



2016-2017 Employee Handbook

MOUNT PARAN CHRISTIAN SCHOOL
1275 Stanley Road • Kennesaw, Georgia 30152 • 770-578-0182
Dr. David Tilley, Headmaster • www.mtparanschool.com

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Section One: INTRODUCTION

History

In 1976, with a staff of only two, the Mount Paran Christian School Learning Center was established. The program began with a preschool and kindergarten program at the Mount Paran Central Church of God location in Atlanta, Georgia. The initial success of the program brought significant changes in only the second year of operation. The year 1977 brought together a combined first and second grade class, an after-school program, the development and adoption of the Mount Paran Christian School (hereafter designated as MPCS), and the establishment of the first official MPCS school board. Success continued in 1978 with the development of third and fourth grade programs. Between 1979 and 1982, one additional grade per year was added. In 1980 the vision for a learning disability program became a reality. In 1982 the eighth grade program became an integral part of the school program.

During the 1984-1985 school year, the Southern Association of Colleges and Schools found the MPCS elementary program to be in full compliance with all Association standards, awarding the elementary and middle schools their full accreditation. Acquisition of a sixty-five acre site on Allgood Road, Marietta, Georgia, in 1985, provided fulfillment of the vision for a total high school program. Existing facilities on the acquired property were renovated and enhanced. With ninety-four students, the high school program began in 1986 with grades nine through eleven. The following year grade twelve was added. At that time, Mount Paran Christian School received its full accreditation through the Southern Association of Colleges and Schools (SACS) for grades kindergarten through twelve. Since then, the preschool has also become accredited.

With the rapid expansion of the middle school and high school instructional areas, establishment of a well planned, highly structured athletic program followed. A gymnasium was built; the soccer field and tennis courts were completed. New baseball, softball, and tee-ball fields were constructed. In 1986 MPCS became a member of the Georgia High School Athletic Association. With

an experienced athletic director, and a staff of quality coaches, participation in interscholastic varsity and junior varsity sports has become an important aggregate of the MPCS program.

In 1994 additional classrooms were required in the elementary school to facilitate growth. Fine Arts courses were also added, and drama and musical performances were produced each year. Choral and instrumental groups from MPCS attend a yearly musical festival and have received numerous superior ratings. State-of-the art computer labs were added. In 1997, a 17,000 square-foot playground was built.

We continue to develop a rich history. MPCS moved to its current location in September, 2003.

In December of 2007, Mount Paran Christian School purchased the beautiful performing arts center adjacent to the school property. With its 600-seat theater, black box theater, dance studios, exquisite grand lobby, state-of-the-art recording studios, band and choral rehearsal spaces, practice rooms, classrooms, and numerous amenities, the purchase was a welcome addition to the growing campus.

In January, 2008, the building was named the Murray Arts Center at Mount Paran Christian School, in honor of the Stuart and Eulene Murray Family Foundation, who made a generous donation toward the purchase of the building for the school.

Heads of School

Judy Thiel	1976 - 1977
Jean Myrick	1977 - 1982
Vernon Klautt	1982 - 1984
David Tilley	1984 - 1988
Gary Cooper	1988
Gary Ray	1988 - 1990
James Heyman	1990 - 1992
Susan King	1992 - 2004
David Tilley	2004 - present

Mission

The mission of Mount Paran Christian School (hereafter known as MPCS) is as follows:

Providing academic excellence in a Christ-centered environment, Mount Paran Christian School unites with home and church to prepare servant-leaders to honor God, love others, and walk in Truth. This is achieved through well-developed experiences within a framework of a Christian worldview. MPCS stands as a “place where faith and intellect grow as one.”

Vision

Mount Paran Christian School will become the exemplary Christian school in the Atlanta area as defined by the development of Christ-centered servant-leaders and quality academic preparation.

Philosophy

MPCS believes in holistic education. While participating in a sequential academic curriculum, students are challenged to strive for personal excellence, extension of self-confidence, development of strong study skills, and demonstration of respect and responsibility toward themselves and others. During their years at MPCS, students are encouraged to become self-disciplined, to develop a positive attitude toward life-long physical fitness and good sportsmanship, to grow in an awareness of their obligations as responsible citizens, to appreciate the fine arts, and to mature in their relationship with God. Students are involved as thinkers, producers, and contributors, as each teacher guides them through properly sequenced learning tasks, thus facilitating the students' recognition of their own unique talents. Instructors at MPCS are pledged to increasing academic achievement through the use of standard and innovative teaching techniques. Teachers serve as role models and Christian examples for students. Interaction between faculty and students is enhanced through co-curricular activities, such as student government, academic clubs, athletics, fine arts, and worship.

Mount Paran Christian School does not discriminate on the basis of race, color, birth gender, protected disability, national or ethnic origin, genetic disease or disorder, or protected age in the administration of its admission, academic, athletic, and employment policies. The educational experience is enriched when the

programs and activities at MPCS are shared by individuals with varying backgrounds. Dedication and loyalty to this philosophy are expected from every employee.

Beliefs

- MPCS is a community committed to “academic excellence in a Christ-centered environment.” Emphasis is on providing a quality academic program integrated with truth from the Bible. Jesus Christ, being our model for teaching and conduct, enables administrators and faculty to love and nurture students in order to inspire them to experience God’s love for themselves and to respond to this love by living a life of commitment to Him.
 - The operational practices of MPCS are biblically based. Faculty, staff, and students should exhibit an understanding of biblical knowledge. Because God created each of us as unique individuals with varying gifts and talents, MPCS strives to support all students in realizing their greatest academic and spiritual potential and to guide their development.
 - Students perform best when they have appropriate opportunities for success, as well as challenging expectations. They should be actively involved in solving problems requiring critical thinking, integrated skills, and application of essential knowledge.
 - Behavior issues should be dealt with in a manner that reflects God’s love. Students should be instructed in appropriate behavior that focuses on accountability, respect and responsibility.
 - Christian education is valuable and requires additional commitment on the part of administrators, teachers, staff, students, and parents. The entire school community shares the responsibility of advancing the school’s mission. Prayer for our school, the administration, the teachers, the students, and their families will enable everyone to fulfill all of the beliefs and undergird all of our activities.
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- As a covenant Christian school, Mount Paran expects each of its participating families and all MPCS employees to share a commitment to the Christian faith and involvement in the ministry of a local church, regardless of denominational affiliation. Additionally, written statements of faith and pastoral references are required for acceptance consideration. Mount Paran Christian School is committed to a Christ-centered education and seeks to integrate that faith in all aspects of school life.

Elastic Clause

The information set forth in the Employee Handbook is not a binding employment contract, and none of the provisions contained herein shall be deemed to create a vested contractual right. Instead this handbook is provided to offer a set of guidelines for the implementation of MPCS's employment procedures and policies. The MPCS administration explicitly reserves the right to appeal, modify, or amend any of the provisions of these procedures and policies at any time and without notice.

Statement of Faith

Mount Paran Christian School is a nondenominational, covenantal school that is unapologetically Christian in its mission, vision, and programs. All staff, students, and parents sign the following Statement of Faith identifying their shared commitment to the Christ-centered purpose of MPCS.

- We believe that the Holy Bible is the inspired, infallible, and authoritative source of Christian doctrine and precept.
 - We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
 - We believe that man was created in the image of God, but as a result of sin is lost and powerless to save himself.
 - We believe that the only hope for man is to believe in Jesus Christ, the virgin-born Son of God, who died to take upon himself the punishment for the sin of mankind and who rose from the dead, so that by receiving him as Savior and Lord, man is redeemed by His blood.
 - We believe that Jesus Christ, in person, will return to earth in power and glory.
 - We believe that the Holy Spirit indwells those who have received Christ for the purpose of enabling them to live righteous and godly lives.
 - We believe that the Church is the Body of Christ and is comprised of all who, through belief in Christ, have been spiritually regenerated by the indwelling Holy Spirit. It is the responsibility of the church to nurture Christians and to spread the Word of Jesus Christ worldwide.
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Section Two: EMPLOYMENT

Employment Information

Equal Employment

Mount Paran Christian School does not discriminate on the basis of race, color, birth gender, protected disability, national or ethnic origin, genetic disease or disorder, or protected age in the administration of its admission, academic, athletic, and employment policies.

Types of Employment

MPCS employees are exempt or non-exempt, part-time (working less than 30 hours per week) or full-time (working 30 to 40 hours per week). Exempt and non-exempt status is determined based upon guidelines established by the Fair Labor Standards Act (FLSA). Those employees who are determined to be exempt under FLSA guidelines are not eligible for overtime pay. MPCS employees shall either be probationary or non-probationary employees. All first-year employees will be employed on a probationary basis for the first 60 days. Probationary employees will be observed and evaluated by the immediate supervisor during this period. At any time during this probationary period, the new employee may be terminated at the discretion of the headmaster.

Employment Categories

ADMINISTRATIVE LEADERSHIP TEAM – The administrative leadership team shall be responsible for the administration of MPCS. These positions report directly to the headmaster, or another administrative officer, with the headmaster reporting to the board of trustees.

FACULTY – The faculty of MPCS consists of teachers and paraprofessionals. Faculty members are responsible for instruction of the approved curriculum. Faculty members are employed for a 190-day contract period, with compensation spread over a 12-month period. (New employees are on a 191-day contract their first year of employment.) Faculty members are responsible to the headmaster, through their respective administrators. A faculty member may be part-time or full-time as stated

in the contract. Faculty contracts begin August 1 and end July 31.

STAFF – The staff of MPCS shall consist of non-faculty members. Staff members may be part-time or full-time and will also be employed with a contract. Staff contracts begin July 1 and end June 30 unless the hire date is after July 1, whereby the contract will begin on the first day of employment at MPCS.

HOURLY STAFF – Most housekeeping, maintenance, security, copy center, after school care, and some other staff support positions are employed on an hourly non-exempt basis. Hourly staff work hours are kept on a time management system. In addition, all hourly employees must clock in and out for lunch. Time entries will be validated by the area administrator for accuracy. Overtime must be approved in advance by the area administrator.

Workplace Discrimination

MPCS believes a valuable element of education is the development of respect for all individuals, regardless of race, color, gender, national or ethnic origin, genetic disease or disorder, protected age, and protected disability. Prohibited acts of bigotry include, but are not limited to, racial or gender discrimination, ethnic or other types of slurs, insults, intimidation, harassment, and other conduct directed toward another person's race, color, gender, disability, genetic disease or disorder, age, national or ethnic origin that, under the circumstances, would tend to provoke that person to an immediate, violent response. Any employee who engages in such an act while on school grounds or during a school activity may be subject to disciplinary action up to, and including, termination. As a covenantal Christian school, it is our sincerely held religious belief that sexuality, sexual conduct, and sexual identity must conform with biblical standards as framed by the school's Statement of Faith and Covenant Agreement.

Employees are encouraged to discuss any potential discrimination matters informally with the appropriate administrator. However, if an employee feels that a formal complaint of discrimination should be made, the following procedure should be used. The complaint is to be presented orally and in writing to the appropriate administrator within three calendar days of the alleged incident, or as soon as possible.

- If the complaint of discrimination is against an administrator, it should be taken to the

next highest level.

- Evidence, witnesses, and documentation may be presented at the time of the complaint. A written response to the complaint will be made within 10 business days from the receipt of the complaint.
- In all cases of discrimination, an investigation shall occur to the extent necessary to determine the validity and scope of the allegations. In the event evidence of discrimination or harassment based on race, color, gender, national or ethnic origin, protected age, genetic disease or disorder, and protected disability exists, the headmaster shall be notified and a written report of the investigative findings shall be filed.
- Nothing contained herein will prevent MPCS from investigating alleged cases of discrimination based on race, color, gender, national or ethnic origin, genetic disease or disorder, protected age, and protected disability.
- Title II of GINA (Genetic Information Non-Discrimination Act) strictly prohibits information from employees, and using this information to make decisions regarding hiring, firing, or any other term of employment. GINA also states that employers, including labor unions and employment agencies, must adhere to strict guidelines regarding genetic disease or disorder, and that it is prohibited to retaliate against an individual for opposing acts made lawful by GINA. GINA requirements apply to all private, state, and local government employers with 15 or more employees.

At-will Employment

Nothing contained in the staff handbook in any way creates an expressed or implied right to a contract of employment or renewal of a contract or employment. All persons employed in the State of Georgia fall within the scope of the State's at-will laws. Nothing contained in the handbook in any way alters the at-will nature of employment, except to the extent that such right has been restricted by the terms of any employment contract. This means that MPCS has the right to terminate any employee at any time. Under the laws of the State of Georgia, employment is not guaranteed.

Immigration and Control Act

In compliance with the Immigration and Control Act of 1986, Mount Paran Christian School hires only American citizens and authorized aliens. New employees must complete an Employment Verification Form (I-9) and provide two forms of I-9 required identification to prove eligibility.

E-Verify

MPCS will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

If the Government cannot confirm that you are authorized to work, MPCS is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

MPCS will not E-Verify to pre-screen job applicants or to re-verify current employees and will not limit or influence the choice of documents presented for use on the Form I-9. In order to determine whether Form I-9 documentation is valid, MPCS uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

Job Posting Guidelines

Once an open position becomes available, the office of human resources will provide appropriate information concerning job opening(s) to Mount Paran Christian School employees wishing to pursue other positions at MPCS.

MPCS internal candidates must inform their area administrator of their interest in an MPCS opening before they are selected for an interview.

If an internal candidate is selected for the position, the current and future area administrators must develop an effective transition plan while considering the needs of both areas. The plan should be reasonable and mutually agreed upon.

All open regular, full and part-time staff vacancies will be posted for a minimum of two weeks. Generally, positions are posted as "open until filled" unless specified otherwise. A vacant

position is considered an “open” position when one of the three exceptions has not been met:

1. A vacancy filled by an internal department promotion.
2. A vacancy filled by a temporary or substitute employee who was already working in the position.
3. Approval from the headmaster indicating that a previously selected candidate may fill a vacancy without posting the position.

All postings and advertising for open staff positions must be coordinated with the office of human resources. Human resources will collaborate with the director of communications on editing and placement of all media advertisements.

Extraordinary job advertising costs must be pre-approved by the area administrator and the chief financial officer before the advertisement is placed by human resources.

Hiring Guidelines

In accordance with our equal employment policy, Mount Paran Christian School (MPCS) seeks to promote and maintain equal employment opportunities in accordance with applicable laws and regulations with regard to employment, promotions, compensation, training and other areas of employment without regard to race, color, gender, protected disability, national or ethnic origin, genetic disease or disorder, or protected age. Candidates for positions with MPCS will be selected for employment on the basis of the candidate’s qualifications for the position and the candidate’s ability to do the specific job to be filled.

All applicants must complete an employment application. MPCS may also require a resume, certification, and letters of reference depending on the position being sought. An employment application must be completed before an applicant is considered a candidate.

Following MPCS’s review of all completed applications, the administration will interview the most qualified candidates. Those candidates who do not meet the employment requirements for whatever reason will remain classified as applicants for two years.

MPCS will make conditional offers of employment to the candidate(s) selected during the interview process. The job offer is contingent on the employee’s signing of the MPCS employment contract, consenting and passing all

necessary background and reference checks as well as any other condition that should be met before the candidate may consider themselves a MPCS employee.

Following an acceptance of an offer of employment, all new employees will be contacted by the human resources department to set up a time to complete paperwork and to complete a Urinary Drug Screen (UDS) before their employment begins. Human Resources will also provide the date and time for orientation. During orientation, the new employee will be given workplace rules, policies and other information regarding their position

References

All employee information requests must be referred to the headmaster or human resources office. Only administrative staff may give references pertaining to MPCS employees, past and present. No response to telephone inquiries on employees will be made unless the legitimacy of the inquiry can be confirmed. Written inquiries from the person seeking information on that person’s letterhead or corporate reference form with name and title, is preferred.

Employee Data Verification

MPCS will require the completion of an Employment Verification Form (commonly known as I-9) within three days of employment, as required by law. This form will be provided to each new employee upon the day of hire or as soon as possible thereafter. Failure to provide acceptable verification will render any offer of employment void.

It is the policy of MPCS to conduct a background check and a drug test on all new employees. Each employee may subsequently have a background check performed every five years thereafter. Included in this screening will be evidence of any criminal offense, including any arrest or conviction for any offense other than a minor traffic offense, and will independently verify such information as a condition of employment. MPCS will not employ anyone who has been convicted of a crime punishable as a felony. MPCS generally will not employ anyone who has been convicted of a crime punishable as a misdemeanor other than a minor traffic violation. It is a condition of continued employment that any MPCS employee reports immediately his/her arrest, indictment, and/or conviction for any offense other than

minor traffic violations. Any such violations must be reported, in writing, to both the headmaster and human resources manager within one (1) calendar day of such arrest, indictment and/or conviction. Likewise, all employees must report any investigations to the headmaster and human resources manager that are ongoing. Failure to report said arrest, indictment, and/or conviction may result in immediate termination of employment. Any employee convicted of a DWI, DUI, or public intoxication while employed at MPCCS will be immediately terminated.

Whistleblower Policy

Mount Paran Christian School requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the School, directors, officers, and employees must practice honesty and integrity in fulfilling responsibilities in compliance with MPCCS policies and all applicable laws and regulations relating to school funds, accounting, or audit matters.

Responsibility

It is the responsibility of all directors, officers and employees to comply with these high ethical standards and to report violations or suspected violations in good faith and in strictest confidence in accordance with this Whistleblower policy.

Reporting Violations

Mount Paran Christian School seeks to maintain an open door policy for employees to discuss suspected violation with the headmaster and/or human resources office. Supervisors and managers are required to report suspected violations of this policy in good faith to the headmaster and/or the human resources manager who act as compliance officers. The headmaster and/or human resources manager reports any such complaint to the board of trustees. The Headmaster and/or human resources manager will have for this purpose direct access to the chairman of the board of trustees and are required to report to the executive committee at least annually on compliance activities.

