities. Process request forms in a timely manner.

Recruit drivers and provide training information and driver instruction through our drivers, if necessary.

Keep records of driver's license expiration dates, training hours, driving record and daily inspections.

Keep records of miles driven and bill accounts at the end of each month -- $2.00 per mile for our school $1.50 per mile for our church.

Coordinate church bus use with designated church bus ministry director.

Coordinate bus repairs that are necessary with bus use as much as is possible.

Make sure that DMV, CHP and MSIL rules are enforced and followed.

Scheduled 45-day safety inspections, coordinating them to avoid interruption of bus use at crucial times.

Keep buses washed, waxed and maintained to avoid safety hazards and untimely breakdowns.

Prepare for and respond appropriately to annual CHP inspections.

Work with the bus driver or arrange towing for any disabled school bus.

3.055-27 Bus Driver

Keep a current valid first aid certificate (valid for two years) as required by the CHP and DMV.

Pass a physical every two years as required by the CHP and DMV.

Have a valid Florida drivers' license with documentation to drive buses equipped as ours are. (Written and driving test must be passed at least every 4 years.)

Attend mandatory in-service training for 10 hours per year as required by the CHP and DMV.

Conduct a thorough bus inspection before each day of use of the bus as required by the CHP and DMV.

Drive the bus only when the bus is in safe mechanical condition and drive the bus in a safe manner as required by the CHP and DMV.

Enforce the bus rules outlined in the Student-Parent Handbook or insure that the teacher riding the bus enforces the rules.

Report to the Bus Coordinator any unsafe condition of the bus or any maintenance that may be necessary.

Report to the Bus Coordinator the distance driven and group and activity for which the bus was used.

Communicate to the Bus Coordinator immediately if unable to drive a run for which they have been scheduled.

3.056-1 Classified Personnel Definition

Classified personnel are those persons employed for positions not requiring certification. Such as:

- Custodians
- Aides
- Lunchroom Workers
- Bus Drivers
- Secretaries

Classified personnel play a very important part of the total education team at MSIL. While they are not directly involved in the education process - without their participation, the job would be an impossible one.

3.057-1 Personnel Qualifications for Classified Employment

All employees of MSIL shall be born-again Christians.

All employees shall be active members of an evangelical church.

All employees shall be in agreement with the stated purpose of the school as outlined in the philosophy of Education.

All employees shall give evidence of good moral character.

All employees shall give evidence of adequate physical and mental condition. This evidence will be a Physician's statement which is required every five (5) years to certify the adequate physical and mental condition of the employee. This should also indicate such employee appears free from communicable tuberculosis. Employees working in extended care, kitchen, and summer camp are required to submit physician's statement annually and TB skin test every two (2) years or chest e-ray every five (5) years, in addition to the above mentioned physician's statement. The Administrator may request a physical examination at his discretion. In such cases, the school will pay the expense.

3.058-1 Classified Employment Procedures

Applicants shall secure and complete an application for employment, which is available through the school office. The Principal/Administrator shall interview all prospective employees. The Principal/Administrator has authority to hire classified personnel.

3.059-1 Probationary Classification

All classified personnel shall be probationary for the first six months of continuous service.

3.060-1 Classified Employee Evaluation

The purpose of having an evaluation is to:

More carefully meet the stated objectives of MSIL.

Assist the employee to develop his potential and to have increased job satisfaction.

Develop an official record of employee's performance for administrative purposes.

Probation employees shall be evaluated by their immediate supervisor at the completion of their third and fifth month of employment.

Their immediate supervisor shall evaluate permanent employees once each year.

3.061-1 Classified Employee Resignation

Written notice of resignation should be submitted at least ten working days (two weeks) in advance of the effective date through the supervisor to the administration. The employee's final paycheck cannot be released until this has been done.

3.062-1 Suspension of a Classified Employee

The Principal is authorized to suspend any employee from his duties for any of the following reasons for such period of time as is needed to present the matter to the School Committee and Personnel Committee:

Insubordination including, but not limited to, refusal to do assigned work.

Dishonesty

Drinking alcoholic beverages on the job, or reporting to work intoxicated.

Addiction to the use of narcotics.

Conviction of any crime involving moral turpitude.

Conviction of a felony.

Failure to report to work or an absence of five consecutive working days (Employee's abandonment of position.)

Physical or mental condition that is dangerous to children or other employees of the School.

3.063-1 Involuntary Termination

An employee may be terminated for any one or more of the reasons listed below:

Incompetence or inefficiency in the performance of his/her duties or in the case of use of school property.

Discourteous, offensive or abusive conduct or language toward other employees, pupils, or the public.

Personal conduct unbecoming an employee of MSIL.

Repeated and unexcused absence or tardiness.

Abuse of sick-leave privileges.

Falsifying any information supplied to the school including, but not limited to, information supplied on application forms, employment records, or any other school records.

Persistent violation or refusal to obey rules or regulations made applicable to the school by the Board or any appropriate state or local government agency.

Willful or persistent violation of the Policies and Procedures of MSIL.

Abandonment of position.

Consistent ratings or evaluations below MSIL standards for continued employment.

Physical or mental inability to perform the duties required for the classification the employee holds.

Any other reason, not specified above, deemed sufficient by the Board of MSIL.

3.064-1 Notice of Dismissal

Notice of Dismissal shall be in writing and delivered in person or by certified mail to the last known address.

3.065-1 Right to Appeal

A regular employee who has been dismissed may appeal the action by following the grievance procedures adopted by the Board.

3.066-1 Classified Employee Compensation

Salary ranges for classified personnel are established by the Board. Required duties for each position are set forth in the Job Description and adopted by the Board. Salaries are paid on the 15th and 30th of each month. If those dates fall on a holiday or weekend, payment will normally be made on the last working day prior to the 15th or 30th.

3.067-1 Overtime or Compensatory Time

Overtime is defined as hours worked in excess of 40 hours in any one week. Overtime compensatory rate of pay shall be 1.5 times the employee's regular hourly pay.

Teachers, administrators, and other salaried personnel are not eligible for overtime compensatory pay.

3.068-1 Worker's Compensation (Classified Employee)

All employees of MSIL are covered by Worker's Compensation as required by law.

Employees must report all on-the-job injuries to your supervisor immediately, within three working days of the incident, a complete Worker's Compensation injury report must be filed with the school secretary.

3.069-1 Holidays

The following is a list of holidays that will be observed by MSIL:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday, as determined by the Director.

MSIL teachers' holidays are scheduled according to the school's calendar.

Full-time employees, non-contractual, will receive the day off with their regular rate of pay for each holiday.

Teachers and support staff may not take off the day before or after a scheduled holiday. Doing so will cause loss of holiday pay in addition to the cost of any substitute teachers as MSIL will not pay for any substitutes on the day before or after a holiday.

Temporary and part-time will receive the day off but are not eligible to receive holiday pay.