Handling of Report Violations

The headmaster and/or human resources manager will notify the sender and acknowledge receipt of the reported violation or

suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

All submissions, inquiries, discussions, and documentation of suspected violations must be held in strictest confidence throughout the process. Documentation of such will be kept in a confidential file with very restricted access to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the school from potential civil liability.

All such confidential files shall be maintained at least seven years following the final disposition of the matter.

The headmaster and/or human resources manager has a responsibility to conduct an initial screening of the reported violation. Any complaint involving (a) the existence of material inaccuracies in the school's financial reports or (b) fraud or other intentional misconduct with respect to its accounting, auditing, reporting or internal controls, shall be reported promptly to the chairman of the board of trustees following the initial screening thereof. Upon conclusion of the initial screening, the chairman of the board of trustees shall decide whether to report the complaint to the finance committee, proceed with further investigation or close the file.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

No Retaliation

No director, officer or employee who in good faith reports a violation of this policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the school.

Personnel Records

MPCS is committed to protecting the privacy rights of employees. Personnel and payroll records are sensitive and highly confidential information. To keep records current, employees should promptly inform the data base manager in writing, of any changes in residence, phone number, dependency status, or beneficiary designation for school insurance and benefits. The database manager will forward all changes to human resources, payroll, and other departments as needed. Personnel/medical files are stored in the human resource office.

Employees may review their personnel and medical files upon written request and at a time convenient to the human resource manager. A notice of one business day is requested.

Each personnel file will contain, at a minimum, certification (for positions requiring certification*), criminal record verification, employment verification form, employment contract, or appointment letter and evaluation. The file may also contain college transcripts, supervisor's notes on performance, employee discipline information, and other such information.

Each payroll file will contain tax forms, including W-2 forms, 1099 forms if applicable, G-4 (withholding allowance certificate) forms, and other forms that pertain to payroll administration. Payroll files are stored in the business office with the payroll administrator.

Each medical file will contain, at a minimum, medical information and insurance enrollment forms. Also kept in this file is emergency contact information (also kept on file in the nurse's office).

**Certified employees and substitutes/supply teachers must furnish MPCS with a copy of teaching/administrative certificate and college transcripts and ensure that a current one is kept on file. It is the responsibility of each certified employee to maintain current certification. Any employee who does not keep his/her certification is subject to employment termination.*

Performance Reviews

All MPCS employees will be subject to regularly scheduled job performance reviews conducted by each employee's immediate supervisor. Annually, each teacher will be required to complete a Professional Learning Plan (PLP) developed in collaboration with his/her supervisor and tailored to address individual

goals for the academic year. On a rotational basis, each teacher will be subject to an extensive evaluative process consisting of formal classroom observations, parent surveys, student surveys (sixth through twelfth), and assessment according to the framework developed through the academic council. Staff members will be placed in one of three categories: the new faculty subgroup for teachers new to the profession or to MPCS; the professional development subgroup for veteran teachers in good standing; and the faculty support subgroup for teachers who require more focused support.

Non-instructional staff members will be subject to regular job performance reviews.

Upon completion of this review, each employee and supervisor will be required to sign the job performance review. The employee's signature does not indicate agreement with the job performance results, but rather acknowledgment that the review was completed and an opportunity for discussion with the employee's supervisor was granted.

Progressive Disciplinary Process

MPCS utilizes a system of a progressive disciplinary process to address situations where staff or faculty member(s) demonstrate unacceptable conduct and/or performance.

Each incident under the MPCS disciplinary process action will be examined carefully by the headmaster and/or human resources to insure verification of facts and consistent application of corrective measures.

The MPCS progressive disciplinary process may include any or all of the following steps:

1. **Informal Counseling:** This is a face-to-face meeting between the administrator and the employee discussing the employee's specific behavior or job performance, and how/why the employee should improve. The discussion should be documented in the administrator's personal files, but does not need to be filed in human resources.
2. **Verbal Warning:** A verbal warning discussion is between the administrator and an employee about an employee's failure to comply with a rule or demonstrated unacceptable conduct or performance. This is the first step in the formal disciplinary process. The supervisor must document that the meeting occurred, subject of the meeting, plan of improvement, and submit the

documentation to the employee and to the employee's file in human resources.

3. **Written Warning:** A second or subsequent documentation of an ongoing disciplinary issue. This documentation goes to the employee's file in Human Resources.
4. **Final Warning:** At the point of progressive discipline that a supervisor has decided that the only possible consequence of further problems with performance or behavior is termination of employment, a Final Warning clearly stating the consequences should be issued and filed in the employee's file in human resources. (This is not to imply that an employee can only be terminated if a Final Warning is on file. It is simply advised to best insure that the employee clearly understands the implications of further failure to perform.)
5. **Termination of Employment:** This is the final step in the progressive disciplinary process. This step requires documentation showing the rationale for the termination and circumstances that led up to the decision to terminate. This step requires the approval of the headmaster and human resources.

OPTIONAL STEP: Suspension from Work (with or without pay). This is an optional step in the disciplinary process. Suspension can be necessary to remove an employee from the work environment while decisions are being made on an appropriate progressive disciplinary step; for example, while investigating a sexual harassment complaint, as a result of an altercation between an employee and another individual, or when an employee is at work in an intoxicated state. Suspension can occur at any point in the progressive disciplinary process. Suspensions must be documented in the employee's file in human resources. Exempt employees can only be suspended for a full day of work and can be suspended only in instances of severe or gross misconduct.

Immediate Terminable Offense

Progressive discipline is not applicable in every situation where disciplinary action is warranted. Specifically, if a staff or faculty member is in violation of MPCS policies which involve gross misconduct (such as actions which involve the violation of state or federal laws, actions involving workplace violence, sexual harassment, public intoxication and/or disorderly conduct, etc.), the

employee may not be eligible for progressive discipline and instead will be subject to more serious disciplinary action, up to and including immediate termination.

Outside Employment

Full-time MPCS employees are permitted to be employed at places other than MPCS so long as that employment does not interfere with required job duties at MPCS and this employment is approved by the employee's supervisor prior to beginning of this secondary employment. Employees are expected to inform their immediate supervisor of any outside employment.

Job Abandonment Policy

This policy provides assurance that the business of MPCS shall continue without undue interruption and allows limited, yet reasonable unreported absence in the event of personal emergency.

A staff member shall have abandoned his/her job when the staff member has failed to call in and directly notify the area administrator of the reason for absence from work for three consecutive work days. Job abandonment will also occur when a staff member fails to return to work or directly notify the area administrator of the reason within three consecutive working days after any approved leave of absence or disciplinary suspension.

When a staff member has abandoned his/her job that staff member shall be immediately terminated from MPCS. As such, the termination shall be considered a voluntary resignation.

Gifts to Employees

Any gift valued at \$100 or more given to any staff member from a parent, a school patron, or business associate must be reported to the development office. A record of these donations will be kept on file in the development office. In addition, before accepting any gift valued at \$300 or more, permission to receive it should be granted by the employee's immediate supervisor.

Staff members are strictly forbidden from soliciting from current or former MPCS parents for personal and professional items or services unless approved beforehand by the staff member's supervisor.

Spousal Employment and Nepotism

MPCS permits the employment of spouses and other relatives of employees; however, MPCS strictly prohibits the employment of family members in positions of responsibility to supervise, hire, fire, evaluate, or otherwise affect the employment of another family member. MPCS may refuse to hire, promote, or continue employment of any individual in violation of this policy.

Drug-free/Alcohol-free Workplace

MPCS is a drug-free workplace. Illegal drugs and substances should never be used, sold, purchased, or trafficked at any time by a MPCS employee. Allegations of such actions against a MPCS employee will require the administration to place said employee on paid administrative leave until such time as a proper investigation is complete. Should the findings of the investigation reveal that the employee is in violation of the above stated policy, employment will be immediately terminated.

MPCS is an alcohol-free workplace. Consumption of alcohol on MPCS property or during an event at which MPCS employees, students or parents are present is strictly prohibited. Likewise, alcohol should never be sold to, purchased from, or trafficked on behalf of a minor by a MPCS employee. Allegations of such actions against a MPCS employee will require the administration to place said employee on paid administrative leave until such time as a proper investigation is complete. Should the findings of the investigation reveal that the employee is in violation of the above stated policy, employment will be immediately terminated.

Any employee convicted of a DWI, DUI, or public intoxication while employed at MPCS will be immediately terminated.

Sexual Harassment

MPCS employees are to follow scriptural and legal mandates regarding sexual behavior. It is the policy of MPCS to provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment. MPCS condemns sexual harassment of employees and students. Findings of sexual harassment will be grounds for immediate discipline up to and including termination. Unwelcome sexual advances,

requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment or any educational benefit.
- Submission or rejection of such conduct by an individual is used as the basis of employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may also include vulgar language, derogatory names, unwelcome touches, display of inappropriate pictures, photographs, cartoons, unwelcome same-sex advances, demands for sexual acts, promises of favorable employment and/or educational decisions, promises of unfavorable employment, and/or educational decisions in exchange for sexual acts.

It is the responsibility of all MPCS employees to enforce this sexual harassment policy. All employees are expected to report to the human resource manager (acting as the sexual harassment officer) any instances of sexual harassment of themselves, other employees, or students. There are no express time limits for initiating complaints of sexual harassment; however, every effort must be made to make a complaint as soon as possible. There will be no discrimination or retaliation against any employee for making a good faith sexual harassment complaint. All actions taken to resolve sexual harassment complaints through internal investigations shall be conducted confidentially. While there is a form provided for filing complaints, more detail may be requested from the complainant in writing. An employee may be asked to put said complaint in writing.

Promiscuity, premarital or extra-marital sexual relations, homosexuality, pornography, and other deviant sexual behaviors are forbidden. This behavior may result in the dismissal of the employee.

Confidentiality

Confidentiality concerning pupil, parent, and school matters is expected of all employees. It is

imperative that MPCS employees respect and maintain confidentiality concerning employees, students, school business, and donors to MPCS. Information available to the faculty, such as academic reports, psychological reports, disciplinary reports, donor contribution sheets, etc., must not be shared with anyone except faculty members, and then, only in professional conference on a need-to-know basis. When deemed appropriate, the discussion should be documented and signed by all parties involved. This documentation should be placed in the student's file kept by the teacher.

Employee Expectations

Each MPCS employee is expected to exemplify the utmost competence and professionalism in every situation. Those employed by MPCS have made a commitment to the ministry of Christian education and therefore must strive to complete every task as unto the Lord. Employees should continually seek godly wisdom and guidance in all matters.

Employees are expected to:

- Affirm, in writing, agreement with the MPCS philosophy, mission statement, and statement of faith;
- Assist in fulfilling the vision and mission of the school;
- Exemplify a personal, spiritual walk with Jesus Christ by regular prayer and Bible study and active involvement in a local church;
- See themselves as a minister to the students they serve;
- Use appropriate language at all times avoiding any vulgarity, inappropriate, casual, or slang language;
- Respect the diversity of Christian faiths represented at MPCS;
 - Follow Matthew 18 and Galatians 6 principles when differences of opinion arise or offenses occur;
 - Respect decisions of the administration and initiate discussion with the appropriate person if disagreements occur;
 - Follow all school policies and procedures as established by the Employee Handbook;
 - Participate enthusiastically in staff

development opportunities;

- Accept assignments of additional duties and responsibilities willingly and without complaint;
- Maintain classrooms and offices that are professional and conducive to student learning;
- Possess a passion for teaching and provide appropriate age-level challenge to all learners in the classroom;
- Utilize technology appropriately as a part of the instructional program;
- Respond effectively and appropriately within 24-hours to all internal and external communications; and
- Present a professional image:
 - Wear modest and conservative business attire;
 - Men should maintain well-groomed beards, wear collared shirts that are tucked in, and avoid pierced jewelry. Shorts should not be worn during the school day except by members of the operations staff.
 - Women should not wear multiple piercings and should limit themselves to lobe piercings only;
 - Men and women should avoid exposed tattoos;
 - Jeans are not to be worn except on designated jeans days; and
 - Appropriate shoes are to be worn during the school day. Flip-flops are not acceptable footwear.

Employee Benefits

Employee Payment

Employee Compensation

All MPCS employees are paid by check or direct deposit, twice monthly (the fifteenth and the last day of the month, or the nearest prior business day if pay day falls on a holiday or weekend). Checks reflect net pay. All legal deductions are made by the payroll administrator. These include but are not limited to items such as social security taxes, Medicare taxes, FICA, and any voluntary deductions that

are requested by the employee.

The MPCS Board of Trustees annually sets a salary schedule for all employees. Compensation considers work experience and degree level. An employee's salary will be adjusted appropriately upon the receipt of a higher degree. This adjustment will be effective the following semester following submission of proof of completion. All full-time MPCS employees shall be eligible for benefits, such as insurance benefits and retirement plans. All employees participating in the payroll direct deposit program must complete a Payroll Direct Deposit Enrollment Action Form to be kept on file in the business office as a record of employee authorization and designation of account for deposit.

Gift Cards

A gift card is considered by the IRS to be income and taxable as a fringe benefit. While some fringe benefits can be excluded, cash and cash equivalent fringe benefits (for example: gift cards, charge cards, or credit cards) no matter how little are never excludable as a minimal benefit, except for occasional meal money or transportation fare.

MPCS Tuition Reimbursement Policy

Singleton Coursework/Workshop

MPCS certified employees are eligible to request monies for continuing education through the level principal and/or appropriate administrator. A written request for the continuing education course must be submitted to the appropriate administrator prior to enrollment in order for the administrator to confirm that appropriate funds are available.

Advanced Degrees

MPCS will reimburse tuition costs up to \$1000 per semester for faculty who are completing courses within an advanced degree program through an accredited college or university or completing course work which leads to teacher certification. The following requirements must be met:

- The degree or course work must be related to current or future assignment
 - For each year reimbursement is awarded the MPCS faculty member commits to one year of additional service at MPCS. If additional years of service are not honored, the faculty member will pay back in full the amount of tuition reimbursement awarded by MPCS. All funds must be completely repaid within one year from the last day employed by MPCS. One semester equates to one half year of additional service.
 - Faculty member must complete the Reimbursement Application and submit it to the office of the headmaster for review and approval by Academic Council prior to enrolling in any classes whether beginning a program or in the process of completing a program. Deadlines for applications are May 15 and October 15.
 - Faculty member must submit a transcript each semester to the headmaster's office that reflects successful completion of course work with an A or B for each class the faculty member is requesting reimbursement funds.
- Upon completion of an advanced degree, MPCS employees are eligible to receive the appropriate pay increase. The pay increase will take effect the following semester. If the degree is not earned by the first day of the second semester, the pay increase will take effect in the subsequent school year.

Payroll Advances

A payroll advance may only be requested once per school year per employee, must be submitted by the area administrator to whom the employee reports, and must not exceed one half of the net pay in that pay period.

Dual Pay

MPCS employees cannot receive regular salary

from the school while receiving pay from any other source for the same time served. This includes, but is not limited to, tutorial services, camp fees, and non-school-related activities.

Several options exist for those who are eligible to receive compensation from the school and any other source for the same time served:

- Relinquish the compensation from any other source;
- Relinquish the pay from the regular salary for time spent on other activities for pay; Schedule the other activities for pay days/times that receive compensation around the required days for the position; or
- Take vacation days or days off for days that are spent on other activities for pay.

Employees cannot be compensated by the school or any other person or organization for additional services rendered while serving and being paid for required hours at MPCS. If a person tutors a student before or after school during their contracted time, they are required to make-up that time at MPCS.

Medical and Dental Insurance

Group medical and dental insurance are available through MPCS. They may be purchased together or separately.

MPCS offers insurance to full-time employees (working 30 hours or more weekly). The school contributes towards the employee's medical coverage and towards the dependent(s) coverage. The employee is responsible for their portion of the premium. These premiums are deducted from the employee's paycheck.

Information on specific coverage is available from the human resources office. Although the school contributes towards the medical premium, the employee pays full price for the dental and vision insurance.

Please note that spouses of MPCS employees are required to obtain their own coverage through their own employer if coverage is available.

Open enrollment time for all MPCS employees is in August of each year with an effective date of September 1. The only other time employees may enroll in the insurance plan is in case of life-altering changes in insurance coverage (i.e. loss of other insurance coverage, date of hire at MPCS is after the open enrollment period, etc.). Generally, enrollment in these situations must be

requested within one (1) month of such change.

Enrollment is completed online. In order to obtain your user information, please contact the human resource office. In addition, MPCS offers optional AFLAC insurance policies and a Telemedicine option to receive urgent care. Information may be obtained in the human resources office.

Flexible Spending Account

MPCS offers employees an optional flexible spending account benefit through pre-tax payroll deduction. Information may be obtained in the Human Resources office.

Life Insurance

MPCS provides \$35,000 of life insurance to each full-time employee. Additional insurance is available at the employee's expense. Enrollment forms may be obtained in the human resource office. Once they are completed, they must be submitted back to the human resource director for processing.

Disability Insurance

MPCS provides long-term disability insurance for each employee. This benefit will cover up to 60 percent of the employee's monthly salary if the employee is unable to work because of a disability. This will take effect after the employee has been unable to work for 90 days. The employee must submit a doctor's medical confirmation of such disability within the 90-day waiting period. Enrollment forms may be obtained in the human resource office. Once they are completed, they must be submitted back to the human resource manager for processing.

Accidental Death and Dismemberment Insurance

Along with Basic Life Insurance, MPCS provides Accidental Death and Dismemberment (AD&D) Insurance to all MPCS full-time employees. Employees have the opportunity to purchase additional AD&D insurance at a competitive price. The cost will be based on the amount of coverage elected and the age bracket. Please contact human resources for more information.