The administration reserves the right to schedule work on an observed holiday. Work on an observed holiday, by hourly employees, will be paid as a regular work day in exchange for another day off or time and a half pay as determined by administrator

3.070-1 Meal Periods

Full-time employees will normally be allowed one hour duty-free meal period (without pay) during the middle of the assigned shift. No employee shall be required to work for a period of more than five (5) hours without a meal period of not less than thirty (30) minutes except when a work period of not more than six (6) hours will complete the day's work. This policy excludes teachers. Teachers will be paid for their 30—minute lunch break if they remain onsite and accessible, in the case of an emergency.

3.071-1 Classified Employee Evaluation

A yearly evaluation of each staff member is to be completed. A conference will be scheduled to review the evaluation. The school and the employee will keep copies of the evaluation.

3.073-1 Permission to Interview Pupils

Upon the presentation of proper identification to the principal or his appointees, duly authorized representatives of law enforcement agencies shall be allowed to interview pupils. Whenever it may be of assistance to, and requested by, the investigating police officer, the principal or his certified designee may be present at such an interview. Parents shall be contacted before interviewing unless there are extenuating circumstances.

3.074-1 Permission to Remove Pupils from School

Removing Pupils from School During School Hours:

A person other than a certified school employee, with the following exceptions, shall take no pupils from school during school hours:

By a parent or guardian when properly identified.

By another person upon written request, properly verified, of the parent or guardian.

By properly identified representatives of law enforcement agencies.

Except in those cases where it is impossible, impractical or duly interferes with law enforcement, a peace officer seeking to arrest, interview or remove a child from school should first contact the principal or other school official in charge, identify himself and give motive of his contemplated actions. The school official shall then assist the peace officer fully in the accomplishment of his duty.

4.000-1 Admissions

The process of enrollment at MSIL prior to final acceptance shall include but is not limited to the following:

Submission of properly completed application forms and registration.

Parent/Student interviews with an administrator ensures that: a) at least one parent expresses a clear testimony of Christian faith; b) the parents desire a Christian education for their child; c) family beliefs and practices are consistent with the standards, doctrine, and values of the school; d) the child, if high school age, expresses a desire to attend MSIL and agrees to live in harmony with school standards; and e) students with a history of severe behavioral problems have cleared their records with previous schools and now demonstrate a commitment for a changed life style in both personal testimony and character references.

Entrance testing (grades K-12).

Upon completion of the designated steps, parents are notified as to whether their child has been accepted or not into the school. Students can be accepted with condition, for example: the student goes to summer school, is tutored, or repeats a grade, or probation contract.

Students who have been accepted in the school must have their files complete and accounts current in order to begin school the first day. This includes having completed necessary physical examinations where required. All students must have immunization forms and birth certificate forms submitted for school files.

Manifestations School for Innovation and Learning offers a program for students who desire an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. The admission procedure is accomplished through the following sequence.

Interview with the Principal

The principal will schedule a private interview with parents who are interested in enrolling a student at Manifestations School for Innovation and Learning. Depending upon the preference of the parents, the student may attend the interview or be interviewed by the principal at a later date.

Parents should bring a copy of the student's grades and achievement test results to the interview. Parents seeking to enroll a student at the beginning of a school year should bring the student's academic information for both the current school year and the previous school year. All students admitted to the school will be expected to perform at or above grade level. If the student has been enrolled in a special education program, the principal will contact the student's previous school to ascertain past conduct, academic progress, and long-term potential. If there are indications of discipline problems, suspensions, or repeated absences, contact with the student's previous school will be made for clarification.

It is desirable that students who attend the school come from homes that reinforce the values and beliefs taught during the school day. To this end, the principal will assess the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the discipline policies.

During the interview, the principal will provide a description of the school's activities and will answer any questions that arise. Following the interview, the principal will conduct a tour of the school facilities. Classroom visits are encouraged and are permissible upon request and by prior arrangement with the principal.

If the information for the student is complete, the parents will be informed of the principal's decision within three days of the interview. If the information is incomplete, the decision will be delayed until the required information has been obtained.

Registration Fee

The registration fee (non-refundable) is due when the completed admission forms are submitted. The enrollment procedures cannot continue until the registration fee is received.

Once the registration fee has been received, the principal will verify a tuition payment schedule with the parents.

Enrollment Priorities

The first thirty days of the enrollment period are reserved for current students. During this time, current students should complete the Re-enrollment Form and return it to the office with the registration fee. Following this thirty-day period, all students will be prioritized according to their date of application.

Waiting Lists

Once a maximum number of students has been enrolled for a class, a waiting list will be started. If warranted, the principal may authorize the establishment of a new class.

4.001-1 Non-Discriminatory Policy

MSIL admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs, nor in the hiring of faculty or administrative staff.

4.002-1 Admission Procedure for I-20 Non-Immigrant Student Applicants

A Student application must be submitted.

Copy of the birth certificate is required.

The school entry health form is required and must be completed by a physician.

Immunization Records are required.

GRADES 6-12 ONLY. The items listed below must be brought with you to the testing and interview appointment or sent if other arrangements have been made.

Student Recommendation forms done in English.

A copy of the last report card or transcripts of all work done from grades 8-11 must be transcribed in English and an English description of grading policy for schools attended.

Appropriate registration fees must be paid.

A 200-word essay on one of the following subjects must be submitted.

A most memorable vacation

Your own family

Your personal involvement in athletics

4.003-1 Admissions Review Criteria

Preferred

Christian family /clear testimony / Biblical /good church.

Reasons for sending their children to the school are spiritual as well as academic.

Children would seem to be academically prepared to cope with the level of performance expected by the school.

Family life seems to be wholesome and stable.

There is evidence of a wholehearted support for the school and its standards.

Secondary school children want to come here to school.

Children give evidence of being disciplined and parents support a disciplined environment.

Recommended by a MSIL family or local pastor who supports MSIL.

Acceptable

Nominally Christian / testimony unclear / church background is weak either by denomination or attendance.

Non-Christian, but seems to be reachable. Evidences a strong desire for “religious/Bible” teaching.

Reasons for application are primarily academic but feel Christian principles and training may help.

An emphasis is placed on discipline and the desire for it in the education of their children.

No serious discipline or academic problems.

Will sign the statement of faith and agreement on the application.

Rejected

Non-Christian and /or cult member. No church attendance.

Serious differences with the school’s Biblical base and/or doctrine.

Motivation to enroll their children is only academic and Bible training is only tolerated.

Child evidences a background of academic, discipline, or learning problems that are beyond the school’s reach.

Family life is questionable or unstable.

The administrator recommends that the application not be accepted.

Preferred:

Preferred applicants are given all available openings by date of application. Those remaining are given places on the waiting list.

Acceptable:

Acceptable applicants are given the places remaining after all preferred families are placed. These families are not placed on a numbered waiting list. They are told that they will be given available openings.

Rejected:

The families are notified that they will not be admitted to MSIL. A statement will be attached to each rejected application stating the general reason for the rejection.

4.004-1 Enrollment Ratio

Students from non-Christian homes shall be limited to a maximum of 30% of the students in any one class. This information shall be obtained at time of enrollment through personal interview with the parents.

4.006-1 Condition of Acceptance (Tutoring)

Students who are entering our school may be required to receive tutoring, or be required to attend a summer program as a condition of acceptance. If a student seems to have received low grades due to lack of effort, an administrator may accept a student on probation.

4.007-1 Immunization Policy

The Florida Legislature passed a law (§1003.22) all children receive vaccines protecting against diphtheria, tetanus, polio, measles, mumps, rubella, and other diseases for school attendance. The law provides that pupils be immunized or vaccinated or be in the process of receiving this protection at the time of opening of school in August. The law further requires that students be tested for tuberculosis if they attended school or lived in a "high risk" country in the preceding school year. A record of these immunizations must be presented at the school office.

The immunization program must be completed and dates on file in the office no later than the 15th day of school or the child will be excluded from school until the program is completed. (Rom. 13:1)

4.008-1 Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

Chicken Pox	Measles	Mumps
Pneumonia	Whooping Cough	Pinworms
Scarlet Fever	Scabies	Ringworm
Impetigo	Pink Eye	Head Lice

4.009-1 Medical Appointment

If it is absolutely necessary for a child to leave early for a medical appointment, a written request must be sent to the child's teacher in advance. No child will be released to anyone other than those authorized in writing by the parent.

4.010-1 Medication Policy for Non-Prescribed and Prescribed Drugs

Students are not to bring any medication to school unless it is absolutely necessary.

If a student must bring a non-prescribed medication to school, i.e., aspirin, antihistamine, the student may only bring enough for one day.

The high school student is responsible for taking the medication as necessary.

In the elementary school, please send a note requesting a medication form. The classroom teacher must be given the form and the dosage for the day and, he/she will administer the medicine at the proper time.

Medication will be administered only if a written doctor's instructions are on file in the school.

No student may at any time give medication to another student. If a student does give medication to another student, all privileges to take any medication at the school on their own will be forfeited plus further disciplinary action will be taken.

4.011-1 Medical Emergency Procedure

In case of minor illness students may be sent to the office where they may be cared for.

In case of more serious illness (head injury, bleeding wound, broken bone, fever over 100 degrees) the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Transportation will be furnished in such cases only under very unusual conditions. In no case will the student be allowed to return home unless there is proof, by phoning, that there is some older person present in the home at the time.

4.012-1 First Aid Procedures

First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.

Parents will then be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. This information will be on file on an "Emergency Contact form" for each student in case the parents cannot be reached.

A representative of the school faculty shall stay with the child until the parent assumes responsibility.

Internal medication will be given only by or on the order of a physician.

4.013-1 Parental Signing of Agreement

No student shall be accepted into the school unless their parents sign, without any reservation, the agreement written below:

Upon favorable acceptance of the student described above, I hereby agree to accept all rules and regulations of the school and authorize the school to administer such disciplinary measures as may be deemed necessary and proper by the administration. We will give active support to the school program in every way possible, and make a sincere effort to attend school functions to which parents are invited.

We agree to pay tuition and such fees as are chargeable according to the current schedule of tuition and fees.

It is understood that this is an application only and that space will not be reserved for our child until the enrollment process is completed and the registration fee is paid. I have read and accept the financial policy for tuition fees and refunds.

4.014-1 Class Sizes

The class sizes at Manifestations School for Innovation and Learning are set as follows:

Grade Level	Ideal	Maximum
Kindergarten - Twelfth	10	16

The school administration is given the authority to adjust these figures where unusual circumstances warrant.

4.015-1 Combination Grade Classes

Combination grade classrooms are accepted in public and private schools. They are sometimes necessary for the prudent planning of both the faculty and student needs, where enrollment does not justify a single section for each grade.

The following factors will be considered in the establishment of a combination classroom to maintain instructional soundness:

Number of students - should not exceed the maximum set by this manual, exceptions must be weighed very carefully. Ideally, combination classes would have less than maximum.

Teacher's style, experience and training for combination grade teaching.

Physical classroom - adequate working space and resource materials to accommodate all grade levels.

4.016-1 Absences

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." Furthermore, compulsory school attendance laws for the state of Florida require students to be punctual and regularly in school class attendance. For this reason, failure of a student to attend class will be seen as a serious problem and will not be allowed.

Explanation of Absence

Each student who has been absent from school for any reason other than for school business, whose parent of guardian has not called the school, shall upon return, or by the day after return, present to the principal a note from the parent, guardian, or other responsible person, which sets forth the reason(s) for the absence.

Excused Absences

For purposes of credit and grading, reasons for excused absences include: illness of the student, death in the family, doctor or dentist appointment, observance of a religious holiday, suspension, or another reason acceptable to the principal or his or her designee. The principal or his or her designee may require a physician's note in cases of chronic or long-term illness. Parents or guardians and students are encouraged to prearrange excused absences when possible.

Unexcused Absences

Reasons for unexcused absences may include family and/or student vacations, child care situations, non-school related activities, missed ride, or other reasons unacceptable to the principal or his or her designee.

Reasonable effort shall be made to notify the parent or guardian by phone when an unexcused absence has occurred.

After the tenth unexcused absence, the school will file a complaint with the Department of Children and Families and the Florida Department of Law Enforcement that the child is in need of supervision and/or will institute proceedings against the parent or guardian.

Makeup Work

All course work assigned will be due on the day the student returns to class as long as the student had knowledge of the assignment and/or it was posted on School Cues.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the student in making up the work and a grade of "0" will be given. Students are not permitted to miss regularly scheduled classes in order to make up work.

Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. If a student was absent on a day he or she was to take an exam, he or she will make up the exam on the day that he or she returns to school. No additional time will be given for studying. If a child misses the day prior to an exam, the child must make the exam up within two days.

For all other class work, a student with an excused absence will be given two days for every day missed to make up assignments missed during the absence. If unexcused, makeup work will allowed upon teacher discretion.

The authority for determining the legitimacy of an absence rests with the school's principal. The student must present the note to the school office before returning to class. The office will give an admittance slip to the student. This dated slip will permit the student to return to class and will indicate to the teacher(s) whether the absence is excused or unexcused.

If a student is absent from school a phone call from a parent must be received.

If a student is absent from school or a particular class for two days during the course of a week, a call will be made home to inform the parent of the absences.

4.017-1 Attendance Records

Daily records will be kept for every student and entered on his or her permanent record at the end of the school year.

4.018-1 Tardiness

Pupils who are not in their seats at the start of the school day are to be marked tardy. Only students with a valid reason accompanied by an excuse note will be excused. Traffic is not a valid reason unless mandated by the office prior to class beginning.

Pupils who arrive late must report to the office so a tardy slip can be given.

4.019-1 Truancy

Truancy is an absence without the knowledge and consent of parents and /or school staff. This includes leaving school without permission before the end of the school day or staying out of a scheduled class or activity without permission. Such action will result in suspension from school.