Worker's Compensation

MPCS employees are automatically covered by worker's compensation insurance which pays for an employee's medical expenses if an injury occurs while performing the duties assigned by

MPCS. In case of a job-related injury, employees must give immediate notification to their supervisor, (Accident Report) to the human resource office and school nurse, no matter how minor. The school nurse will determine if the employee needs to be transported to the emergency room. Under the provisions of the worker's compensation policy, MPCS reserves the right to administer a drug and alcohol screening or test employees who are injured on the job who seek medical attention. A delay in notification may result in denial of payment of income benefits and medical services rendered.

The area administrator and the human resources director are responsible for investigating all employee accidents. Injured employees must accept the services of a physician from MPCS's worker's compensation panel of physicians. This list is available through the human resources office. Any employee, who obtains medical services from a physician not listed on the panel, will be responsible for those medical expenses. The physician selected from the panel may arrange for appropriate consultation, referral, and other specialized medical services, as the nature of the injury requires. If the employee is dissatisfied with the physician selected, he/she may request change to another physician listed on the panel of physicians by contacting the human resources office.

Tax Sheltered Annuity

A tax-sheltered annuity retirement is offered by MPCS. Any employee under the age of 50 may contribute annually up to the maximum wages allowed by the IRS-published annual threshold. Employees ages 50 and over may contribute an additional amount determined by the IRS annually. Enrollment forms may be obtained from the payroll administrator. Once they are completed, they must be submitted back to the payroll administrator for processing.

In addition, MPCS offers an optional long-term care policy and an optional 529 plan benefit. The premiums for these policies are fully paid by the employee. Information may be obtained in the human resources office.

Long-Term Care

MPCS offers employees optional long-term care policy enrollment at group rates. This policy is paid in full by the employee.

529 Plan

MPCS offers employees optional 529 plan enrollment at group rates. This plan is paid in full by the employee.

The Patient Protection and Affordable Care Act (PPACA)

The PPACA was signed into law on March 23, 2010. PPACA is the new health care reform law in America and is often called by its nickname Obamacare. PPACA was enacted with the goals of increasing the quality and affordability of health insurance, lowering the uninsured rate by expanding public and private insurance coverage, and reducing the costs of healthcare for individuals and the government. It introduced a number of mechanisms—including mandates, subsidies, and insurance exchanges—meant to increase coverage and affordability. To find out more about PPACA, please visit healthcare.gov website.

Health Insurance Automatic Enrollment

MPCS is required by law to automatically enroll new full-time employees in one of the health benefits plans offered and must continue the enrollment of current employees in such plans. This provision applies to employers that have more than 200 full-time employees (the term "full-time employee" means an employee who is employed *on a monthly average* for at least 30 hours of service per week) and that offer employees enrollment in one or more health benefit plans. Automatic enrollment may be subject to a waiting period, to the extent permitted by law. The automatic enrollment program will include adequate notice and the opportunity for an employee to opt out of coverage. MPCS may ask employees to provide proof of alternative coverage. The law does not require individuals to purchase health care coverage through MPCS or any other provider; however, it does impose tax penalties on those who can afford to do so but chose not to. The legislation makes health care a personal right and a public responsibility that is shared jointly by individuals, employers and the government. Ultimately, employees as individuals are responsible for obtaining health care coverage or face tax penalties. For more information, please visit Healthcare.gov.

COBRA

Under certain circumstances, medical/dental coverage may be continued at termination. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), MPCS allows eligible terminated employees to purchase temporary continuation of health insurance coverage. COBRA coverage, if elected, will terminate 18 months after the date of termination, unless termination was due to gross misconduct or a reduction in work hours. COBRA may be continued for up to 29 months due to disability, or for up to 36 months due to death, divorce, legal separation, entitlement to Medicare, or dependent ineligibility. Terminated employees will receive a COBRA package, which include a COBRA election form. Contact the human resources office with any questions regarding COBRA coverage.

In addition, COBRA beneficiaries are able to choose qualified health plans (QHPs) in the Marketplace at Healthcare.gov during the annual open enrollment period and if they are determined eligible for any other special enrollments periods outside of the open enrollment period.

Children's Health Insurance Program (CHIP)

CHIP extends and expands the State Children's Health Insurance Program. CHIP provides federal funds for children's insurance coverage until 2013. CHIP enrollment opportunities are required to be offered when an employee or eligible dependent is covered under a Medicaid plan or state children's health insurance program and loses eligibility under that plan; or when they become eligible under a CHIP or Medicaid plan for premium assistance that could be used toward the cost of an employer plan.

If you or your dependent are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, you can contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or www.insurekidsnow.gov to find out how to apply.

Attendance

Each MPCS employee must work the following hours and be present on campus in their designated areas at the hour designated below to sign in each morning via the Eaglenet:

- Part-time Preschool Teachers and Paraprofessionals:

- M-F.....7:20 a.m.-12:20 p.m.
- Full-time Teachers:
M-F.....7:20 a.m.-3:30 p.m.
- Full-time Paraprofessionals:
M-F.....7:20 a.m.-3:20 p.m.
- Office/Administrative & Media Center:
M-F.....7:30 a.m.-4:00 p.m.
- Principals:
M-F.....7:20 a.m.-4:00 p.m.

Teachers are to be in their assigned positions, prepared to teach, by 7:30 a.m. This includes assigned carpool duties. Faculty and staff are also expected to attend, when applicable: faculty or staff meetings, committee/task force meetings, PTF meetings, parent/teacher conferences, and supervision/duty.

All staff members are expected to attend all relevant staff meetings, whether school-wide, level, or departmental. Employees who have conflicts with any scheduled meeting are expected to get their proposed absence approved by their immediate supervisor prior to the meeting.

All MPCS staff must report to orientation/preplanning prior to the opening of school, and all post-planning days at the conclusion of the school year. This includes participation in the annual Meet-and-Greet. The end-of-the-year checklist must be completed by the end of post-planning.

Eleven/twelve month employees work a shortened work-week during June and July. The school offices are open during the summer months from 8:00 a.m. until 4:00 p.m. The main office receptionist desk is open five days a week in the summer.

To properly record your employee attendance:

- Notify payroll in your first week of your contract year if your standard work schedule is not Monday through Friday.
- Sign-in immediately upon arrival daily.
- Refer to the Personal Time Off (PTO) section to document personal days of absence using the Time-Off Request system unless human resources advises payroll and you otherwise for extended absences.
- Submit Time Off Requests for working days away from campus as "no charge" to document any day on which you will not be able to sign-in on Eaglenet.
- Sign-ins will be checked by payroll to confirm either a sign-in or a Time Off Request Form for each scheduled

workday.

- If neither has been received, an e-mail copying your area administrator will be sent by payroll in case the area administrator has information about an unexpected absence. Please copy your area administrator in your reply to document your attendance status for the day(s) in question and to advise the area administrator if a Time-Off Request is pending from you.

Personal Time Off (PTO)

MPCS adheres to the provisions stated in the Fair Labor Standards Act (FLSA). The MPCS work week is Monday through Sunday, with work schedules generally being Monday through Friday. The work schedule is that time allotted to work only.

When out of the office for more than one work day, for school holidays lasting more than one day, or for summer break, employees should change voice mail greetings and set up an automatic e-mail reply notification for individuals attempting contact to reflect being out of the office or classroom and to direct callers appropriately.

Although a Time Off Request is required for all absences, PTO will not be deducted from MPCS employees for the following reasons:

- Active duty as a member of the United States military or National Guard.
- Jury duty or as witness in a court trial. Written confirmation is required.
- Professional development -- area administrator approval is required.
- Attendance on a MPCS trip as a trip leader (not as a parent chaperone).

Each employee is allotted 10 PTO days based on an average 40 hours work week. Any employee who works a reduced number of hours per week, will have their PTO days pro-rated as follows:

- 40 hours per week..... 10 days*
- 35 hours per week..... 9 days
- 30 hours per week..... 7 days
- 25 hours per week..... 6 days
- 20 hours per week..... 5 days
- 15 hours per week..... 4 days

**Please note that 12-month, full time employees receive six additional PTO days; while part time 12-month employees receive three additional days; 11 month employees receive four additional PTO days. Employees that work fewer than 40 hours will have their PTO days*

prorated.

Accrued unused PTO cannot be redeemed to be paid out if employment ends with unused PTO or disability leave.

No more than three consecutive days (during the school year) may be taken with pay by employees during their absence for family vacation, non-MPCS mission trips, or other extended trips. Staff members are strongly discouraged from using PTO days immediately prior to or following school holidays. These are considered critical days. PTO days taken prior to or immediately following these days will result in double deduction of PTO. The employee may opt to be deducted their daily rate of pay for these days rather than take a double deduction of PTO. Preplanning and post planning days are also considered critical days.

CRITICAL DAYS FOR 2015-2016		
Critical Days	Holiday	Date(s) of Holiday
Wednesday 8/5 New Staff Only	New Staff Orientation	Wednesday 8/5
Thursday 8/6 - Thursday 8/13	Preplanning and First Day of School	Thursday -8/6- Thursday 8/13
Friday 9/4 & Tuesday 9/8	Labor Day	Monday 9/7
Wednesday 10/7 - Friday 10/9 (PS, LS, & MS only)	Parent/Teacher Conferences	Thursday 10/8
Tuesday 10/13	Fall Break	Monday 10/12
Friday 11/20 & Monday 11/30	Thanksgiving	Monday-Friday 11/23-11/27
Friday 12/18 & Monday 1/4	Christmas & New Year's Holidays	Monday 12/21 - Friday 1/1
Friday 1/15 & Tuesday 1/19	MLK, Jr. Day	Monday 1/18

Catastrophic Leave

At the end of the contract period, employees will be given an opportunity to deposit one day into the school-wide Catastrophic Leave Bank (CLB). The days deposited in the CLB will be allocated to employees on a need basis to be determined by the CLB committee. The Committee will grant no more than five CLB days to an employee in a school year.

Once a year, an employee may deposit one day into the school-wide Catastrophic Leave Bank. To donate a day:

1. Login to Aesop and request a new PTO day. Choose absence reason Catastrophic Leave Bank.
2. Put in "CLB" in the "notes to administrator" field. Your PTO request will be sent to your area administrator for approval.

Short Term Disability

After one year of service, MPCS offers employees up to 15 days of short term disability leave one time, in addition to days converted from PTO, paid at 60% of an employee's daily rate. Short term disability leave may only be taken for a disability due to a medical necessity as mandated by a doctor/physician (use limited to only sickness, childbirth, surgery, or accidental injury). To use this leave, a form must be completed and submitted to human resources along with physician verification. This time will be applied on a rolling 12- month period in conjunction with FMLA. After 30 days of accumulated short term disability leave, an employee can either deposit additional days into the CLB, be reimbursed for the days over 30, or continue to accrue days up to 90 days, at which time long term disability insurance begins, if needed.

Unpaid Family and Medical Leave

MPCS adheres to the provisions stated in the Family and Medical Leave Act of 1993*. An approved, unpaid leave of absence covered by FMLA is available to eligible employees for 12 weeks, on a rolling leave basis. A rolling leave basis refers to the MPCS policy that FMLA leave (12 weeks total) is granted to an employee for one calendar year from the date of coverage inception. Eligible employees are those who have worked for MPCS for a minimum of one year, during which the employee worked a minimum of 1250 hours. The balance of the remaining 12

weeks will then be covered as FMLA unpaid leave of absence.

When anticipating an absence that will be FMLA eligible, each employee must complete a Request for FMLA form detailing days needed and the reason for the request to the human resources manager at least 30 days in advance so that appropriate arrangements may be made.

Leave of absence under FMLA may be taken for the following reasons:

- Birth of an employee's child.
- Placement of a child with an employee for adoption or foster care.
- When the employee is needed to care for a child, spouse, or parent who has a serious health condition.
- When the employee is unable to perform the functions of his/her position because of a serious health condition.

Please note: Spouses who are both employed by MPCS are entitled to a total of 12 weeks unpaid leave rather than 12 weeks for each spouse.

If the husband and wife both work at MPCS, they may each take 12 weeks of FMLA leave if needed to care for their newborn child with a serious health condition. (Otherwise, both employees receive a combined total of 12 weeks of FMLA leave.)

If an employee will be on leave for greater than 20 percent of the total number of working days, MPCS reserves the right to require the employee to elect to:

- Take leave of a particular duration, so long as that duration does not exceed the duration of planned medical treatment, or
- Transfer temporarily to an available alternative position with MPCS that has equal benefits and pay and better accommodates recurring periods of leave than the regular employment position of the employee.

Should an employee who is employed in an instructional capacity require leave more than five weeks prior to the end of the current semester, MPCS reserves the right to require the employee to take leave until the end of the semester if:

- The leave is of at least three weeks duration; and
- The return to employment would occur during the three-week period before the

end of the semester.

Should an employee who is employed in an instructional capacity require less than five weeks prior to the end of the current semester, MPCS reserves the right to require the employee to take leave until the end of the semester if:

- The leave is of greater than two weeks duration; and
- The return to employment would occur during the two-week period before the end of the semester.

Should an employee who is employed in an instructional capacity require leave less than three weeks prior to the end of the current semester and the duration of the leave is greater than five working days, MPCS reserves the right to require the employee to take leave until the end of the semester.

Any employee requiring FMLA leave is expected to report periodically on his/her leave status and intention to return to work. During the leave of absence, insurance and retirement benefits, if any, will be continued uninterrupted, as required by law. However, the employee will not accrue any additional benefits during the leave. The eligible employee who is on an approved leave is entitled to be restored to his/her position or any equivalent position with equivalent pay, benefits, and terms and conditions of employment at the conclusion of the leave.

Should an employee be unable to return to work at MPCS, reimbursement of insurance premiums for which MPCS has paid will be required. If the employee is not able to return to work at MPCS due to the continuation, recurrence, or onset of a serious health condition of the employee or a family member which would otherwise entitle the employee to leave under FMLA, or other circumstances beyond the employee's control, then the employee will not be required to provide reimbursement to MPCS.

**A copy of FMLA guidelines is available in the HR office.*

FMLA Military Leave

A spouse, son, daughter, parent, or next of kin of a service member may take up to 26 weeks of leave during a 12-month period to care for the service member.

Also, an employee may take up to 12 weeks of leave for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in support

of a contingency operation. (Families of members of the National Guard and Reserves may take 12 weeks of FMLA job-protected leave to use for any qualifying exigency.) A "qualifying exigency" includes:

- Short notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Post-deployment activities
- Counseling
- Rest and recuperation
- Additional activities

An employee whose family member is on active duty or call to active duty status in support of a contingency operation as a member of the regular armed forces is not eligible to take leave because of a qualifying exigency.

After School Care Program: Eagle Adventure Zone (EAZ)

- Preschool and Preschool ASC is licensed by Bright from the Start
- MPCS is supported by the dual SACS/SAIS accreditation. The higher standards of our accreditation serve in place of Bright from the Start agency licensing requirements for our Kindergarten-Fifth grade after-school program.
- MPCS is supported by the dual SACS/SAIS accreditation. The higher standards of our accreditation serve in place of Bright from the Start state agency licensing requirements for our Kindergarten-Twelfth grade.

MPCS makes every effort to provide a safe environment for everyone. Due to the openness of the campus, all children of employees are required to either be picked up at school dismissal time or attend the after-school care program, Eagle Adventure Zone (EAZ), or remain in the employee's classroom or office. Due to liability reasons, if an employee elects not to use the EAZ option or a study hall, children must remain in the employees' classroom and remain supervised and not disruptive to a professional work environment. If this policy is not followed, the employee will be assessed the EAZ fee and the child(ren) will be enrolled into the EAZ program. EAZ is available for employees'

children while completing job responsibilities for MPCS.

During school staff meetings, all preschool and lower school children (preschool-fifth grade) must either be in the EAZ program or picked up from the school campus. No lower school children are to be left unsupervised when parents are in meetings or tending to school business. If not picked up at dismissal, middle school and high school students should make arrangements to attend the MS/HS study hall, attend organized school activities, or attend tutoring on a daily basis. MPCS will not assume the responsibility of supervising children of employees unless they are enrolled in the EAZ program or attending the Weber Media Center study hall and are directly supervised by the EAZ or study hall staff.

The following provisions for staff children are acceptable:

- EAZ registration is required for all preschool-second grade students, and highly encouraged for all third-fifth grade students. Middle and high school students must be in a specific campus activity or in study hall with supervision. Otherwise, students must be picked up at dismissal time.
- If a child does not go to EAZ the employee must ensure the child will be securely supervised in the employees' classroom or area or in a study hall or specific supervised activity, not in hallways and not in workrooms.
- EAZ is provided at a minimal cost of \$300 per child annually for staff children enrolled at MPCS.
- The employee may arrange childcare that is away from MPCS.
- EAZ may be provided on staff/faculty meeting days. EAZ is only offered on days when students are in school. It is not offered on pre-planning, post-planning, conference days, or student holidays.
- On meeting days, all PK-5th grade children must either be picked up from school at dismissal or must be in EAZ. Students must already be enrolled in EAZ and must either have paid the \$300 or pay the daily rate (\$10.00 if picked up by 4:00 p.m. or \$25.00 after 4:00). A twenty-four

hour notice is required to ensure the staff is available.

- Middle school and high school children are to be either picked up at dismissal, in the employees' classroom or area, attending tutoring, in the study hall, or in an organized school activity. They are not to be in hallways or workrooms.
- Employees may utilize the after school care program for on or off campus activities after the employee's normal work day hours are completed. After school care is offered until 6:00 p.m.
- Late fees are assessed beginning at 6:01.
- A lower school child will be released only to a parent or person authorized by the parent. A list of persons authorized must be on file with the appropriate receptionist and in the EAZ office.
- No refunds or proration are given for withdrawal from ASC for a partial year.

Admission/Tuition for Students of MPCS Employees

MPCS employees may be entitled to a discount on their child's (children's) tuition. A 50 percent tuition discount will be given to full-time employees and a 30 percent tuition discount will be given to employees working at least 15 hours per week. If both parents are full-time employees of MPCS the family will receive a 60 percent discount on tuition per child.

MPCS employees receive a tuition discount and therefore are not usually awarded financial assistance. Financial assistance awards are predicated upon the financial circumstances evaluated at the time the award is given including, but not limited to, the assumption of income and the tuition to be paid. Changes in circumstances may create a necessary re-evaluation of the financial assistance awarded (i.e. new employment, MPCS employment, elevation in employment, or significant contributions to account). A financial assistance recipient may not redeem a cash value for financial assistance received. All assistance awarded for a given year is for that year and may not be "carried over" to the following year.

Any funding the student of an MPCS employee receives through state funding of an SB10 program or an SSO program for assistance will be created toward the current year in conjunction

with their employee tuition discount. No cash value or carry over credit may be transferred to the next year.

Any parent receiving MPCS financial assistance who becomes an MPCS employee during the course of the school year will receive the pro-rated employee discount for the remainder of the year in place of the remaining financial assistance awarded if the discount is equal to or greater than the financial assistance. If the financial assistance originally awarded exceeds the discount, the discount will replace the equivalent amount of financial assistance, thereby satisfying the tuition discount benefit without increasing or decreasing the total tuition relief received.

The combination of an employee tuition discount plus other tuition support, including financial assistance and Georgia Special Needs Scholarship (GSNS) financial support, must not exceed the total balance due for the student of a staff member and cannot result in a credit on tuition carried forward and applied to future tuition years. A separate student billing account will be set up for each GSNS recipient, so that GSNS payments are only applied to the GSNS individual, not the family.

Children who are new students of full-time or part-time school employees will pay (as part of tuition):

- Application fee of \$75.00 as listed on the financial contract the first year of application.
- Children of full and part-time school employees will not pay a registration fee during consecutive years enrolled at MPCS.
- Any applicable fees such as workbooks, books, class dues, activity, or any other additional fees (Speech, Encore, Resource, and Directed Studies) will be paid at full rate. These fees are not discounted at a staff rate.
- April 1 is the suggested withdrawal date for children of MPCS employees who decide not to return after submitting a re-enrollment application. This is a courtesy to open up spaces for families seeking enrollment. MPCS employees who re-enroll their children, but do not submit a written withdrawal prior to May 1, will be required to pay the \$600 deposit if they withdraw. If a withdrawal is received after June 1, the employee will be required to pay

the \$600 tuition deposit per child and the 1/10 tuition payment as stated on the tuition financial contract. The administration may require an earlier withdrawal date to avoid penalty if enrollment concerns require it. If an earlier date is given, the written notification must be received to avoid the \$600 tuition deposit being required. After June 1, all financial contract policies apply.

- The \$300 EAZ fee for staff children enrolled at MPCS must be paid by check by July 15 or through payroll deduction in the month of July (prior to the first day of the school year).

Payment for tuition for children of MPCS employees must be paid in the one-pay option by June 1 or through payroll deduction on an 11-month basis in order to receive the staff rate. Payment of any remaining tuition charges and fees for an employee's child must be made on time and in full each month. Delinquent payments of any remaining tuition charges or fees can result in records holds per the financial contract and student handbook tuition policies, forfeiture of the staff tuition discount benefit, and non-renewal of the staff tuition discount for the following school year. Finally, if the employee's tuition account is chronically delinquent, the employment contract for the subsequent year may be withdrawn.

Application, registration fees, and tuition in the amount referenced on the financial contract will be due for children of employees not returning to employment at MPCS at the time that non-returning employee status is determined.

Grandchildren of MPCS employees each receive a maximum 25 percent discount for tuition. If parent and grandparent are employees of MPCS, the parent may opt for the higher discount.

If an employee's tuition account falls 30 days past due, unless prior arrangements have been made with the chief financial officer and at the sole discretion of MPCS, the employee and/or guarantor may be contacted and the student may not be allowed to attend classes until the tuition is paid with an up-to-date status.

Notary Public Services

For the benefit of official school business as well as employee private use, there are four notary publics available on campus: the human resource director, the high school administrative assistant and the Business Services Center (BSC) manager and the payroll coordinator.

Section Three: PROCEDURES

Business and Finance

Purchasing

The purchasing department is responsible for purchasing in support of all MPCS departments. Purchasing will solicit competitive, tax-free bids or research competitive price quotes whenever possible from three or more vendors. Whenever applicable to a purchase, bids will include at least one MISBO vendor.

Requests for purchases are made via the WebPurchasing online tool in The Request Center of the Eaglenet. Instructions for completing an online purchase requisition are available from the purchasing department. Instructions are also available from the purchasing department for budget owners to properly code and approve purchase requisitions. Budget owners should not approve purchase requisitions that will take the departmental budget over the annual budget amount.

MPCS is a 501(c)(3) tax exempt non-profit organization. As a result, purchases made on behalf of the school are processed tax-free through Purchasing. Letters of sales tax exemption from the Georgia Department of Revenue and the Florida Department of Revenue are available in the business office, but are required to be used with a school check or school credit card in most cases. For this reason, it is best to request all purchasing through Purchasing. A purchase request is required for operating budget purchases in excess of \$200, **UNLESS**

- There is a contract signed by the chief financial officer on file in the business office supporting the payment.
- The purchase involves an unavoidable emergency, in which case verbal approval is required from the appropriate area administrator if it can be reasonably obtained.
- Pre-approval exists or is inherent in the basic operation of the department in purchasing perishable goods.
- The expense involves travel approved in advance by the area administrator.

SOLE SOURCE SUPPLIERS – When an item is available from only one source, an order may be

placed without competitive bids if a firm price can be established. A requirement for a particular proprietary item does not justify a sole source purchase if there is more than one potential bidder. The following are examples of circumstances which could necessitate sole source purchase:

- The compatibility of equipment, accessories, or replacement parts.
- The sole supplier's item is needed for trial use.
- The sole supplier's item is being purchased for resale.

ONLINE PURCHASE REQUISITION SYSTEM – The online purchase requisition system is used for expenditures from the operating budget for materials or services in excess of \$200.

COMPLETING THE PURCHASE REQUISITION – Read the instructions and field prompts on the requisition. Provide all required information as noted on the electronic form. You may enter a requested vendor name, but keep in mind Purchasing will make the final determination as to which vendor receives the award.

ROUTING -- The purchase requisition will be routed for evaluation and approval/disapproval in the following order:

- To the responsible manager or supervisor of the cost accountability center to be charged for appropriateness and confirmation of budgeted funds or fund-raised monies.
- To the chief financial officer for approval of purchases of \$2,500 or more in value.

Once the final approver has approved and sent the requisition, it will route to Purchasing. The individual submitting the requisition will be notified by e-mail of the progress of the request through the approval process of the order stage.

SPECIAL REVIEW AND APPROVAL – Certain requisitions require special review and approval prior to being processed by the purchasing specialist. These requisitions will be sent to the appropriate offices listed below for technical review and approval.

Publications – Requisitions for publications, brochures, stationery, or literature related to the image of the school or recruiting of students or employees, in addition to printed materials that require creative services or production (not

including BSC copying), must first be submitted to the director of communication and marketing.

Computer Hardware and Software – Requisitions for computer hardware and software are processed through the director of IT.

Development – All requisitions for items to be used for resale must be processed through the development office.

All orders that are processed will be received directly by the BSC for routing. Once the items have been logged in the delivery log book, a green “shipment notification form” will be placed on the package(s) and delivered by the BSC to the budget owner or the requester as indicated on the shipment notification form.

Once the package contents have been verified against the packing slip, the packing slip should be signed and dated by the recipient/budget owner and the packing slip should be forwarded to the purchasing department for documentation of receipt. If there is any discrepancy between the items ordered and items received or if a packing slip is not included with the order, it must be flagged to the purchasing specialist within one school day of receipt. Otherwise, it will be charged as ordered to the approving department’s budget as coded on the request.

ONLINE STORE PURCHASES – The school has negotiated special contract rates with certain stores’ online purchasing and approval systems. Obtain login information and instructions from the purchasing department. Purchases through these online store tools are set up to invoice the school. Area administrator pre-approval is required.

IN-STORE PURCHASES – For purchases that cannot be made online through approved sites, employees have the option to go to the approved stores (see below) and purchase on behalf of the school. This method will allow the purchaser to obtain school-related goods under the school’s tax-exempt status, under the vendor’s contracted school pricing, and the charges will be billed to the school on a net term. For all in-store purchases, the employee must:

- Inform the purchasing specialist 24 hours in advance.
- Obtain the requisite store card or authorization letter from the purchasing specialist prior to store visit.

- Obtain approval signature and coding from the budget owner (on the original receipt)
- Return all store credit cards and receipts within 24 hours to the purchasing specialist (cards cannot be kept overnight)
- Include the purchaser’s signature on all receipts.

Any purchases made at the store without the requisite store card or authorization letter and area administrator approval may not be reimbursed using school funds.

In-store purchases are possible through:

- The School Box (present letter to the cashier)
- Staples/Office Max (present card to the cashier)
- Costco (present letter and card to the cashier)
- Home Depot (card available for check-out from the Operations office)
- Lowe’s (card available for check-out from the Operations office).

Personal purchases cannot be made using the school’s purchasing card, the store card, or a school-issued “Letter of Authorization.”

Furthermore, personal purchases must be made with a payment that is not associated with MPCS and such purchases are not tax-exempt under any circumstances.

MPCS WebPurchasing System – Please contact the purchasing specialist in the business office for complete instructions on how to use the MPCS WebPurchasing System.

Mailroom Services – Business Services Center

In addition to copy center support, the Business Services Center (BSC) provides all mailroom support services including:

- Receiving, logging, and distributing deliveries to the school.
- Receiving and distributing school mail.
- Copying and distributing approved PIP items (see Communication).
- Postage and mailing out school letters and packages.
- Distribution of interoffice mail.
- Faxing (received and distributed via e-mail) is managed by Admission.

- Ordering and maintaining approved basic administrative office supplies for the Mulkey Building main administrative offices' use.
- Managing the campus copiers, including campus copier lease and service agreements as well as maintenance and supplies for these office machines.
- Distributing costs to departments based on use of copy services, whether through the BSC (least expensive), departmental copiers, or local printers (most expensive).
- Distributing costs to departments based on use of postage and shipping services.
- Vending services

Contact the BSC at: BSC@mtparanschool.com. Planning ahead is key for all mailings. When you begin planning a mailing, please contact the following departments to best facilitate your project in a timely fashion:

- BSC – to ensure that letterhead and envelopes are in stock, and that postage is available in the postage account (in case of bulk mailing needs); also to determine most efficient size packaging for mailing according to new postal guidelines.
- Database Administrator – for mailing labels (please allow ample time for these to be printed)
- Communications – for content approval of materials.

Remember to allow time for your materials to be printed and for postage to be run on the job. Please check with the BSC prior to stuffing envelopes to coordinate any mailings going out. There might be a general mailing going out the same day to the same families, and consolidation of items into one envelope whenever possible and appropriate will save postage and avoid the appearance of uncoordinated communications. It is the responsibility of the person producing the mailing to fold, stuff, label, and seal the envelopes.

All outgoing mail (personal and business) MUST have a return address. If you are dropping off school mail to go out, or placing it in area workrooms, please attach a post-it note indicating which department should be billed for the postage.

All items of school business requiring postage must be bundled (only identical items). The postage meter tracks postage dispensed by department to enable the postage expenses to be charged to the department monthly. A return address, MPCS contact name, or note must be attached identifying the department sending the items in case there are questions. Postage will be added, and the items included in the next mail run which might be as late as the next school day. If there is a deadline for postage and mailing, please be sure to make the BSC staff aware of it.

Personal use mailing is only allowed for envelopes being shipped by basic U.S. mail (no insurance or delivery confirmation services). Postage is available for purchase at cost through the BSC.

While the BSC will make every effort to help with personal mail in a timely fashion before each daily US mail pick-up and delivery, school business must take priority.

Upon arrival, the BSC will notify the person via e-mail whose name appears either on the way bill or shipping label. If a shipment arrives with no MPCS contact name via one of these methods, the BSC staff will do their best to determine to whom the shipment belongs. In this case, delivery will likely be delayed.

Shipping and Deliveries

Deliveries by US mail and other shipping services are received by the BSC. Please do not take a package from the BSC without signing for the package.

School-related items to be shipped from the BSC must have a complete, correct BSC Shipping Request Form signed by the area administrator as record of the shipment and documentation that the area administrator is aware that the shipment charges are pending to the department account.

Copy Center – Business Services Center

Copy/Print Orders

The Business Services Center (BSC) exists to serve MPCS faculty and staff with their copy needs, providing in-house service at a substantial savings to the school. All copy jobs (over 60 pages) are to be submitted through the BSC. Jobs that cannot be completed in-house will then be sent to one of the school's printing vendors

for completion.

- During the school year, the BSC makes scheduled deliveries to each of the teacher workrooms/boxes two times a day - one in the morning and one in the afternoon. Please call with requests outside of those deliveries and we will make every effort to have it ready for you to pick up. The BSC is fully staffed to handle your distribution needs. For security and privacy reasons, students are not allowed access to teacher/staff workrooms and boxes.
- In order to help present a united front and have consistency in our communication with our families, the communications office must sign-off on all copy orders for distribution. (This does NOT include GRADE level newsletters or a letter just for your ONE classroom.)
- The BSC strictly adheres to U.S. copyright laws. It is legal to copy - FOR EDUCATIONAL PURPOSES ONLY - 10% of a book with 10 or less chapters. If a book has more than 10 chapters, one chapter, or its equivalent, can be copied legally. This permission is granted under the "fair use" clause as defined by a recent Georgia State University copyright court case. Any copying of books more than has been delineated above is a violation of the law. If there is a question about your print job, you may be asked about securing permission for copies to be made.
- Copy order forms are required for all print jobs and are used for scheduling, job specifications, and billing. Copy order forms are color-coded according to department:
 - Preschoolyellow
 - K-Third Grade green
 - Fourth-Eighth Grade.....orange
 - HSblue
 - Administrationpink
 - PTF/Parent Org.white
 - Murray Arts Center.....white
- When submitting a copy order, please include a proper original for copying. DO NOT submit materials that have tape on them, are not full sheets, or are in a book. Make a copy of the material to serve as an original. Items

of multiple pages with tape, staples, or clips will jam the copier.

- Please allow ample time for your job to be completed. Regular copy jobs require 24 hours during work weeks. Larger jobs, especially those requiring color, special folding and binding/stapling, require a week in advance. Keep in mind that there are many other jobs being produced by the BSC staff. The BSC services more than 200 faculty, staff, and parent-led organization officers. Allow a realistic amount of time for your project to be completed, especially if it is a special or complicated job such as a program, booklet, or color project.

Copies

- Use of copiers in the workrooms should be limited to 60 copies maximum. All other copies should be sent through the BSC.
- Use of the COLOR copier is restricted. Use of color must be preapproved by your area supervisor.
- The workroom copiers require special transparency material. Some materials will melt and damage the copier. For proper materials please contact the BSC.
- Online Copy Requests via Eaglenet on the Request Center (or copy order forms found in the BSC) are required for all print jobs.
- At no time should a student be operating any copier. Students may use the coin-operated copier in the Myrick and Weber Media Centers.
- Employees are provided a code for copying. Some codes work on multiple copiers, some on limited copiers. Always use your code for copying. Do not share your code with others. If a copier code is needed, request it from the BSC.
- If a copier is not working properly, please contact the BSC for service.
- Personal copies over five pages per day made on any copier are \$.10 each with fees paid to the BSC.

Personal Copies

The use of school copying and mailing

equipment for activities not directly supporting approved school-sponsored activities is considered personal use. For the convenience of MPCS employees, personal use copying and mailing is allowed only on a strictly limited basis.

Request for Payment

Request for Payment forms are used to pay for reimbursements, goods, and services that are not purchased through the online purchasing process (see Purchasing section).

A Request for Payment Form is NOT needed to process an invoice, regardless of the amount. The invoice should be processed by submitting it to the business office with appropriate account coding, an authorizing signature, and a date; it is not necessary to attach it to a Request for Payment Form. Invoices must be approved by the manager of the appropriate cost accountability center. Please submit invoices which do not have a detachable payment section with a copy of the invoice to the business office for record-keeping purposes.

Request for Payment Forms are not substitutions for Purchase Orders.

A Request for Payment form should not be used for travel expenses (see Travel and Business Expense section).

Requests for reimbursement using receipts as supporting documentation must be 1) without sales tax, and 2) submitted to the business office in the form of a complete, correct Request for Payment Form **no later than 4:00 p.m.**

Wednesdays to be included in the Friday check run. Requests submitted after 4:00 p.m. Wednesday will be held until the following week's check run.

PROCESSING A REQUEST FOR PAYMENT – A Request for Payment Form cannot be processed until:

- Proper Authorization – Requests for payment must be approved by the manager of the appropriate cost accountability center, unless payment is to the manager of the cost accountability center. In this case, approval by the next higher level of administration is required.
- Supporting Documentation – All Requests for Payment Forms must have the appropriate original supporting documentation attached. Receipts must be taped to an 8.5x11

piece of paper.

• Account Information – The correct coding of all payments must be provided and signed by the area administrator in the format:

FF-AAAA-DDD-PPPP

Marking “budgeted” or “funded” and tagging the transaction with the sport, academic discipline, event/trip name, or other identifier as appropriate.

FF = fund number

AAAA – expense account code

DDD = department number

PPPP = program number

Please submit requests for payments, invoices, and reimbursements to the business office in the following manner:

- a. Use a single fastener for any supporting documentation to the payment, avoiding staples on top of staples.
- b. Tape all receipts across the complete top and bottom to 8.5x11 paper without taping over information, or it will fade.
- c. Provide one copy with each invoice if the invoice does not have a detachable payment stub.
- d. Tape down only pertinent sticky notes to 8.5x11 paper without covering information on the document.