4.020-1 Retention

Students in kindergarten through eighth grade may be retained if they earn one or more F's for the year in core subjects, which include Bible, English, Math, Science, and Social Studies. If retained, the student will be encouraged to attend summer school and/or receive tutoring to strengthen their academic skills before the next school year. However, a retained student may still be promoted to the next grade if they meet one of the following criteria: (1) demonstrate at least one year's growth on the standardized test in all three areas—reading comprehension, language usage, and mathematics, or (2) attend summer school with a minimum attendance rate of 90%.

High School students who fail courses will not receive credit for those courses and will need to retake them if needed for graduation. A student failing 2 or more classes may be asked not to return in the fall.

Procedures for Retention

If, after careful observation during the first semester, a teacher feels retention is a possibility, he/she will consult with the principal. The teacher will then schedule a parent conference to discuss the child's academic and developmental progress. At this conference the possibility of retention will be suggested as well as specific plans for remediation.

Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the principal's approval. This conference will be scheduled at the earliest time possible during the second semester.

When a teacher has recommended retention, the principal may appoint a child study team. This child study team will be composed of the administrator(s), the particular teacher involved, other appointed teachers and the guidance counselor. The child study team will identify particular areas that need to be addressed and design an individual educational plan that will suggest appropriate intervention methods for normal growth to take place.

Once an individualized educational plan has been designed, the classroom teacher will implement the IEP and establish periodic communication with the parent.

In some cases, in spite of appropriate intervention, retention will still be necessary. The respective principal will make this final recommendation. If the parents do not agree with this recommendation, a conference will be scheduled with the parents, classroom teacher and principal. The desired result of this conference is to have parental consent for retention. We recognize this is a vital component for the retention to be effective. However, in extremely rare cases in which the school believes that promotion would be educationally detrimental to a student, the school reserves the right to retain a student.

General Principles During a Year of Retention

Retention of a student is insufficient in itself to guarantee success. New strategies will be identified at the beginning of the retention year. These will include both academic and behavioral expectations for the year. These strategies would be implemented to help make retention a positive and successful experience for the student.

During the second semester in which a student has been retained, the principal will meet with the classroom teacher and parents to evaluate the progress of the year and the impact of retention. This report will be placed on file in the student's cumulative record.

4.021-1 Credit for Tutoring

Credit for tutoring, other than home instruction, shall be granted under the following conditions:

The Administrator must grant prior approval.

The teacher shall be properly certified and shall be officially approved for tutoring at the school by the Administrator.

A maximum of two tutoring credits may be counted toward graduation.

The Administrator shall require the tutor to submit a record of the work covered and a report of the quality of the work done.

4.022-1 Transfer of Summer School Credit

Students must secure written permission from the Administration before enrolling in summer courses at another school. MSIL will recognize up to two full credits for summer work in any given school year. Summer courses should be taken to make up credits failed.

4.023-1 School Age

All students desiring to start Kindergarten must be five years old before September 1st of the school year in which they are to be enrolled.

4.024-1 Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (Public Law 9-380) is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their right under the prescriptions of this law.

4.025-1 Student Files and Cumulative Records

The school shall keep records, which will provide for the registration and attendance of pupils, and shall maintain an up-to-date permanent cumulative record of individual pupils showing personal data and progress through school, including academic achievement, health information and test results.

Parents may review their child's cumulative records in the presence of a designated member of school staff. Subjective information (such as discipline) shall remain in the cumulative file as long as the child is enrolled in MSIL.

4.026-1 Achievement Testing

End of year achievement tests will be given to all students K through 12th grades.

4.027-1 Semester Examinations

Students, grades 6-12, must take final semester examinations. These examinations are summative in nature and comprehensively cover all the facts, skills, and concepts covered during the semester.

4.028-1 Cheating

Cheating, a serious offense that will not be tolerated, will result in suspension or expulsion. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

If it is determined that a student has indeed cheated, the following actions will be taken:

The student will receive a zero on the assignment.

The principal will be notified.

The student will confer with the principal.

Appropriate discipline will be administered.

If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position. Cheating is a violation of honor and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.

A second offense will cause the student to automatically fail the nine weeks in the class where the offense occurred. A conference with the parent, student, teacher, and principal will be held.

A third offense will result in the permanent expulsion of the student from MSIL.

4.029-1 Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's excellent academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administrators must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students. At Manifestations School for Innovation and Learning, it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic progression as well as a steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

4.030-1 Advance Placement Requirement

For any student desiring to be placed into a MSIL Advanced Placement class they must meet and complete the following requirements.

- Must pass the prerequisite class with at least a B or higher.
- Must attend the Advanced Placement meeting held in the spring for all returning students.
- Must complete the summer assignments and turn them in the first day of class.
- May take the AP exam held in the spring. This is not to be considered their final exam.

4.031-1 Acceptance of Course Work for High School Credit

MSIL does not accept for high school credit any course work done outside MSIL except those transferred from an accredited high school. Exceptions may be made for students transferring from non-traditional programs (e.g. home-schoolers, international students, etc…)

4.032-1 Promotion and Graduation Criteria

Promotion shall be based on satisfactory progress and graduation shall be based on satisfactory completion of the requirements of Manifestations School for Innovation and Learning and the Florida Department of Education. In keeping with MSIL's philosophy of academic excellence, all students are expected to follow the requirements for an Advanced Diploma.

Standard Diploma

24 units of credit above the eighth grade, to include 1 credit of Bible for every year at MSIL, as a minimum, shall be required for graduation. The minimum quantitative requirements shall be:

English	4 Credits
Social Studies	3 Credits
Science	3 Credits
Mathematics	4 Credits
Health & Phys. Ed.	1 Credits
Bible	4 Credits
Electives	5 Credits

Advanced Diploma

24 units of credit above the eighth grade, to include 1 credit of Bible for every year at MSIL, as a minimum, shall be required for graduation. The minimum quantitative requirements shall be:

English	4 Credits
Social Studies	3 Credits
Science	3 Credits
Mathematics	4 Credits
Health & Phys. Ed.	1 Credits
Foreign Language	2 Credits
Bible	4 Credits
Electives	3 Credits

4.033-1 Instructional Methodology

MSIL wishes to encourage and promote the desire to learn in its students. This desire to learn should be activated by the use of multi-level material. The motivational attitude of the teachers is needed in all subject areas.

In order to attain our instructional program goals, certain procedures and methods must be developed and implemented by the administration and faculty.

The ability and maturity levels of the students must dictate standards of work expected and the method of presentation.

Each child must be given work that challenges him or her to perform at their maximum potential.

The teacher must organize classroom activities to provide a balance of listening, observation, expression, creativity, physical activity and relaxation.

A plan that assesses each student's progress.

Pupils may be grouped for instructional purposes.

Teachers should engage students in a variety of learning experiences.

Appropriate materials will be provided for varying levels of activities.

A comprehensive testing program will be provided. The purpose of the testing will be threefold:

- To prepare students for college entrance testing.
- To assist in the evaluation of the academic program.
- To assist administration and faculty in offering guidance for the students.