Payments to compensate an MPCS employee for area-administrator-approved work done outside of contractual job responsibilities must be coded to account 5025 to be paid through payroll, unless the employee has a business with an Employer Identification Number (EIN) or a bona fide sole proprietorship business as an IRS-defined contractor. (See Independent Contractor versus Employee section.)

Budget Item Verification

As soon as payments are received and entered by the business office (usually within two school days of receipt of paperwork), the transaction should appear on the Education Edge budget dashboard of the area administrator under the account code to which the transaction was charged, if spent from the budget. Area administrators should daily verify any transactions signed with the system entry

to ensure the transaction appears in the correct account code for the correct amount and notify the business office if there is any discrepancy. After the 10th of the following month, the period is closed, and no further correction can be entered into that month.

Payment Methods

All approved payments for school-sponsored activities will be paid by school check, school credit card, wire transfer, or ACH transfer from the business office, with the exception of overnight trips requiring cash advance. Account statements can be requested once monthly, unless approved otherwise by the chief financial officer due to the nature of the project or due to unusual circumstances necessitating a different frequency of reporting.

Checks issued by the school must be presented by the vendor for payment within six months. This means that any check that is presented to the bank for payment that is 6 months or older will be considered a stale check date. The check will not be able to be cashed or deposited, and the vendor or payable-to person will need to contact the business office.

Receivables Methods

Payments to the school are accepted as credit card, debit card, limited ACH payment, check, or wire transfer, depending on whether the payment is for tuition, donations, merchant processing revenues, etc. In the interests of protecting personally identifiable information and preventing fraud, payments by credit card or check to the school made in the school store or Student Accounts office are verified by checking appropriate identification to match the information on the method of payment. Payments which do not match identification may not be accepted and may be subject to regulatory requirements for fraud prevention purposes.

Vendor Payments

Requests for checks to vendors must be submitted to the business office in the form of a complete, correct Request for Payment Form. It is an MPCS policy not to pay vendors in cash. If the vendor is new to MPCS, the request for payment must include information necessary for the check and 1099 form, including:

- payee name
- W-9 Form showing payee Employer Identification Number or Social Security Number
- payee address

Independent Contractor vs. Employee

Independent Contractors who do not have their own business Employer Identification Number or invoicing system must sign an Independent Contractor Agreement with the school which is processed through the human resources office and signed by the area administrator, chief financial officer, and headmaster. Requests for payment (or contractor invoices issued by the contractor) should include the following information:

- Independent contractor name
- Date(s) of service
- Description of service (be specific)
- Rate of pay (as reflected on the Independent Contractor Agreement)
- Hours to which the rate is applied
- Calculated total amount to be paid (rate x hours=total amount to be paid)
- Signed approval and coding by the budget owner authorizing payment

A contractor is a third-party business which performs the same kind of work for many different companies/consumers, typically uses their own equipment, etc. as defined by the IRS. Payment to a new contractor requires a federal Employer Identification Number (EIN) if that vendor is a corporation. Payment to a new contractor who is not a corporation and operates as an individual, a sole proprietorship, a partnership, or a limited liability corporation (LLC) which has a business license and is sometimes noted as Doing Business As or DBA in the company name requires a Social Security Number for the school to properly issue a Form 1099 at the end of the tax year. A W-9 Form is required at the time of payment to document whether a business has annual Employer Identification Number (EIN) or must be processed under a Social Security number for a 1099 Form to be issued at the end of the calendar year for individual income tax filing purposes.

Payment to an employee 1) in a circumstance that is not a simple expense reimbursement, 2) who performs approved, extra, paid services for which a salary or stipend is not already paid through the school,

and 3) who is not properly classified as a contractor, must be paid through payroll so that the school properly withholds taxes, pays taxes, and completes IRS filings for taxes. Payroll payments for these approved extra services are to follow the normal payroll process and payroll periods.

Contractor or employee selection to perform extra paid services for the school must be approved by the area administrator. No employee may select themselves or their own business to perform extra paid services for the school without approval of that employee's area administrator.

Certificates of Insurance

All third parties operating on campus must provide the business office a current, correct, complete certificate of insurance reflecting general liability coverage and any workers compensation coverage for the period of operation on school property, naming the school with school address as the holder of the certificate. MPCS reserves the right to determine if general liability coverage and workers compensation coverage is sufficient. If the third party does not have such coverage or cannot provide such a certificate of insurance, consult with the chief financial officer before proceeding with selection of this contractor.

Vendor Agreements and Contracts

All original vendor agreements must be signed by the chief financial officer or the headmaster of the school as legally authorized representatives of the school. All original fully executed vendor agreements must be kept on file in the business office.

Transfers Between Departments

To make internal payments to another department or to transfer funds from one department to another department, please use the Transfer Request Form, following the same instructions as the Request for Payment Form for coding. On the Transfer Request Form, however, the FROM should be the department now responsible for the expense. Think of it as eating dinner at a restaurant with a friend who insists on paying for dinner after you have been handed the bill. You transfer the bill FROM yourself TO your friend who is now responsible to pay it.

Deposits

Deposits to the business office must use or

attach a Business Office Deposit envelope completing the following information:

- Deposit by (name)
- Date of deposit
- Purpose (grade, trip, event, etc. as appropriate)
- Charge to (account coding)
FF-AAAA-DDD-PPPP marking
“budgeted” or “funded” and
FF = fund number
AAAA – deposit account code
DDD = department number
PPPP = program number
- Sport, academic discipline, or other standard identifier
- Amount of cash and/or checks
- Total of deposit

Please submit requests for deposit to the business office in the following manner:

- a. Use a single fastener for any supporting documentation to the deposit, avoiding staples on top of staples.
- b. If a credit card machine payment deposit, tape all merchant copy receipts across the complete top and bottom to 8.5x11 paper without taping over information, or it will fade.
- c. Tape down only pertinent sticky notes to 8.5x11 paper without covering information on the deposit document.
- d. If a deposit of cash and checks, use a separate deposit envelope for each.
- e. If a deposit of coins in sufficient quantity, please use coin rolls provided by the business office.

For deposits involving ten checks or more, please include a summary of the checks for business office verification that includes the name on each check, the check number, and the amount of the check. If there is any discrepancy in reconciling the deposit envelope record to the contents, the business office will contact the person who made the deposit.

Travel & Business Expenses

These guidelines have been provided to help the employee identify legitimate travel and business related expenses incurred in carrying out necessary, authorized business of the school. Authorized travelers may obtain reimbursement by submitting an employee expense report.

Travel Expense Report Form

Use the Expense Report posted on the Eaglenet intranet website under Departments – Business and Finance. Enter all applicable fields on the form, separating meal expenses (B-breakfast, L-lunch, D-dinner) from hotel, mileage, and other expenses. The amount of mileage reimbursement will be automatically calculated. Obtain the correct budget line account numbers from the area administrator or business office. When complete, print, sign/date the form, attach receipts, and submit it to the area administrator for approval signature before submission to the business office for reimbursement.

Scope of the Policy – This policy covers expenditures for all budgeted, temporarily restricted, and designated funds.

Approval Process – It is the responsibility of the individual submitting the employee expense report and the manager of the cost accountability center approving it to assure its accuracy and the appropriateness of the expenses and the compliance with these guidelines.

- All expenditures of the school funds for travel and business-related expenses must have prior approval by the employee's supervisor. It is the employee's responsibility to assure that this prior approval is obtained.
- All expenditures of the school funds for travel and business-related expenses must be approved.
- Travel and business-related expenses must be approved by the employee's supervisor. An individual may not approve his/her own travel and business expenses. Also, an individual may not have his/her travel and business expenses approved by a subordinate.
- Expenses incurred on school business by the headmaster will be reviewed and approved by the chief financial officer.
- The headmaster will review and approve for board members, the principals of the schools, and the director of business and finance.
- The chief financial officer will review and approve for all budget managers not including those approved by the headmaster.

- Exception to these guidelines requires the approval, in writing, of the headmaster or the chief financial officer.

Reimbursement of Expenses

- Employees will be reimbursed only for expenses deemed to be in the best interest of the school.
- All claims for reimbursement must be documented by the original receipted bill or by a vendor-certified copy of the receipted bill. Photo copies, credit card receipts, or facsimile copies are acceptable only with the permission of the director of business and finance. Online receipts are also acceptable.
- The amount of reimbursement of travel expense will be based on the following considerations:
 - Only the most direct route by normal modes of travel will be approved, and the mode of travel should be the most economical means possible. Reimbursement normally will be made at this rate only.
 - Reimbursement for air, rail, automobile, rental car and taxicab must be evidenced by original receipts.
 - Use of an employee's automobile for business purposes will be reimbursed at the current Internal Revenue Service mileage rate. This mileage rate covers depreciation, maintenance, repairs, gasoline, oil, insurance and vehicle registration fees. Travel using the employee's automobile is permitted only if this mode is in the best interest of the school. Reimbursement for two or more persons traveling in the same automobile is limited to the mileage reimbursement paid to the driver.
 - Parking costs will be reimbursed if properly substantiated by receipts.
 - Bridge and turnpike tolls will be reimbursed if properly substantiated by receipts.
 - Rental of an automobile is permitted when necessary for an employee traveling on behalf of the school. Such rental of an automobile will be allowed and reimbursed on the following basis:

- ° An employee is expected to rent mid-size or smaller vehicles. Travel claims must include the justification for rental of other than mid-size vehicles.
- ° Car rental agencies provide basic insurance subject to a deductible amount. Employees must decline all additional insurance at the time of rental. Reimbursement for additional insurance to cover the deductible will be declined by the business office.
- ° The school will not reimburse employees for the coverage of personal items in the rental car. If items are damaged or stolen from the rental car, the employee would look first to their homeowner's policy to be reimbursed for the loss.
- ° Gasoline charges for a rental car will be reimbursed with submission of an original receipt and the rental agreement.
- ° Reimbursement for rental cars will be made upon submission of an Employee Expense Report for the trip, documented by an original rental agreement. Credit card receipts are not sufficient alone for reimbursement.
- ° Taxicabs, where appropriate, will be reimbursed if properly substantiated by original receipt.
- Employees are expected to utilize economical accommodations. Reimbursement for lodging may not exceed the normal rate for a standard room.
 - ° If an individual is attending a convention or conference, use of the convention or conference hotel is appropriate.
 - ° Employees should request the educational rate where available.
 - ° Reimbursement must be documented by an original itemized hotel bill and receipt, and is limited to room and tax, business phone calls and one personal phone call home per day if away overnight.
- If meals are to be reimbursed, actual meal costs will be repaid, subject to a maximum of the current federal travel allowance. No reimbursement will be granted if meals are covered by conference or registration fees, or any other instance in which the employee does not pay for the meal. If a meal involves more than one MPCS employee, the meal receipt must list the names of all MPCS employees for whom reimbursement is requested.
- Miscellaneous expenses of less than \$100.00 each for books, supplies, and other miscellaneous items, if not specifically prohibited below, purchased for the benefit of the school are reimbursable.
- Other business-related expenses incurred in the performance of an employee's responsibilities. Since there may be a fine distinction between personal and business-related expenses, this type of expense requires the approval of the individual's area administrator.
- Entertainment is defined as meals, beverages and gifts to non-employees deemed to be in the best interest of the school, e.g. local visit by an external candidate for a position within the school. Authority to incur entertainment expense must be properly approved and documented by receipts and records indicating name(s) of the guest(s) and justification for the expenditure.
- Business meals are allowable if the employee establishes that the meal is directly related to the active conduct of school business. If the meal expense is incurred in connection with a substantial and bona fide business discussion then it must be established that the expense is associated with the active conduct of school business. The employee must substantiate the expense by including where the activity took place, who was attending, and what was discussed. Expenses for business meals will not be allowed for food or beverages to the extent that such expense is lavish or extravagant under the circumstances.

Expenses That Will NOT Be Reimbursed

- Expenses not substantiated by receipts.

- Fines for parking or traffic violations.
- Repair or insurance of personal automobiles, except as approved by the director of business and finance or headmaster in advance of the expenditure.
- Theft, loss or damage of personal luggage and effects.
- Membership dues in private or social clubs and organizations.
- Contributions.
- Personal expenses.
- Additional insurance on rental cars.
- Unnecessary or non-business related entertainment expenses.

The items listed above are not to be considered all inclusive. All reimbursements are subject to review and approval of the employee's area administrator and the chief financial officer.

Travel Advances

For trips in which an employee's out-of-pocket expenses are estimated to be \$200 or more, a traveler's advance (minimum \$200.00) is available.

- Advances normally will be disbursed not more than one week prior to departure date.
- Requests for advances must be approved by the employee's supervisor.
- Advances must be received in person.
- Advances not settled within two weeks of the return date of the trip may, at the discretion of the chief financial officer, be converted to payroll advances and deducted from payroll checks.

For cash needed in the administration of school trips, see MPCS Trips Participation – Trips Accounting.

Reimbursement of Non-employee Expenses

Reimbursement of expenses to those other than school employees, such as guest speakers, consultants and prospective employees is subject to the same guidelines as those for school employees.

Submission of Expense Reports

Employee Expense Reports must be approved

and submitted to the business office no later than 10 days after the completion of travel.

Employees may, and are encouraged to, submit reports on a monthly basis to reduce the costs of handling small dollar reimbursements.

Fees and Player Pack Payments

All families are required to pay their co-curricular fees or player pack fees before participating. If a fee has not been paid in full, the fee will be considered part of overdue tuition and fees and may result in records holds, enrollment holds, and any other holds applied per standard MPCS tuition and fees process.

Check Cashing

The business office will cash checks written by employees to "MPCS" or "Mount Paran Christian School" in the amount of \$25.00 or less. This is a privilege extended only to MPCS staff and cannot exceed \$25.00 in any given school day. Due to complications presented by non-sufficient funds on returned checks, no endorsed third-party checks can be cashed in the business office. If an employee's personal check is returned with non-sufficient funds, check cashing privileges will be discontinued for the remainder of the fiscal year. Any non-sufficient funds fees incurred by the school may be charged to the employee.

Document Retention and Fraud Prevention

The school document retention, FERPA, HIPAA, privacy, and other state and federal privacy protection policies are designed to protect the business and personal information of our student families, staff, the school, and school administration/board from inappropriate handling or storage that would compromise the security of that information and the school's compliance with law in the areas of document retention and fraud prevention against identity theft. For more information, contact mpcsdocretention@mtparanschool.com

Document Retention and Destruction Policy

Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official

proceeding. This policy provides for the systematic review, retention and destruction of documents received or created by Mount Paran Christian School in connection with the operations of Mount Paran Christian School. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to prevent accidental or innocent destruction of records and to facilitate Mount Paran Christian School operations by promoting efficiency and freeing up valuable storage space.

Document Retention

Mount Paran Christian School follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Retention and Destruction Schedule

The MPCS Document Retention and Destruction Schedule is found on Eaglenet. It is organized by document name and category.

Documents which must be retained per the Document Retention and Destruction Schedule are scanned, scans confirmed, and paper versions destroyed. This is necessary due to the time required for the scanning, review, and destruction scheduling processes.

Documents which have expired will be destroyed by June 30 of the year following expiration due to the time required for administrative confirmation of destruction and destruction scheduling processes.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

Mount Paran Christian School records will be stored in a safe, secure and accessible manner. Electronic documents and financial files that are essential to keeping Mount Paran

Christian School operating in an emergency will be duplicated or backed up at least every week and maintained off site. All essential paper documents will be kept in fireproof file cabinets or safes.

Document Destruction

The Information Officer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Relevant document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees or contract staff to follow this policy can result in possible civil and criminal sanctions against the Mount Paran Christian School and its employees or contract staff and possible disciplinary action against responsible individuals. The compliance officer will periodically review these procedures with legal counsel or the Mount Paran Christian School to ensure that they are in compliance with new or revised regulations.

Document Retention Destruction Procedure

All employees must abide by the retention schedule and procedure.

Items that require retention:

- Notify the IT Information Officer of new or updated process documents so that retention schedules can be established;
- Records that are in active use should be formatted in such a way to be ready for archival scanning at year end;
 - Tape down loose receipts, relevant post-it-notes to a blank 8.5x11 sheet of paper so that it will be able to be fed into a scanner.
 - Remove any post-it-notes or items which obscure the print on a document.

- Remove excessive staples.
- Organize documents in appropriate, labeled file folders and placed in the order in which they should be scanned for ease of use during the archival period.
- Main folder should be named with the relevant school year and the same record title as is listed in the record retention schedule. Subfolders can be named whatever is appropriate and useful to the department.
- Records that are to be archived for year-end should be transferred to a labeled box in the order in which the scanning should be done for ease of use and access.
- Notify the IT Information Officer of the boxes to be scanned and destroyed to coordinate a scanning pick-up.
- Attach the **completed** *Document Scanning Request* form to the box for pick up.
- When the box returns you will be required to randomly verify 4-5 samples from each scanned box with the scanned CD to verify that the samples can be found and are legible.
- If the scans are accepted, you will be asked to sign acceptance of the scans on the *Scanning Request Form* and to complete a *Document Destruction Records* form for the paper originals to be destroyed.
- Notify the IT Information Officer once scans have been confirmed, that the boxes are approved for destruction.
- Once a document is scanned and verified the electronic version is now the Master document. All paper and other copies must be destroyed.
- Do not destroy any document that would/could be a part of any legal proceeding;
- Consult the IT Information Officer if you have any questions regarding the destruction period listed on the schedule.
- Complete the *Document Destruction Records* form, including department head's signature;
- Place items in the secure shredding bin that is to be destroyed, remove all paperclips and binder clips.

Private Information Protection Program

All employees are required to comply with state and federal laws which regulate the handling of confidential and personal information regarding our student families, staff, the school, and school administration/board. These laws may include but not be limited to FACTA, HIPAA, The Privacy Act, Gramm/Leach/Bliley, and identity theft laws (where applicable).

Employees of MPCS must maintain the confidentiality of all documents, credit card information, and personal information of any type and that such information may only be used for the intended business purpose. Any other use of said information is strictly prohibited. Additionally, should an employee misuse or breach any personal information of student families, staff, the school, or school administration/board, the employee may be held fully accountable both civilly and criminally, which may include, but not be limited to, termination of employment, federal and state fines, criminal terms, real or implied financial damages incurred by the individual(s) affected or MPCS.

Participation in private information protection training is mandatory for all employees and is the responsibility of the employee to attend as a priority when it is offered.

Anything with private information (credit card number, tuition balance information, bank information including any copy of a check, medical insurance number, social security number, or any other personally identifiable information protected by law) and anything providing access to private information (keys, access codes, passwords, logons, etc.) must not go in the trash and should not be stored or left unsecured and unattended by the employee

Items that do not require retention have been scanned or have met their retention period:

- Destroy documents that are not in the document destruction and retention schedule;

responsible for its use. Private information or logons providing access to private information must not be communicated via e-mail, texting, or any other unsecure method of electronic communication. Storage or discard of private information must first be reviewed with the chief financial officer to ensure proper handling consistent with school practices and compliant with federal and state privacy standards.

Privacy Policy – Online Enrollment Application

Please see the Appendices section of this handbook for a complete copy of this policy.

Communication

Branding for MPCS

The corporate branding process affects all forms of communications, marketing, advertising, public relations, print collateral, and more. It is the intentional declaration of who we are as a school, what we believe, and why parents should invest in MPCS. Bottom line, people see our logo and branding package and recognize who we are and what we are about.

Part of the package of corporate branding includes the visual print image.

- Type package: Goudy Old Style and Franklin Gothic Book.
- Print colors: PMS 280 (blue or Reflex Blue), black, red 186, and gold 130.

The MPCS logo is a rectangular box with the words Mount Paran Christian School and the small shield. (The square version of the same logo is used only for uniforms.) The school seal is also used to represent MPCS, especially in academic settings. The athletic logo is the MPCS eagle head, which is legally trademarked and reserved for use with athletics. Copies of these logos are available on the shared network drive.

Please contact the communication and marketing office prior to using the MPCS logo on any merchandise, uniform, or promotional item. At no time should the MPCS logo be altered in any fashion, including changing of colors.

Letterhead and Envelopes

Everything sent out from the school is a reflection of who we are and should reflect excellence. For this purpose, we have a supply of letterhead and envelopes available for all mailings. It is our desire that communication from the school arrive in the homes of our

families and contributors/donors displaying a professional look of excellence. We also have a supply of MPCS embossed note cards and envelopes available through the marketing and communication office.

Please do not use plain envelopes with a stamped MPCS return address under any circumstances. If there is an envelope you are using that does not have the MPCS logo and address preprinted, there are labels available for you to use. These are available through the BSC.

Print Collateral

MPCS has a wide collection of print collateral available as needed:

- Letterhead and #10 envelopes
- Business cards
- 9" x 12" envelopes
- #10 window envelopes
- Presentation folders
- Note cards and envelopes
- ½ sheet envelopes
- Regular-size mailing labels and shipping mailing labels
- Promotional materials

Departments are encouraged to keep a supply of letterhead and envelopes on hand for mailings. Supplies of these materials may be ordered through the BSC. Please allow one week for delivery of most items. (MPCS has a catalog of items online with our printing companies allowing the BSC and Communications to place online orders for our print collateral.)

Promotional Pieces and Letters

To ensure consistency in style and to better facilitate communication and knowledge within our school community, it is requested that all letters, general mailings, press releases, flyers, tickets, invitations, and programs be submitted to the director of marketing and communications for proofing and approval prior to printing, with final approval coming from the headmaster. This includes material produced by staff, students, and parents.

While our students follow the MLA handbook for writing, our communications department follows the Associate Press Stylebook for publications and media materials. A list of MPCS publications guidelines is available through the communications office and on the Eaglenet. Please refer to these guidelines when writing letters, creating newsletters and programs, and

developing flyers.

Parent Information Packets (PIPs)

Parent Information Packets (PIPs) are sent home with lower school students each Tuesday. These packets may include school-wide information, flyers, or grade-level pieces of information. Graded work will accompany the PIP. Please refer to the following guidelines for PIP materials (with the exception of classroom materials):

- Materials to be printed for distribution in Tuesday PIPs are due into the BSC by 1:00 p.m. each Friday to be copied.
- Pre-printed PIP materials for distribution in Tuesday PIPs are due to the BSC by 9:00 a.m. each Monday to be counted, sorted, and delivered by BSC staff.
- The BSC is committed to having PIP materials delivered to the teachers' boxes during the afternoon mail run each Monday for Tuesday distribution. The goal is to keep the burden off of the teachers and avoid any disruption of their class time.
- Materials for the PIPs (excluding classroom newsletters to parents) need to be submitted for approval to the director of marketing and communications with either a hard copy or via e-mail a week prior to the requested date to be sent home. This will provide sufficient time for the Advancement Council to review all documents. Having the Advancement Council sign-off on your materials accomplishes several goals:
 - ensures consistency in message
 - allows for checking the school calendar for any oversight on schedule conflicts.
 - provides the development office with a big picture of any events, financial situations, or situation of which that department needs to be aware.
 - provides the opportunity for a final proofing.
 - keeps the administrative staff "in the loop" with activities and events on campus.

◦ monitors the amount of material going home each week (so our families are not overwhelmed).

Keep in mind that there are other means of communicating other than a flyer. Many times flyers are sent home in regard to an event that could be communicated through the *Weekly Word*, the school website, and/or social media as well.

MPCS does not distribute anything in the PIPs that is not school related: local businesses, discounts to local events or restaurants, any type of advertising. This opens the door to many requests that simply cannot be met.

Advertising and Solicitation

MPCS does not distribute to students, families, faculty, or staff any form of advertisement or solicitation from outside businesses or MPCS family or employee businesses. By distribution this means that no materials are placed in PIPs, faculty/staff mailboxes, e-mailed to faculty/staff, or placed on vehicles. Business advertisements may be placed in the workroom to be picked up by staff at their discretion.

MPCS does not sell outside ads or place outside ads in the *Weekly Word* or the *Wingspan*. Print advertising is available through a limited number of annual programs throughout the year and are subject to the restrictions of sponsorship ads as allowed by IRS guidelines.

Calling Post

MPCS utilizes a system called Calling Post to communicate with our families via telephone. This program allows for our database to be separated into many categories. Currently there is a database for: total school, faculty and staff, high school, middle school, lower school, and preschool. Calling Post messages are 30 seconds in length and requests should be e-mailed to the communications office. Departments will be billed for the number of calls requested and requests must be approved by the area administrator.

Eaglenet

The Eaglenet is an internal website that provides access to important staff and faculty-related links and information. Information that can be found on the Eaglenet includes the employee handbook, staff address and birthday

lists, internal news items, downloads of presentations from all staff meetings, printable forms required by the business office, a link to the teacher grade book system (FAWeb), and helpful tips on using technology in the classroom. The Eaglenet also contains tools for us in submitting information and communicating with other departments of MPCS, such as following: the Employee Sign-in page, the Time-off request system, the Information Technology Helpdesk request system, the Operations and Janitorial request system, the Purchase Order request system (WebPurchasing), and the Copy-center request system. All of the tools listed above may be accessed through the "Request Center" link on the Eaglenet website. Address: <http://eaglenet>.

Publications

MPCS produces a weekly communiqué entitled, *Weekly Word*. This piece is sent to all families electronically. The communiqué offers the opportunity to submit information on upcoming events, past events, accomplishments, and athletic schedules. Events "advertised" to all students in more than one grade level should use the *Weekly Word* or, for summer camps, the Summer Camp brochure only. The deadline for submission to the director of marketing and communications and the web content manager for the *Weekly Word* is each Tuesday at 9:00 a.m.

In addition to the *Weekly Word*, the school also produces a semi-annual magazine, *Wingspan*. This 36-40 page publication covers many aspects of MPCS life on and off campus, academics, extracurricular, athletics, performing arts, and more.

E-blasts

Electronic communications (e-blasts) will be sent periodically to all staff and parents regarding important upcoming events, changes in institutional policies, or significant announcements. Requests for e-blasts should be submitted to the director of marketing and communications at least 48 hours prior to the actual date.

Anonymous Communication

In general, anonymous letters or e-mails sent to MPCS staff members are considered unworthy of acknowledgment. No action will ever be taken as a result of an anonymous letter or e-mail unless there is deemed to be

imminent danger, illegal or immoral conduct, or where the safety of a child is implicated as a result of information received in the e-mail or letter. No anonymous correspondence will ever be acted on by a supervisor or placed in an employee file unless the aforementioned danger appears to exist.

Staff members are strongly discouraged from addressing any issue using this inappropriate method of communication.

Staff members may, however, participate in school-sanctioned, anonymous surveys that are intended for performance evaluations. These surveys must receive prior approval from the Human Resources office.

School Directory

A school directory is published in the fall of each school year, listing all students and contact information. Faculty and staff personal information is not included, unless the employee is a parent of a MPCS student. We respect the privacy of our families. Under no circumstances should the school directory be used for solicitations of any type by faculty/staff, parents, or outside organizations. The school directory will be distributed to the parents and staff by the first week in September of each school year.

Website

The MPCS website serves as a promotional tool for the school as well as a means of communication for the MPSC community. The website is overseen by the web content manager. Area administrators are expected to provide the web content manager with updates to the site as needed. To make an addition to the site, to update a page, or to provide news stories, event information, or calendar information, please contact the web content manager.

Master Calendar

A master calendar of all school events is maintained in the Public Folders section of the Microsoft Outlook program accessible on each employee's computer and by connecting to your e-mail through Outlook Web Access at <https://owa.mtparanschool.com>.

Any school-sponsored event or events involving a school class, club, or group should be submitted to be placed on the school master calendar. Before school events are planned or scheduled with outside businesses, the master school calendar should be consulted for possible

conflicts. Events (including, but not limited to, field trips) are to be approved by the area administration, and then forwarded to the administrative assistant to the headmaster for inclusion on this calendar. Athletic events on the calendar are maintained by the athletic office.

A meeting of all departmental and volunteer parent organization representatives will be held during the winter to plan the master schedule for the upcoming school year. All events agreed to at that meeting take priority over other events that may be scheduled after that date. If a change is needed however, it is the responsibility of the departmental supervisor to check the master calendar and check with any departments who have scheduled events on that day to verify that no conflict exists.

Database Administration

(Staffed by the information technology department)

MPCS maintains a database administration office that serves as a clearing house for the input of student, parent, faculty, staff, and donor information. Any changes to personal information (address, phone, cell, e-mail, etc.) should be e-mailed to the database administration that will make the necessary changes and forward the information to payroll, human resources, headmaster's office, and other related departments. Please contact the database administrator through the main office for updates and changes. For planning purposes, please expect a minimum of 48 hours for database requests to be fulfilled.

Development and Fundraising

As an independent school, Mount Paran Christian School relies upon two main sources of income – tuition and charitable contributions. Our goal is to conduct all fundraising in a coordinated manner that supports the school's strategic, programmatic, and capital needs, at the same time minimizing the solicitations of our parents and school community. To this end, the development office, by the direction of the Board of Trustees, assumes responsibility for authorizing and overseeing all fundraising activities conducted at MPCS. The Development Office reserves the right at any time to cancel a fundraiser which has been established outside the policies and procedures outlined in the handbook. Failure to comply could result in disciplinary actions.

Annual Fund

The Annual Fund is a yearly school-wide fundraiser to which board members, staff, parents, alumni, and grandparents are strongly encouraged to contribute. Annual Fund is the number one fundraising and development priority of the school. Other donations to MPCS are secondary to the Annual Fund and no staff, parents, or students shall conduct unapproved fundraisers which could interfere with the success of the Annual Fund. MPCS depends on Annual Fund resources to supplement the school budget and cover many operational expenses which are not covered by tuition alone.

Participation, not the amount of the gift, is the most important factor in measuring our success. A high staff, board, and especially parent participation rate is important as it makes the school a more viable candidate for foundation grants. The Annual Fund begins in August with staff and board participation. The drive for parent participation occurs at a set time during the fall semester, followed by grandparents and alumni. A multi-faceted approach is applied which may include direct mail appeals, personal asks, online giving, e-mail, website, school publications, phone-a-thon, and volunteer committees. MPCS faculty and staff may contribute to the Annual Fund by check, credit card, online giving, stocks, or payroll deduction.

Annual Fund parent participation is calculated as follows according to standard practices:

- Grade level parent participation counts each giving family in every grade where they have a student. For example, when a family with a child in fourth grade and another child in seventh grade makes one gift, it will be counted in both fourth grade and in seventh grade for the purpose of grade level participation. This measure is used for tracking purposes internally with our school community to foster healthy competition.
- Overall school parent participation counts each giving family only once as compared to the number of total families at the school (not number of students). This measure is the standard reported number to the outside community and is the standard comparison used to compare to other institutions.
- A staff person who is also a parent will be

counted in staff participation as well as the parent participation in each grade where he/she has a student.

Capital Campaign

A capital campaign is a comprehensive campaign based on needs for capital improvements. While an organization may rarely enter into a capital campaign, when they do, the campaign is well-planned and lasts a few years. The campaign is designed to fund strategic projects such as new buildings, renovations, additions, equipment, and capacity building. Gifts to the capital campaign are above and beyond annual giving and, unlike other gifts to the school, can be multi-year pledges, depending on the total amount.

Financial Assistance

Twenty-five percent of all contributions to the Annual Fund are allocated to financial assistance. Additionally, the school accepts monetary gifts directed generally towards financial assistance. According to IRS guidelines, gifts of financial assistance may not be designated for a particular student or family. MPCS will only accept and acknowledge gifts directed generally to financial assistance. Payments may be made directly on a particular student's account through the business office and without acknowledgement for tax benefit.

IRS publication 526 (page 6 – 2010) states. "You cannot deduct contributions to specific individuals: this includes contributions to a qualified organization if you indicate that your contribution is for a specific person. You cannot deduct contributions earmarked for relief of a particular individual or family."

Georgia GOAL

In 2008, House Bill 1133 was passed into law, allowing Georgia taxpayers to redirect a portion of their Georgia State income tax liability to provide scholarship assistance to eligible MPCS students coming from public school. Contributions may not be designated for particular students. MPCS is working with the Georgia GOAL Scholarship Program, a state-approved student scholarship organization, to enable our supporters to take advantage of this tax credit. Participants receive a tax credit against their Georgia income tax liability for the amount contributed to GOAL. Find detailed steps and forms on the MPCS website or contact the

development office for more information

Matching Gifts

As an employee benefit, many corporations have a matching gift program where they will double or triple the charitable contributions of its employees. Your spouse may work for such a company and may be able to access additional resources for MPCS at no cost to the employee. To find out more, check with your spouse's company HR department or contact the MPCS development office to obtain a list of known matching companies. Additionally, a matching gift directory may be found on the MPCS website.

Planned Giving

Planned giving is a great way to give for the benefit of future generations and to potentially make a much larger gift than you could during your lifetime. If you or someone in your family is interested including MPCS in their will or donating to MPCS through a trust, annuity, insurance policy, or a bequest, please contact the development office to discuss options.

Stock Donations

MPCS gratefully accepts gifts of stock. Please contact the Development Office for guidance and specific stock transfer instructions. The basic information needed by the development office to process stock donations for school use is:

- a. Name of donor
- b. Broker firm issuing the stock transfer
- c. Name of stock (stock symbol is also helpful, but not required)
- d. Number of shares (approximate dollar value is also helpful)
- e. Timeframe of anticipated transfer
- f. Purpose of donation (e.g. capital campaign pledge payment, financial aid, annual fund, etc.)
- g. Instruction for donation from Development (e.g. liquidate and move to operating cash, liquidate and add to investments)

MPCS reserves the right to value stock given in payment of a pledge on the value of the transaction when the stock is liquidated. The donor would be accountable for any difference under the pledged amount it is intended to satisfy.

Gifts in Kind

Gifts in kind are donations of valuable goods

and services rather than money (examples: computers, musical instruments, printing services, etc.). Such a gift must be approved in advance by the development office and through the area administrator for its usefulness in the school. Gifts in kind will be acknowledged through the development office. However, by law, value for tax purposes must be determined by the donor.

Endowment

MPCS has established an endowment to begin building financial security for the school. Gifts may be made to the endowment and directed by the donor in two main areas: operational (building maintenance, etc.) and financial aid. Donors who contribute \$50,000 or more may choose to establish a named endowment fund or scholarship. The gift process and gift agreement documentation is managed by the Development office and all gifts should originate there. The Business Office manages the investment portfolio and disbursements from the earnings.

Gift Acceptance Policy

All monetary and in-kind gifts are subject to review for acceptance by the development staff and/or advancement team.

Alumni Relations

The development office is growing an exciting alumni program, offering special events, opportunities for giving, and better communication between alumni and the school. An Alumni Association has been established in order to keep alumni engaged in the MPCS community. The main opportunity for alumni each year is the Homecoming weekend where they may attend the alumni dinner and where MPCS presents an Alumnus/Alumna of the Year award and an Honorary Alumnus(a) of the Year. MPCS has established Facebook and LinkedIn groups especially for alumni to reconnect and plan their reunions. The development office provides support for reunion planning.

Special Projects

Special projects occasionally occur due to urgency, opportunity and unplanned needs. These projects may be at the request of the Board of Trustees or the school administration. Such restricted solicitations must be approved and coordinated from the beginning through the

development office.

Other Fundraising

Fundraising above and beyond the established programs is not generally encouraged. However, we recognize that there are times when it is appropriate and necessary to raise funds that are not covered by the operating budget. ALL fundraising efforts (including drives and collections), whether for needs at the school itself or for another charitable cause, must be approved both by the appropriate area administrator AND by the development office BEFORE any planning or communication of the fundraising project takes place. Upon approval, ALL staff, students, parents and organizations are required to follow the guidelines provided on this page under the section below titled, "Fundraising Guidelines" seen below.