Teachers should demonstrate sound professional judgment in selecting, making, and using a variety of teaching and learning media.

The relationship between teachers and students must be conducive to learning.

Discipline will be fair but firm.

Emphasis will be placed on self-discipline.

The faculty should stand alone as those who have the authority to conduct the school, but they should also project accessibility and a sense of being involved together in the adventure and delight of learning.

A student's personal affairs will be discussed by administration and faculty in accordance with professional ethics and only as necessary to aid a student's progress.

The administrator, elementary principal, curriculum director and secondary principal will work with the teachers in improving the educational program of the School. They will help the faculty in improving their skills and aiding them to mature in their vocation by encouraging them to attend meetings in their instructional fields.

Resource persons should be engaged in the instructional programs to add meaningful learning to the classroom experience.

4.034-1 Parent/Teacher Conferences

MSIL believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

Parents will have the privilege of meeting with their child's teacher(s) in a personal conference at the end of each grading period. To receive their child's report card, the parent must attend a parent/teacher conference.

Teachers will also use letters, phone calls, regular progress reports, and web-based tools to communicate with the parents.

It is important that each parent schedule a conference with a teacher whenever a need or concern is evident. Parents should not feel limited to the personal conference. Many needs can be met through a simple conference between parent and teacher. Concerns need to be shared first between the parent and teacher. The principal is interested in all areas concerning students and the school and will be available for parent-teacher conferences following the initial parent-teacher contact.

4.035-1 Homework Policy

Manifestations School for Innovation and Learning recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable and is encouraged when it contributes to the child's education through individual work, responsibility, initiative, orderliness, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress. Care must be taken though, not to take away from the family unit by too much homework. Family communication and togetherness must be a priority.

Definition:

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student should complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

Practice: Most commonly given to help students master specific skills limited to material presented in class.

Preparation: Given to prepare students to gain maximum benefit from subsequent lessons.

Extension: Given to determine if students can transfer a skill or concept to another situation.

Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

Teacher's Responsibilities:

Teachers should plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments should clearly lead to the accomplishment of the course's instructional objectives. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment.

The timely and complete response to the student's homework assignment by the teacher is essential. Homework should be reviewed, recorded, and included as part of the student's progress evaluation.

Students should not be expected to deal with totally new skills or concepts in completing homework assignments.

Students should clearly understand the specific objectives, related purposes, processes, and due date of each homework assignment. To help students responsibly schedule their homework, they should be notified of the assignment as much in advance as possible.

Term papers and long-range projects, which are in addition to regular homework assignments, should be assigned far enough in advance to allow students sufficient time for completion.

Homework assignments should be reviewed, recorded and included as part of the evaluation of the student's learning program.

Homework assignments should be made based upon the needs of the individual student and of the class as a whole.

A variety of homework should be assigned to include practice, creative, preparation and extension assignment. Homework should not be given for disciplinary purposes or merely as "busy work."

It can be expected that some students may finish their homework assignments in school based on their schedule, study skills, and ability.

Some time should be provided within the class period to begin the assignment and respond to questions.

The homework assigned on middle and secondary level (7-12) by the teacher should be within reasonable limits and with an understanding of the fact that the student may be assigned homework from as many as five other teachers.

The following schedule should be followed for nightly homework assignments:

K5:	20 to 30 Minutes
1 - 3:	30 to 45 Minutes
3 – 6:	45 to 60 Minutes
7 – 8:	60 to 90 Minutes
9 – 12:	60 to 120 Minutes

Special circumstances may dictate that more or less homework than is normal may be assigned.

Elementary pupils of advanced ability who have mastered the work could be excused from routine homework and should be encouraged to spend their time on original and creative expression and/or research.

Pupils who are having difficulty and who require more individual help may require additional assistance after school or at recess and break times.

Teachers should minimize homework on weekends, holidays, and vacation. Family times should be encouraged during these special times.

Student's Responsibilities:

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning is not just a classroom activity.

Administrator's responsibilities:

Administrators should make sure that homework assignments are coordinated - to increase communication and cooperation among teachers so that students are not overburdened with heavy workloads from all of their teachers at the same time.

Parent/Home Responsibilities:

Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents should provide a suitable place and environment in the home for the completion of homework assignments. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework assignment. Parents should feel free to consult with the teacher about any question relating to the homework assignment.

4.037-1 Midterm and Final Exam Requirements

The following are the guidelines to be followed by all MS/HS teachers when administering midterm and/or final exams.

- Teachers will hand out at least one week prior to their semester exam, a review sheet containing pertinent information about the exam.
- Teachers will review for at least two class periods prior to the exam.
- All teachers must have a quarterly assessment. Projects may not be used in lieu of an assessment exam unless permission has been granted by the Head of School.

4.038-1 Grading Standards

The following chart lists the grading standard to be used in the school program:

Grades K – 12:

Letter Grade:	Percentage Range:	GPA Equivalent:
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	59 and lower	0.0

4.039-1 Grading/Report Periods

Grades 6-12

Each semester will be divided into two (2) nine-weeks grading and reporting periods. In computing the final grade for the course, all grades will be determined in the following manner:

Semester 1	Semester 2
1st Nine Weeks – 37.5%	3rd Nine Weeks – 37.5%
2nd Nine Weeks – 37.5%	4th Nine Weeks – 37.5%

Exam – 25%	Exam – 25%

Grade K-5

Students in Grades K-5 will follow the Nine Weeks Reporting Program, in which report cards will be issued two times each semester and four times annually.

4.042-1 Discipline and Consequences

MSIL adopts a biblical approach to discipline utilizing restorative practices and biblical doctrine (Matthew 18). Teachers will monitor student behavior and administer equitable discipline. More egregious offenses will be referred to the school's administration. This may include, but not be limited to vandalism, fighting, and blatant disrespect of authority.

4.042-2 Cell Phones

Possession of any portable communication device, including any beeper, cell phone, or other similar device that is capable of receiving or transmitting audio, video, picture, or text messages, on school property and during the school day by an elementary school student is not permitted. A middle or high school student may possess such a portable communication device on school property during the school day and while in after-school activities; however, the device must be out of sight, turned off, and used only with authorization from the principal or his or her designee. In addition to other disciplinary action associated with the possession or use of a portable communication device in violation of this provision, any such portable communication device shall be subject to confiscation by school officials and returned only to the student's parent.

4.043-1 Explanation of Consequences

Loss of Play Time (K-5): 5-10 minutes spent sitting quietly during recess.

Loss of Privileges (K-5): Not able to serve as line leader, door holder, teacher's helper, etc.

Lunch Detention: Student will be confined to a specific room during lunch. They will not be allowed to talk. Student will be permitted to eat their lunch.

Note Home: A report of misconduct to be signed by a parent and returned the following day.

In-School Suspension: Removal of a student from the classroom. Work assignments are done and are due, but no higher grade than a 70 will be given.

Suspension: A student may be suspended from school, only after a parent-principal disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent-principal conference will be necessary for the student to return to school. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than a 70 may be received. Disciplinary probation is invoked when a student is suspended from school.

Expulsion: Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category C rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the Administrator.

4.044-1 Suspension

The administrator has at all times the authority to suspend a student.

The length of suspension will be 1-5 days as determined by the administrator.

The reasons, which would give cause for suspension, are:

Continued deliberate disobedience/disrespect displayed.

A rebellious spirit that is unchanged after much effort by the school staff.

A continued negative attitude and bad influence upon other students.

A serious breach of conduct inside or on grounds of the school that has an adverse effect upon the image of the school.

Failure of the student to comply with the disciplinary actions of the school.

Failure of the parents to get recommended professional help for exceptional children.

4.045-1 Expulsion

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

Procedure:

In the case of such an offense, the matter will be referred to the Administrator.

The Administrator will then make a decision as to expulsion.

The Administrator has the authority to expel any student for non-compliance with the rules and regulations of the school.

If a student is expelled from MSIL, the parents are still obligated to pay the full year's tuition.

4.046-1 Student Grievance Procedure

In the event that any student or group of students shall feel aggrieved on account of any policy of MSIL, or actions of its agents or employees, said student or students shall be entitled to use the following method of obtaining reconsideration.

The student or students or parent or their agents shall file a written request with the Administrator of the School setting forth in detail the action or policy that is the basis of the grievance. The Administrator may initiate a hearing or discussion on the basis of this written request.

If the grievance is not settled after being filed with the Administrator, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Administrator, file a written notice or copy of said grievance with the President of the Board requesting that the board review the same. The President of the Board shall determine within fourteen days whether to grant redress or refer the matter to the board.

During the pendency of any grievance the policy or action being appealed shall be enforced except as it may be modified by order of the board.

4.047-1 Probation

Probation is invoked when a student has a serious problem and gives a student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed or asked to withdraw from the school.

Invoking Probation:

The probation will take place after the Principal has reviewed the student's behavior, attitude and/or academic performance.

A conference is held with the parents, the student and the administrator to give notification and explanation of the probation.

A written letter explaining probation, making suggestions for parental action and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school will be sent to the parent

The Probation Period:

Probation will last for 4½ weeks following an administrator's conference with the parents and student.

Student activities will be limited and all positions of trust and responsibility must be relinquished during this time.

Each week the parent(s) will receive an updated report as to the progress being achieved by the student.

Future Probation:

Faculty action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation by the faculty that the student be dismissed or withdrawn from the school.

4.048-1 Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully the deficiency will be improved to a satisfactory or passing level. If not, the principal will decide if the student will be able to continue at Manifestations School for Innovation and Learning.

Academic probation will be invoked in the following manner:

A student who achieved a grade of a 69% or lower in any class, evaluated at the end of each 4.5 weeks, will be placed on academic probation. The remediation for a student will be 3 days per week mandatory study hall with the deficient subject. A probation sheet will need to be signed by the teacher with the time and date and comments of concerning the student's progress. The student must stay with that teacher for a minimum of one hour for each of those three days. While they are with that teacher, the student will focus on that class only. The teacher will help the student to correct work and understand concepts that have not been mastered.

After being placed on probation, if a student receives one F the following grading period, the principal will decide if the student will be allowed to remain in the school.

Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:

- The student has attended another school for one full semester.
- The student has completed a full academic load for the semester.
- The student received no grade lower than a "C" in any subject.

4.049-1 Standards of Dress (Uniforms)

All students of MSIL shall wear uniforms. The uniforms shall be approved by the Advisory Council and shall be worn in accordance with rules established by the Administrator subject to approval by the Board.

General Guidelines:

It is required that every student be in uniform on their first day of attendance at the school.

All re-enrolling students are required to be in uniform on the first day of school.

The guidelines are intended to create a "business-casual" environment.

Students are expected to wear a uniform shirt with the school's embroidered logo, navy blue or khaki pants, shorts, or skirt with a belt, visible socks, and closed-toe shoes (with a back).

Students should tuck shirts in so that belts are visible.

Denim pants or jeans are not allowed.

Clothing depicting alcohol, tobacco, drugs, or other objectionable material is prohibited.

Sandals, open-toed or backless clogs are not permitted.

Hair should be kept neat and clean and be out of the eyes.

Caps or hats may not be worn inside buildings.

On Fridays, students may choose to wear the official, spirit tee school shirt. The Friday t-shirt does not have to be tucked in and can be worn with denim jeans or shorts. Those choosing not to wear the Friday shirt must be dressed in regular school attire. Spirit T-shirts are available for purchase at the school.

Physical Education

Elementary students wear regular school clothes to physical education classes. They should wear tennis shoes on P.E. days. Girls may wear shorts or slacks under their dresses/skirts.

During P.E. classes, high school students wear tennis shoes, regulation shorts, shirt, and socks. Jogging outfits may be worn during the winter.

Dress Code Violations

Obvious violation of the dress code will necessitate a student remaining in the office until the parents bring a change of clothing or take the student home until the dress code is met. The resulting absences are unexcused. Teachers should note violations of dress code standards and will provide counsel and warning as necessary for students. Secondary students are expected to monitor their own appearance and will not receive warnings about their appearance after Orientation. Areas of subjectivity are left to the discretion of the teachers and Administration.

Summary

The MSIL dress code is presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled in MSIL. The intent of the standards is to present a school business atmosphere. The school does not impose rules for students outside of school; rather the school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day.

4.050-1 Policy on Fornication

Purpose

The potential for serious moral misconduct of students is as real in a Christian school as well as in the world. This is particularly true with the de-emphasis by secular institutions of moral values and the substitution of humanistic principles. This policy defines the issues of fornication and the responsibility of MSIL to maintain Biblical standards and discipline in accordance with those standards. The school is not the primary entity responsible for corrective discipline. That is the responsibility of the parents and their local congregation. Therefore, the thrust of the school's action must be the maintenance of conduct standards and the presentation of the Biblical role model.

Action

In all cases of fornication, the Administrator will expel the parties involved. The duration of the expulsion shall not be less than one full semester after the semester in which the expulsion was made and no student will be readmitted until genuine repentance is evident. If pregnancy is involved, neither party will be considered for re-commission until the semester following the semester in which delivery occurred.

4.051-1 Student Pregnancy

It is the policy of the Board to deal with each pregnant student on an individual basis.

Certain privileges will necessarily be denied, but pregnancy in and of itself will not automatically exclude a student from completing his/her coursework at Manifestations School for Innovation and Learning.

The following guidelines will apply:

Girls who become pregnant while still a student at MSIL will not be permitted to attend classes or participate in extracurricular activities after the fifth month of pregnancy.

The girl will be encouraged to give birth to the child.

A program of home study will be established.

If the father is also a MSIL student, the same restrictions and opportunities for home study will be applicable to him.

Counseling will be offered to both individuals and to their families.