Development/Fundraising Calendar

The development office will maintain a calendar of all MPCS-related fundraising efforts to ensure that such endeavors do not conflict/compete in terms of timing, to ensure that the community is not inundated with competing fundraising requests, and to safeguard the strategic priorities of the school.

All fundraising must have prior approval by the director of development. Groups should meet with the director of development during the spring or summer months to review their fundraising plans for the coming year to ensure that such plans are incorporated into the overall fundraising activities. Approval of reoccurring fundraising activities is not guaranteed to future years.

Fundraising Guidelines

Fundraising above and beyond the established programs is generally not encouraged. Annual Fund remains the highest ongoing fundraising priority of the school. Other campaigns and targeted efforts to raise funds for facilities or capital needs are directed by the development office. Recognizing that there are times when it is appropriate and necessary to raise funds that are not covered by the operating budget, all staff, students, parents and organizations are required to follow these guidelines.

- The MPCS fundraising policy requires that BEFORE moving forward with ANY

fundraising effort and BEFORE involving parents or students, you must contact the director of development for approval of your particular activity.

- Fundraisers are subject to approval by the director of development, headmaster and department administrators.
- Fundraisers will not be approved that, in the judgment of the director of development and headmaster, diminish the impact of previously approved or scheduled fundraising efforts of the school (Annual Fund, capital campaign, etc.) designed to produce significant non-tuition revenue. Assessment will also be made as to the merit/legitimacy of the objective.
- Approval of reoccurring fundraising activities is not guaranteed in future years.
- Fundraisers may not start or be publicized until all permissions have been given.
- To ensure consistency and accuracy, publicity materials used in conjunction with any fundraising endeavor must be reviewed and approved by the director of development and director of marketing/communications. This includes, but is not limited to, posters, flyers, letters, forms, and information to be sent to any media.
- Use of school logos in any fundraising activity and otherwise must have specific approval of marketing/communications.
- Fundraised gifts and sponsorships of \$250 or more must be processed first through the development office for proper tracking and acknowledgement of the donor.
- All funds raised must be accounted for according to business office guidelines and reported to the development office for general tracking purposes.
- If appropriate, a member of the development office will be made available to assist any group with the development and execution of their fundraising plan.

What Qualifies as a “Fundraiser”?

For the purpose of this policy, “fundraising” is defined as the solicitation, direct or indirect, of money, goods, or services, within the school families or larger community in order to fund, create, or enhance any project/event/entity that is not underwritten by the operating budget. Raising money or conducting a drive or collection which benefits another organization or mission is considered a fundraiser and requires the same approvals. A “fundraiser” could be any type of sale (i.e., bake sale, t-shirts, jewelry, etc.), event (i.e., benefit concert or dinner), service activity (i.e., car wash, babysitting, etc.) or solicitation (i.e., in person sponsorship/ad sales, direct mail letter, etc.) aimed at generating needed revenue.

Gifts to Employees

Any gift valued at \$100 or more given to any staff member from a parent, a school patron, or business associate must be reported to the development office. A record of these donations will be kept on file in the development office. In addition, before accepting any gift valued at \$300 or more, permission to receive it should be granted by the employee’s immediate supervisor.

Staff members are strictly forbidden from soliciting from current or former MPCS parents for personal and professional items or services unless approved beforehand by the staff member’s supervisor. Staff members may not facilitate (through providing parent lists, labels, mailing or e-mailing, distribution) gift solicitation for the purpose of a collective gift to the staff. See Gift Cards in the Employee Benefits section under Employee Payment.

Selling/Sales

Sales of any kind must be approved through the development office. These include but are not limited to: food (i.e., donuts, biscuits, candy, etc.), merchandise (i.e., pins, jewelry, etc.), clothing (i.e., t-shirts, hoodies and coupon books) as well as advertising, giving clubs, and sponsorships. Examples:

- Candy sale to benefit school group;
- Staff would like to hold a jewelry sale inviting parents and/or staff to purchase jewelry;
- Selling items such as food/beverage in carpool lines;

- Selling banners or ads.

Events/Activities

Events to raise funds or garner in-kind donations for the school must be processed through the development office. These include but are not limited to: tournaments, silent/live auction, race (run/walk), concert, publication, car wash, etc. This includes tagging fundraiser on to a non-related event. Examples:

- Soliciting pledges on a per-mile, per-jump, etc., basis.
- Asking businesses and/or parents to donate items/services for auction, a drawing, or even to be used in a school event/production of any kind.
- Asking parents, staff, or students to participate in auction bid process or pay a race entrance fee.
- Selling breakfast at a weekend event hosted by the school, or providing services such as babysitting or valet parking.

Charity Fundraising, Drives and Collections

Drives to raise money, goods (including used), or services for a charitable cause or mission (American Cancer Society, Boy Scouts, World Vision, FCA, etc.) must be approved through the development office and spiritual life director BEFORE any commitments are made to the benefitting organization or school community (parents, students, etc.). Additionally, permission must be obtained through area administrators and the Operations office for the placement of receptacles throughout the school. If the receptacles are not approved in advance and then properly maintained, they could be removed from the premises to ensure safety and tidiness of the school at all times. Examples include a collection drive for coats, shoes, books, sports equipment, pet supplies, etc.

Solicitations

Solicitations which seek individual/business cash or in-kind donations must be reviewed and approved by the director of development to ensure that such a solicitation does not interfere with long-range fundraising objectives. This applies to any solicitation which is planned to benefit programs of MPCS including but not limited to athletic boosters, athletic teams via

parents or coaches, parent groups, classroom, student groups, clubs, etc. This includes asking friends, family, corporations, retail stores, fellow staff, parents, random strangers on the street, etc., and can be to cover a need or can be a fundraiser.

Examples:

- Letter writing campaign to fund mission trip costs.
- In-person, ask of grocery store manager to donate items for any reason.

Classroom supplies/Party Solicitation: All classroom and student supplies, as well as field trips and parties are covered by the student activity fee. No additional solicitations for these items should be made.

NOTE: Any solicitation must be clearly listed as optional for parents, not mandatory.

Advertising and Sponsorships

Groups from the school seeking to solicit area business for “sponsorships” must receive approval from the Development Office and consult the Director on sponsorship structure, price points, and benefits. IRS guidelines establish a very fine line between “sponsorships” (considered a charitable gift) and “advertising” (not a charitable gift). In order to ensure IRS compliance, the Development and Marketing/Communications Offices must be involved in the creation of any type of ad or collateral material. The following are excerpts from IRS publication 598 explaining the definitions and guidelines:

Sponsorship “...any payment made by a person engaged in a trade or business for which the person will receive no substantial benefit other than the use or acknowledgment of the business name, logo, or product lines in connection with the organization's activities. "Use or acknowledgment" does not include advertising the sponsor's products or services. The organization's activities include all its activities, whether or not related to its exempt purposes.”

Advertising. “A payment is not a qualified sponsorship payment if, in return, the organization advertises the sponsor's products or services. Advertising includes:

- 1) Messages containing qualitative or comparative language, price information, or

other indications of savings or value,
 2) Endorsements, and
 3) Inducements to purchase, sell, or use the products or services.

The use of promotional logos or slogans that are an established part of the sponsor's identity is not, by itself, advertising. In addition, mere distribution or display of a sponsor's product by the organization to the public at a sponsored event, whether for free or for remuneration, is considered use or acknowledgment of the product rather than advertising."

If a staff person, student, or volunteer solicits advertising (as opposed to sponsorships), MPCS may be subject income tax on its unrelated business taxable income (UBTI). Consulting the Development Office about your sponsorship packages and benefits is required.

Use of Donations

If a donation is received that is designated by the donor for a specific department use, the development office will contact the staff member/budget manager with notification of the amount and instructions for the use and tracking of funds. Monetary gifts for a designated project or purpose should be spent as a priority before budgeted funds are applied to the project to ensure we meet the donor's wishes and do not have a remainder of unused, restricted donor funds.

Student Fundraising

Student fundraising activities are an adjunct to the educational program and as such must be approached in such a way as to enhance its "learning potential," that can be defined as encouraging students to take responsibility, to be more involved in the larger school community, to work with a group, to promote school spirit, to reach out into the broader community and to learn valuable business lessons.

- In keeping with MPCS's mission to "prepare servant leaders," the school encourages student-led projects.
- Each project/fundraiser must be student-led and student-staffed and must have a faculty/staff sponsor.
- Each project/fundraiser must first be approved by the appropriate division

administrator to ensure that such activity does not interfere with the educational process. And then, student fundraising must be approved by the development office.

- Student fundraising is limited to approved clubs, organizations, athletics, service learning and missions.
- Students may not go door-to-door selling a product, or event/activity tickets. Students may only sell to people they know.
- Student participation in any fundraising activity is strictly voluntary.
- Sales of items by students that benefit other organizations (e.g. Girl Scout cookies, candy bars, etc.) are not permitted on campus.

Mission Trip Fundraising

Any fundraising that benefits a mission trip must receive advance approval by the development office and Christian life director. Preference is given to MPCS sponsored mission trips. Each year, the development office determines, based on the itinerary of each trip, whether it qualifies as a "mission" trip. If, under IRS guidelines it does, in fact, qualify as "mission" trip and is MPCS sponsored, the development office will process gifts and acknowledge them as a tax deductible. Under IRS guidelines, funds must be generally directed to relieve the expenses of the mission trip itself and not earmarked for a specific individual. Solicitation processes (including letters sent) for mission trips are outlined and agreed to each year by the development office and Christian life director. Communicated by the Christian life director, these guidelines must be followed by every staff member, trip leader, and student. Any surplus of mission giving which is not used for the current mission trip cannot be refunded to the donor and will be used for future trips.

Parent Fundraising

All parent fundraising activities shall be for the exclusive benefit of MPCS and in conjunction with an established organization (i.e. PTF, Eagle Backers, MPAC, as a volunteer of the development office, etc.). If parents have ideas for additional fundraisers to support MPCS, they should bring them to the development office.

Fundraising Q & A

Why do we have fundraising policies and procedures in place at MPCS? They exist to:

- Support a coordinated, school-wide fundraising plan, which will ultimately generate more funds for everyone and collectively move MPCS strategies forward.
- Engage parents, businesses, and community members in financially investing in the school and be properly acknowledged for their investment.
- Avoid inundating our school community with too many requests and to avoid competition among school groups for funding.
- Build new and strengthen existing relationships between the school and the community.

To whom does the policy and procedure apply?

ALL staff (including teachers and coaches), sponsors of any co-curricular activity, students, and parents (including room moms, volunteer committee leaders, etc.). The policy relates to all school organizations, teams or efforts, including any group in which fundraising is conducted to help supplement existing budgets (athletics, arts, PTF, clubs or groups of any kind, mission trips, and classrooms). The policy applies to ALL fundraising efforts whether for the benefit of MPCS itself or another organization/mission/individual.

What if I have a need in my classroom, team, club or group that is not met with the current budget and I have an idea to garner the resources on my own?

Always, under any circumstances, contact the director of development BEFORE beginning any effort. This includes room moms asking all parents to contribute a small amount toward needs in the classroom, and coaches asking for assistance with equipment and other needs.

What if a parent has approached me with a great idea for the classroom, team, club or group and it will require raising funds or securing in-kind donations?

Ask the parent to contact the director of development to discuss their idea, or you may

contact the director of development on behalf of the parent. ANY ask must be approved through development whether it is coming directly from the staff person or the parent. As the classroom teacher or co-curricular activity sponsor, it is your responsibility to provide guidance to our parents as they involve themselves in activities. Be sure you inform them of our policies and procedures regarding fundraising BEFORE they implement their idea.

Why must I contact the development office FIRST before raising funds?

Without prior approval from the development office a fundraiser will be considered a violation of policy and could be cancelled.

Often times, the director of development has relationships with businesses and/or individual donors that can help you appropriately garner the resources you need. The development office has the full picture of the school and can help you time your fundraiser in order to optimize your success. The development office can provide techniques and suggestions to leverage the resources you raise or currently have. You will need advice about how to appropriately collect money in order for tax credit to be possible for your donors. (For example, did you know that the IRS will not give a tax credit to a donor who writes the name of a student or person on their check?) The development office can inform you of IRS guidelines, save you many hours of backtracking, and keep you out of trouble by approving your project. Failure to gain advance approval of any fundraiser or drive is seen as undermining the critical goals of the school and could result in disciplinary action.

How do I get my fundraiser/idea approved?

Very simple – PRIOR to initiating solicitation to individuals or businesses, contact the director of development, via phone, e-mail, or in person to discuss your idea. The development office will ask the relevant questions in order to evaluate the request. No formal proposal is required, unless requested by the development office or your supervisor. The development office will turn requests around within 48 hours and will provide advice on how to be even more successful with your efforts. The appropriate administrator or area supervisor will also need to sign off on any request.

Things to consider or know before talking with the director of development:

- Purpose of the group's fundraising initiative(s) and alignment with overall MPCS strategies
- A goal (if one has been established)
- A proposed timeline when the solicitation will be conducted
- Who will be solicited and how will they be asked (communications or relatives, etc.)

If you anticipate many fundraising activities throughout the school year in your area, it will be more efficient to meet with the director of development at the start of the school year and review fundraising plans for the year.

After I have conducted my fundraiser, what do I need to do?

Report results of the fundraising effort to the development office, for coordination with the business office and for proper documentation of donations. In addition, the group representative will work with the development office to ensure proper acknowledgement of the donations. Acknowledgement letters for tax purposes cannot be issued unless the donations have been processed through the development office (different from the business office).

What if I believe my idea or a parent effort does not qualify as a "fundraiser" and does not require approval?

If you are about to ask for money, goods, or services of any kind, it requires approval. Please contact the development office.

What if I am the sponsor for a student or parent group that will be conducting fundraising individually throughout the year? (Example: mission trips, class trips, PTF, athletic boosters, band boosters, performing arts, room moms, etc.)

If you anticipate your group will be continuously conducting various fundraising throughout the year, contact the director of development prior to the start of school (or prior to initial meetings). The director of development needs to approve any written procedures for fundraising on a particular activity and to set up procedures for receiving donations for your cause through the development office. Additionally, any parent group doing fundraising must include the director of development on plans for their fundraising.

Event Planning

There is always an event taking place at MPCS. These events include, but are certainly not limited to, small breakfast meetings in the board room, room mom meetings in the media centers, bridal and baby showers in the cabin, performances in the gym, banquets in the dining hall, receptions in the high school commons, picnics on the lake, festivals on campus, and many more exciting large and small events. Because we do have so many events it is crucial that proper planning goes into each event no matter what the size. Please follow these guidelines when planning your event. (Guidelines for events at the Murray Arts Center differ; please see the next section for details.)

1. Obtain approval from your area administrator prior to any further planning. Your administrator may give immediate approval, or it may go before the Academic Council for approval.
2. Contact the headmaster's office to check the requested date and time against the master calendar, and to get the event onto the master calendar.
3. Complete a Facility Reservation Form with the Operations office at least 14 days in advance. Do not make the assumption that since your event is on the master calendar that your room has been reserved. Rooms are NOT reserved until a Facility Reservation Form has been completed, submitted, and approved. This form will cover all needed information for your room reservation, set up requirements, and audio-visual needs. If you plan to use the administrative area board room or conference room, these reservations are made through the headmaster's office.
4. If your event requires an invitation or publicity, contact the communications office.
5. If your event involves fundraising of any kind, please contact the development office (*see section on fundraising*). This includes, but is not limited to, charging admission, soliciting food, services or goods from local businesses, and selling of items at the event. Steps one through five MUST be completed prior to any announcement of your event internally or externally.

6. If your event involves third-party services, refer to the Business Procedures sections “Vendor Agreements and Contracts,” “Independent Contractor vs. Employee,” and “Certificates of Insurance.”
7. Any adult involved with the event who could possibly have direct, unmonitored access to students must have a clear, current background check on file and confirmed in the Human Resources office.

Other guidelines for special events include:

- You may either bring your own food on campus for events, or hire SAGE or an outside company for your catering needs.
- You must obtain permission from SAGE for use of any part of the kitchen or any equipment.
- The person or organization sponsoring the event is responsible for supplying all needed paper goods. This can be done with funds from your budget or through any catering service hired for the event. Do not remove cups, plates, coffee, filters, utensils, or any other supplies from any of the workrooms or MPCS kitchen.
- If your event is scheduled on campus Monday through Friday prior to 11:00 p.m., then clean-up and break-down will be provided by the Operations housekeeping staff. If your event is during the weekend you will be responsible for a user fee to cover the cost of additional housekeeping staff beyond regular work hours.

Murray Arts Center

The Mission Statement of the Murray Arts Center states: “The Murray Arts Center of Mount Paran Christian School exists to enable students to pursue Truth through the exemplary expression of the arts and to engage its community in the development of the arts, thus transforming the culture for Christ.”

The Murray Arts Center of Mount Paran Christian School is a shared facility housing the Dozier School of the Arts, the Murray Arts Academy (private lesson program), various MPCS academic classes, and other community programs and private rentals.

In addition to servicing the needs of the arts

department and the school, the Murray Arts Center of Mount Paran Christian School is also a rental facility, not a production house. It is the practice and structure of the center to rent space and receive payment for rental, not to produce self-funded productions.

School Events and School-Sponsored Events

A school event or school-sponsored event is any event in which MPCS is acting as the event coordinator; when MPCS is an active, primary participant; and/or when MPCS is absorbing the costs of the event. For these events, it is the responsibility of the staff member to complete a reservation form for the desired location, provide all details of the event, and actively communicate those needs directly to the Murray Arts Center managing director.

Outside Rentals

The Murray Arts Center is available for outside rentals as long as the event in question is in line with the mission statement of the school and the Murray Arts Center. All outside rentals must be coordinated by the managing director.