4.052-1 Use of Playing Cards, Drugs, Alcohol, and Tobacco

For the sake of personal and school testimony, students are not to have or use regular playing cards or dice while under school jurisdiction. Total abstinence and absence (use or possession) from tobacco, alcoholic beverages, and non-prescribed use of drugs is expected of all students at all times (Twenty-four (24) hours per day, seven (7) days per week). Students taking medicine or prescribed drugs are to follow school written guidelines (I Cor. 6: 19, 20; I Cor. 8: 9).

4.053-1 Drug and Alcohol Policy

As a matter of policy, Manifestations School for Innovation and Learning will investigate fully any incident suggesting drug or alcohol involvement on the part of students, faculty, staff, or parents. Manifestations School for Innovation and Learning reserves the right to drug test any student, faculty, or staff member where suspicion exists. Confirmation of drug abuse will be reported to the appropriate legal authorities, and will subject the individual (s) involved to immediate disciplinary review by the Administrator.

4.054-1 Honor Roll Recognition

Honor roll recognition is awarded as follows during each grading period:

Principal Honor Roll requires a 4.0 Grade Point Average for high school, or a 90 to 100 numeric average in all other grades, with no grade lower than an A.

Honor Roll requires a 3.0 – 3.999 for high school, or a 80 to 89 numeric average in all other grades, with no grade lower than a B.

4.056-1 Academic Honors Awards Program

At the conclusion of the academic year, a special program is held for the purpose of honoring students who have excelled in numerous academic endeavors during the year. Elementary and Secondary students have separate programs.

4.057-1 Evangelism of Students

MSIL shall accept students from non-Christian families providing the families are in agreement with the purposes and practices of the School. It shall be the policy for each teacher to give a clear presentation of the Gospel to each student during the course of the year and for each teacher to know where each child in their class stands in regard to a relationship to Christ. It is the desire of the School that every student have a personal relationship with Christ and that the Gospel be made a natural part of the process.

4.058-1 Church Attendance

Believing that our role at MSIL is to assist the home and the Church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at their Church. We do not feel that we are working in harmony

with the home if the family is not active in Church (Heb. 10:25).

4.059-1 Faith Talk

Faith Talk is held daily. The administrator or designated individual is responsible for conducting the Faith Talk session. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies.

4.060-1 Prayer

Students are trained to pray throughout the school day: before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

4.061-1 Bible Version for Classroom Use

MSIL recognizes the New American Standard Version as the translation normally used in the classroom for study, quotation, and memorization. This decision was made for several reasons:

The modern language, grammar, syntax, and style

The ease of reading

The accuracy of the translation

The strengths of the NASB may be viewed by some as weaknesses and another translation preferred. In those cases the parents may request in writing an exception for use of another translation (not a paraphrase) by their child for memorization.

The use of the NASB is authorized for all grade levels on the date this policy is adopted by the Board.

4.062-1 Bible Memorization

Each student will be involved in Bible memorization each year. It is desired that each student learn one verse per week. These verses will be in accordance with Bible curricula for each grade.

No student should be required to pass a quiz on Bible memory if the teacher has not memorized the same Scripture.

There shall be periodic review with each student to ensure continued memory of each Bible selection. Each student should be able to identify all of the Books of the Bible. Frequent checking of this should take place in each class.

4.063-1 Curriculum and Textbooks

The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.

At MSIL the student purchases some textbooks and others are on loan to the student. Children are responsible for their texts and should damage or loss occur, they or their parents are accountable for replacement fees.

It is generally hoped that non-consumable texts will have a usefulness of five years after which they will be replaced by a new adoption. For this reason, all hardback texts must be covered at all times.

Curriculum committees are composed of teachers and administrators. They screen potential textbook adoptions to determine how closely they align with Manifestations School for Innovation and Learning's philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria.

It is recognized that Christian publishers provide a distinctive Christian perspective especially needed in the social and physical science areas that have been so strongly influenced by the humanistic philosophy. Christian publishers provide an emphasis on Christian values and Christian thinking.

On the other hand, secular publishers often provide excellent teacher helps for skill building. Also, some subject areas such as math (less distorted by the humanistic philosophy) may be better presented pedagogically by secular publishers. These publishers may also, unintentionally, provide material that allows the teacher to guide students in critical thinking and Scriptural evaluation of humanistic values.

All curricula will follow the philosophy of MSIL.

Teachers will not stray from the subject content of their curriculum.

4.064-1 Course of Study

MSIL provides a graded course of study for grades K through 12. Provisions are made for periodic evaluation

of courses of study and for revision in order to keep pace with societal and educational change. Curriculum development reflects MSIL statements of philosophy and purpose, and is based on reliable findings from the sciences dealing with child growth and development, and learning. The methods of instruction are ones that promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

4.066-1 Library Guidelines

The MSIL library has been established to provide the following:

Books which have spiritual value

Material that offers insight and understanding into philosophical thought contrary to Christian truth without making it desirable to emulate

Volumes of classical literature

Reference material that will encourage student research

Wholesome recreational reading

In light of these purposes the library will include books that:

Model positive character traits

Show conclusive results of actions whether positive or negative

Clearly draw the line between good and evil

Will not contain blatant and objectionable language

May include humanistic influence in parts of the book when the major thrust emulates wholesome values.

Book Selection

To ensure that books being selected follow these guidelines, criteria will be established for evaluating specific books in areas such as language and theme.

Parents shall be informed that the books selected for the library shall not all be Christian or acceptable to every family. Because it is the school's desire to teach students to critically evaluate what they read, some non-Christian materials will be included. It is important for parents to know that they should be actively involved in helping their children evaluate what they read and further censor where they feel it is necessary.

Response to Users' Concerns

Determine the actual concern and gather the information for the purpose of having in writing the actual objection of the work on the school's approved form.

The librarian will review the users written request with the Principal to determine future action.

If the objection is valid, apologize for it, and correct. If it is not valid, clearly explain why the work is used.

4.068-1 Physical Education

Physical education or recess is provided for each student in grades K-5. Students in kindergarten will have P.E. and recess outdoors or indoors depending upon the weather and the teacher's discretion. Students in grades 1-5 will have P.E. indoors.

Physical education is important to the development of good physical and mental health. All activities are planned in the best interests of a child's safety.

A student is required to participate during P.E. unless there is a note from a physician indicating that a student is not to participate. If such a note is received, the student will be excused from P.E. class until a note from the physician indicates otherwise.

A student may be excused for not more than three days at a time with a note from a parent. This may be done in cases of minor injury and/or sickness from which the student is recovering. No student will be excused more than 3 days unless there is a note from an attending physician.

4.069-1 Special Education

Students with disabilities are eligible for admission when the MSIL program is deemed appropriate for their needs.

The school does not have a Special Education Teacher.

As appropriate, modification may be made for a student in the regular classroom setting to meet the needs of student.

As appropriate, the school will coordinate with the Hillsborough County Public Schools to provide a special education program to meet the unique needs of the students.

Screening Applicants

The school shall provide screening procedures designed to identify children who need special education programs and services.

4.076-1 Closed Campus

MSIL is a closed campus. This means no visiting students are allowed in or around the school during normal school hours of 6:30 a.m. to 6:00 p.m. Additionally, students may not leave the property or exit the building without written consent of a parent. Outside doors are locked and are not to be opened for any reason.

4.078-1 Guidance Program

The school shall seek to guide all students in proper directions beyond high school. The Success Coach, faculty, and administrator shall work conjunctly in providing guidance for high school students in spiritual needs, academic needs, and in seeking vocational direction.

4.080-1 Senior Trip

It is recommended that all senior trips be no longer than three days. The trip is to be planned by the senior class in conjunction with their advisor and is to receive final approval through the administrator. The trip is to include educational and cultural experiences. In order to be approved, the senior trip must be approved by January 15th of the graduation year.

4.081-1 Student Organization

Each of the high school classes and the junior high will elect a President, Vice President (who will serve as Student Council representatives,) Secretary and Treasurer. Each high school class is assigned a faculty member as an advisor. The advisor is to remain with the same class through high school.

4.082-1 Student Council

The student council will be made up of the elected vice presidents of each class, and two students elected from the student body.

The elected representatives will elect a chairman and secretary-treasurer from this group.

A faculty member will be appointed by the administrator to serve as advisor.

The duties of the student council are as follows:

- Help in planning a community service project.
- Plan special holiday activities.
- Serve as the students' voice to the administration.
- Promote school spirit and Christian attitudes in the student body.

4.083-1 Student Drivers

Students will be issued a parking permit which must be displayed in the rear window of the student's car. Any car parked in the school's lot must be registered with the office.

Students must adhere to the posted 5 MPH speed limit. There shall be no congregating of students in the parking lot before or after school. Additionally, music shall not be audible from vehicles. Students will not drive over any medians. Safe driving practices shall be exercised at all times. Any infraction of these policies will result in the student's driving privileges being revoked.

4.084-1 Field Trips

The educational program shall include excursions and trips by pupils under the supervision and instruction of teachers to museums, art galleries, places of historical significance, industrial and civic interest, fields and woods for nature study and institutions or places of similar character which, in the opinion of the Administrator, may promote the education of such pupils as he may authorize to take such a trip. The administrator shall approve the place to be visited and the method of transportation. All such trips will require the prior written consent of the parents of each student attending.

4.085-1 Fund Raising by Student Organizations

All proposed fund raising activities must be submitted to the Administrator in writing for approval, prior to implementation. All fundraising must follow the guidelines set forth in 2.001-1.

Approval will be based on the following principles, approved by the Board:

Solicitation of gifts on an across the board basis will be limited to special situations such as scholarship funds. Solicitation of gifts from a small group of individuals with particular interest in a particular need (such as a piano or a tennis court) will be permissible. Gifts may not be solicited from unbelievers, and no high-pressure tactics, including assignment of quotas, may be used. Giving

should be structured in such a way as to encourage anonymity. (Matt. 6: 2—4)

Sale of goods and services, or coupon books at fair prices is the preferred method of fund raising for student activities. This could include car washes, yard work, baby-sitting, tutoring, or other similar activities. No high-pressure tactics, including the assignment of quotas may be used. The funds should be designated for a specific use related to the function of the organization or group.

Sale of raffle tickets, or other products at above market value is not in keeping with the principles of the school and will not be permitted.

The above guidelines are consistent with Biblical principles concerning giving and working.

4.086-1 Food Program

MSIL provides hot lunches daily. Due to health codes and regulations, there are no facilities available to students for warming food.

4.087-1 Inclement Weather

In the case of inclement weather, MSIL will follow Hillsborough County Public Schools. If Hillsborough County Public Schools are closed, we are closed. (If Hillsborough County Public Schools are opening two hours late, Manifestations School for Innovation and Learning will open two hours late, etc…).

Whenever it is announced that Hillsborough County Public Schools **and** the Federal Government are closed, then MSIL along with Before School Care and all other programs are closed.

Exceptions may be made at the discretion of the Principal. All parents will be notified by telephone.

On rare occasions, the school may have to close after classes have begun because of the onset of severe weather warning, snowfall or pending ice storms, etc. In such cases, parents will be notified by telephone that school is closing and they will be asked to arrange for transportation to get their children home safely. CHILDREN WILL NOT BE RELEASED TO ANYONE OTHER THAN A PARENT OR GUARDIAN UNLESS FORMAL NOTICE IS MADE IN WRITING. It must originate from the parents or guardian.

4.088-1 School Calendar

The administration shall establish an annual school calendar that shall meet or exceed the requirement of LCS accreditation guidelines for a school year of 180 school days or an equivalent of 900 net instructional hours for students in kindergarten through 12th grade.

4.089-1 Class Schedules

Elementary Class Schedules

The elementary schedule is to be supervised by the principal.

Each elementary teacher is responsible for establishing a daily instructional schedule.

Sixth through Twelfth Grade Class Schedules

The principal shall design a class schedule that will best meet the needs of all students. The schedule shall have periods of at least 45 minutes.

To receive one full credit, a class must meet a minimum of 150 hours per year.

To receive one-half credit, a class must meet a minimum of 75 hours per year.

4.090-1 Before & After School Care

Due to the number of students who arrive at school before 8:00 a.m., a before school care program is implemented with the following guidelines:

All students arriving before 8:00 a.m. will go to the cafeteria.

Only those students involved in a teacher sponsored after-school activity will be allowed to remain on campus after school.

The supervisors may direct the use of the time in a manner that is considerate of the needs of the students involved.

Students may be dropped off at the school as early as 7:15 a.m.

Any exceptions to the above policy must have the approval of the administrator.

Children of the staff members are to be in their parent's classroom before and after school unless otherwise engaged in another school activity.

4.091-1 School and Community Relations

The school-community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services that are available to the school community. An informed citizenry is essential for complete cooperation and support.

4.092-1 Transportation of Students

Parents of MSIL students provide transportation for their children to and from school.

All parents and staff must adhere to designated traffic patterns.

High schoolers with proper licenses may drive to and from school. Vehicles must be registered with the school office. Students must park vehicles in designated areas upon arrival, return to their vehicles only with passes, and leave school grounds immediately following dismissal. Driving privileges may be suspended for unsafe driving or violation of driving rules.

The school shall furnish transportation to some events not on campus. Students must have written parental consent to ride in school vehicles.

Drivers of school vans or cars must have proper licenses and be age 21 or older.

Manifestations Worldwide Inc. must approve drivers of the school van and they must be added to the organization's insurance.

4.093-1 Student Outside Jobs

High school students are not to leave school in order to work at outside jobs. Any deviation from this will be decided by the administration.

4.095-1 Graduation Ceremony

MSIL shall plan a traditional graduation ceremony at the end of the school year to honor graduating seniors. Guest speakers shall be appointed by the administrator.