Making a Reservation

Reservation forms for internal use and external rentals are available online or at the front desk of the Murray Arts Center. Rentals are booked up to 18 months in advance, based on the MPCS calendar planning meeting held in January of each year. Reservations must be made a minimum of two weeks in advance, and must be made through the office of the managing director.

Completed request forms are submitted to the managing director for confirmation of availability, scheduling and for a quote on the event. Once the quote has been signed and returned, an event folder can be created.

An event is not added to the Murray Arts Center calendar until a signed quote/completed request form is on file. Please note: Having an event listed on the master MPCS calendar does not ensure that the event has been booked to the Murray Arts Center.

When needed, a contract is then issued and deposit on the event is collected. Any event involving a third party use of the facility requires a copy of the groups Certificate of Insurance no less than three weeks in advance of the event. If the group does not have a COI, it is possible to purchase a one-time event policy for

approximately \$300.00. This must be done no later than one month in advance of the event.

Approximately 25 to 30 days prior to your event, an "event sheet" will be completed by Murray Arts Center staff outlining all the details of your event. Please communicate all of your needs through this channel and not directly to other staff. This event sheet is passed on for set-up, staffing, and technical needs.

The Murray Arts Center provides a variety of tables, banquet chairs, technical needs, and event needs. Linens are available in black, ivory, burgundy, and white for a small cleaning fee (internal use) and a rental fee for outside rentals. Please do not contact the MPCS Operations department for any set-up needs for events at the Murray Arts Center.

The event sheet will include a time-line for use of the space and will be based on availability of the space and staffing. All events must be loaded-out immediately following the event. The Murray Arts Center does not provide storage space and cannot guarantee the security of any items left behind.

Due to staffing needed for events in most areas of the facility, and needed recovery time of spaces, event reservations are limited to a set number of events per week based on resources. The theater is generally dark on Monday for recovery.

At the end of your event, you will be provided with an evaluation form so you may provide feedback on your overall experience with MAC usage.

Use Agreement

The Murray Arts Center provides all parties with a detailed Use Agreement outlining the specifications of the space(s), equipment available for use, requirements for users, restrictions on certain items (balloons, confetti, dark punch, rose petals, etc), and more. This agreement can be viewed online, or downloaded.

Facilities

The following spaces are available for use/rental by reservation only:

- Kristi Lynn Theatre (seats 577)
- Grand Lobby (standing for 400+; seating for up to 200max)
- Choral Rehearsal Room (limited hours; after 6:00p.m. only)

Please note that the Black Box, Choral Rehearsal Room, Instrumental Rehearsal Room,

Dance studios, and spaces on the first floor are designated academic and arts classrooms during the school day (8:00 a.m. to 6:00 p.m.) and unavailable for rental or reservations. Also note that the use of the majority of these spaces requires an event supervisor and/or a tech staff member, which will result in an accessed usage fee.

Completed forms must be submitted to the managing director of the center for approval. Once a request has been approved by the managing director, a quote is issued reflecting the costs and/or fees associated with the requested event. The event is not placed on the Murray Arts Center master calendar until the signed quote has been returned to the office of the managing director. Please note that this is a completely different calendar from the MPCS master calendar. Having an event listed on the MPCS master calendar does not ensure booking through the Murray Arts Center. A reservation request must still be made and processed through the proper channels.

Approximately 30 days prior to your event date an "event sheet" will be completed by Murray Arts Center staff, outlining all details of your event. You will be contacted and walked through all aspects of your event at that time. Linens (black and ivory) are available for a rental fee which covers the cost of laundering. The Murray Arts Center also provides all tables and chairs. Please do not contact the MPCS Operations department for any set-up needs for events at the Murray Arts Center.

Due to staffing needed for events in most areas of the facility, event reservations are limited to a set number of events per week based on resources. The theater(s) are primarily dark on Mondays.

All forms related to usage of the Murray Arts Center are available through a shared Outlook folder.

Murray Arts Center Scene Shop

The Scene Shop of the Murray Arts Center is a theater space that exists to support the arts department of MPCS through set construction and educational opportunities in scenic design and construction. In addition to supporting all productions, performances, and events utilizing the Murray Arts Center, the Scene Shop provides maintenance and repair for the Murray Arts Center as needed. The Scene

Shop may also be scheduled for use for other needs of the school community.

A schedule for the Scene Shop is located on the "I" drive of the school network. You may pull up this calendar to check for available times, and then email the Scene Shop manager to reserve your time. This may be done via email or phone.

A set of guidelines for usage of the scene shop is available in the Murray Arts Center folder in Outlook.

The Murray SoundLab

Use of the recording studio also requires the completion of a request form and carries with it specific fees, contract, and use agreement. Details on the recording studio are available through the studio manager at the Murray Arts Center.

Public/Community Relations

Media Relations

All communication with the press and media should be conducted through the communications office. The contact people to the media are the headmaster, athletic directors, and director of communications and marketing only. Please refer the media to these three offices. Press releases should be submitted to the communications office for approval.

Movie License

The school has purchased a movie license through CVLI (Christian Video Licensing International). CVLI is a partnership between the Motion Picture Licensing Corporation and Christian Copyright Licensing International that focuses on the educational and entertainment needs of the faith-based community. CVLI provides legal coverage for religious institutions to show videos at a variety of activities.

Why do we need a license?

Videos and DVDs commonly available in retail or rental stores are intended for personal, private, home use only. Viewings outside of the home require a license. This is the case for non-profit groups, even if admission is not being charged, or if the video has been purchased. Title 17 of the U.S. Copyright Act gives copyright owners control over the use of their works. *Civil Penalties for unauthorized exhibitions start at \$750 for each inadvertent infringement and go as high as*

\$150,000 for each egregious violation.

How do you know if the video you want to show is covered by our license?

To assist you with finding the specific title you wish to show, we have included instructions on how to search and locate titles on the Internet Movie Database website at www.IMDB.com. Once your search is completed, cross check to the appropriate Producers and Distributors List on the CVLI web site – www.cvli.com.

IMDB Instructions To Find Titles That You Can Show In Conjunction With Your Producer List:

1. Go to www.IMDB.com and type in the title of the film that you are interested in. Press Go.
2. Click on the title you wish to perform.
3. Look for Company Credits (located in the middle section of the page). Click on Company Credits-see more. This will display the Producers and Distributors.
4. Check to see which company produced the movie. Cross check to the CVLI Producers and Distributors' list to see if the producer is listed, if so, you can show the movie. If none of the producers are listed, then check to see if the movie is distributed theatrically in the USA by a company that is on your CVLI Producers and Distributors list, if it is, you can show the movie. If neither the producer nor the distributor is on your CVLI list, you will need to contact that producer or distributor directly to obtain necessary rights to show that title.

You may also type in the name of the producer/distributor and IMDB will list all of the titles that company has produced or distributed.

One other license has been purchased for MPCS from Movie Licensing USA. This covers Columbia Pictures, Tri-Star Pictures, Sony Pictures, NBC Universal, Lionsgate, and Focus Features.

Community Involvement

It is the desire of MPCS to interact with the community. Please adhere to the following:

- The headmaster or his/her designee must give written consent for school resources, such as the physical plant, equipment, and materials to be made available to the community.
- Teachers are encouraged to invite community guests into their

classrooms. Police officers, health care professionals, etc. are good examples of people to involve with MPCS. The invitation of any guest whose topic or presence may be determined as controversial should receive prior approval from the respective administrator.

- Employees are encouraged to participate in the community through service projects, as speakers, and as representatives of MPCS. It is understood that employees will support the philosophy of MPCS in all community endeavors.

Security

Security is a top priority at MPCS. We highly value the safety of our students, faculty, staff, parents, and visitors.

Access to Buildings

As an employee of Mount Paran Christian School, you are issued one valid security FOB for the duration of your affiliation with the school. The security FOB that has been issued to you will allow you access to the MPCS campus. This security FOB is unique to you; therefore, please do not share it with anyone.

If your security FOB is lost/stolen or damaged, you will be charged a \$25.00 replacement fee. The lost/stolen or damaged FOB will be deactivated and can no longer be used.

You have also been issued a security identification decal. Please do not share the security decal. This decal is associated with you in the MPCS database.

Anyone using a security FOB or decal that is lost/stolen will be subjected to immediate disciplinary action. Should you locate your lost security FOB, please notify human resources so that you can be reimbursed for the \$25.00 replacement fee.

Many of the school doors are already locked during school hours to ensure no strangers have access to enter the building. The following doors will also be locked during school hours:

- Mulkey Building doors will all be

locked during school hours with the exception of the middle school doors, the doors to the main entrance, and the doors to the dining hall. It is imperative that ALL visitors and ALL parents use the main entrance, sign-in, and receive a visitor's pass. This applies to any person who is not a student, staff, or faculty.

- All visitors, parents, and students should enter Dozier hall via the front door. Visitors and parents MUST stop by the high school office to sign in and receive a visitor's pass.

- All doors to the Murray Arts Center are locked during school hours except the lower level by the receptionist.

Security on Campus

- Safety and security is a 24 hour a day, 7 day a week practice.

- All school employees are required to wear identification badges during the school day, and guests on campus are required to sign in at the main office front desk, the high school front desk, the preschool desk, or the Operations office, where they will receive an identification name tag. If you happen to be on campus during school hours and see someone you do not recognize who is not wearing proper identification, please inform the Operations office.

- A professionally trained and certified Security Officer from Chesley Brown International is present in the guardhouse during school hours to monitor all entering traffic.
 - All gates will be open during carpool times (6:00-8:05a.m. except on Wednesdays when they will stay open until 8:50a.m. for "Late Start"). The gates will also be open from 2:00-3:30p.m. each afternoon for carpool.
 - The gates will be open for afternoon activities when appropriate.
 - No access will be granted between 11:00p.m. and 6:00a.m. during the school week. Access will be limited to employee access using gate key
-

FOBS. To gain emergency access to the campus, please call security at 770-843-3938.

- Cars entering the property when open access is not available will need to have a security identification decal OR will need to stop at the guard house and check with the on-duty guard for permission to enter the property. Those with a decal should drive on the right hand side of the entrance.
- Access after-hours and on the weekends will vary based on scheduled campus activities.
- Security cameras may be used as needed on campus as is deemed reasonable and necessary to monitor the safety and security of MPCS property, staff, and students. Cameras will not be placed in areas used for personal privacy, such as restrooms or locker rooms. The directors of IT and Operations will have access to any surveillance equipment and videos. Videos will be kept in a physically secured or password-protected medium no longer than 30 days after recording unless an incident requires retention of that video longer for legal or record-keeping purposes.

Policy for Visitors of MPCS Employees

In an effort to protect both students and staff and to continue to provide an environment where all feel secure, check-in policies for visitors will be in place. When visitors check in, they will be asked to present a valid state issued ID (driver's license, ID card, Military ID) for entering into the V-soft system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. The Security Officers are your first line of defense in any safety or security situation so please treat them with respect.

All visitors who arrive on campus and request to see an MPCS employee for lunch, classroom visits or other events must be verified by the

MPCS employee. MPCS employees may send prior notification to the front desk to provide advance authorization. You may send an advance notification in an email to the front desk representatives at frontdesk@mtparanschool.com.

If an MPCS employee receives an unexpected guest, the front desk representatives will attempt to contact the MPCS employee for authorization for the visitor to enter the MPCS building. If we are unable to reach the employee, they will not allow the visitor to enter beyond the office.

Parking and Driving Information

- MPCS provides parking for student cars that display a valid parking decal. Decals are issued at student orientation as well as by visiting the front desk attendant at the high school. Students must affix the decal inside their vehicle in the lower corner of the driver's side windshield.
- The speed limit on campus is 10 MPH and will be strictly enforced. Violators may be issued a citation for violations.
- Throughout the year the campus hosts several special events that require reserved parking for the patrons. This may result in some inconvenience to students, faculty, and staff but does not authorize drivers to violate parking regulations.
- Anyone driving on campus is required to have valid driver's license and valid proof of insurance coverage in their possession.
- Rules and regulations are enforced year-round, including weekends, holidays, breaks, and summer.

Moving Violations and Parking Infractions (Citations)

While operations and security team members have primary responsibility for traffic and parking compliance, all employees are encouraged to be vigilant and report issues observed. Citations for student violations may be issued, and record of observed adult violations may be documented to or by operations. Both may be additionally provided by operations to the appropriate area administrator for appropriate disciplinary

action. These violations include but are not limited to:

- Violation of a restricted parking area,
- Parking in fire lanes or driveways, or blocking roads or dumpsters,
- Taking more than one space or overextending lanes,
- Parking on grass or in flowerbeds and other violations deemed inappropriate
- Not displaying a parking decal on the vehicle
- Exceeding speed limit
- Disregarding traffic control sign
- Reckless driving
- Disregarding Officer working traffic
- Moving barricades and cones
- Multiple violations may lead to a suspension of driving privileges on campus

Towing of Vehicles

A vehicle may be towed or property removed when it has been determined that the vehicle or property poses a safety hazard, property obstruction, or unapproved use of campus parking, especially if the immediate removal of the vehicle is necessary for public safety purposes. Vehicles may be towed for any of the following reasons:

- Having numerous citations on file
- Blocking roads, docks, dumpsters, or driveways
- Parking in visitor spaces, or in handicap spaces
- Parking on grass or in landscaped areas (flowers, etc.)
- Abandoned vehicles: Security Officers will monitor such vehicles and tow vehicles once deemed abandoned
- When it has been determined that a vehicle or property poses a safety hazard and the immediate removal of the vehicle is necessary for public safety purposes

Crisis Action Plan

The State Office of Homeland Security has issued guidelines for school safety. Many of these guidelines are being integrated into the MPCS Crisis Action Plan. The school conducts CAP drills to ensure our entire campus is well educated on procedures. The plan used by MPCS has been approved by the City of Marietta Police

Department. The Marietta S.W.A.T. team has spent time on the MPCS campus learning the buildings and grounds.

MPCS has an emergency response team in place, and provides training to the total staff on the CAP. In the event of a possible threat to the school, the headmaster will make a campus-wide announcement indicating that the school is in a lockdown mode. Faculty and staff will then follow CAP procedures.

A Crisis Action Plan is on file in the Operations office and is reviewed periodically with faculty and staff.

Cancellation of School Due to Inclement Weather

In cases of inclement weather, a decision about a delayed start or school closing will be made by 5:30 a.m. on the day in question. While the headmaster will make a decision for the school, each family has the right and responsibility to decide what is in their best interest. Families, for any reason on any day, who fear they cannot get to school safely, should not attempt it, and they will not be penalized for making this kind of decision. It would simply be considered an excused absence.

If there is a delay in opening or a closing, we will initiate the contact with our MPCS parents in the following order:

- CallingPost (This is the interesting call from Oklahoma that we all receive. Keep in mind this often takes a few minutes to receive once initiated.)
- E-blast
- Social Media
- School Website

Specific announcements will also be made on the following television stations: WSB Channel 2, 11 Alive, Fox 5, CBS 46, and local radio stations: WSB 750 AM, WGST 640 AM, and 104.7 FM the Fish.

Severe Weather Policy

Severe weather radios are located in Operations. Never place students in the gymnasium, dining hall, auditorium, theater or any area with large-spanned roof. Place students away from glass windows, doors and skylights. Place students in ground level floors for tornados and severe thunderstorm drills. When conducting severe weather drills, including tornado and severe

thunderstorms threats, students should be instructed to assume the duck and cover position against interior hallways or bathrooms in the lowest level of the structure away from glass. The fire alarm signal will not be used for severe weather drills or incidents. Practice each function in the manner you would want people to act in a real severe weather incident. Take every drill seriously.

Emergency Evacuation Procedures

Fire and tornado drills are conducted periodically during the school year to prepare students and teachers to handle these emergencies. The school is equipped with an automatic fire alarm system, which, when activated, can be heard throughout the buildings. To train students in proper emergency exit procedures, fire drills are scheduled regularly. In each room is posted a fire drill exit chart so students know which route they are to use when vacating the buildings. Teachers should ensure that the following rules are followed:

- Teachers must prominently display the emergency exit chart in the classroom and inform students of the primary and secondary evacuation routes and procedures.
- When the alarm is sounded, all class activities must cease and everyone must exit promptly.
- Students must walk in a single-file line and must not run or push.
- There is to be no talking while exiting or re- entering the building.
- Students are to listen to any directions given.
- Classroom doors are to be closed and lights are to be turned off.
- Teachers must take a class roster outside, check roll and immediately notify an administrator if a student is not accounted for.

Search and Seizure

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, MPCS has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The

headmaster and other authorized school personnel may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other property; or student automobiles.

To maintain overall school safety, MPCS has the right to perform random and blanket searches of lockers, desks, and other property to review student possessions for health and safety compliance.

Technology

The Information Technology department of MPCS has a Technology Responsible Use Policy document that is to be read by each employee. As you sign your statement of agreement to uphold school policy, you will also be asked to sign (on the same form) a statement that you have read the TRUP issued by the IT department.

The computer unit and equipment, software, operating systems, servers and storage media, network accounts (e-mail), web browsing are all property of MPCS and are to be used for business purposes in serving the interests of the school and students in the course of school operation. These guidelines are also in place to provide a level of optimum security to the school and computer system from risks of virus attacks, compromise of network systems and services, and legal issues.

The policy applies to faculty, staff, students, contractors, consultants, parent-users, volunteers, and all personnel affiliated with third parties. The policy applies to all equipment owned or leased by MPCS.

Technology Responsible Use Policy

Overview

The purpose of this policy is to document expectations for faculty, staff and students with regard to the use of computers, tablets, phones and other electronic devices used on MPCS property.

The policy applies to faculty, staff, students, contractors, consultants, parent-users, volunteers, and all personnel affiliated with third parties.

General Guidelines

- The use of all technology must be in accordance with the morals and standards of MPCS.
- All equipment, software and data on campus is considered the property of MPCS and is subject to inspection/audit, maintenance, configuration and security by the MPCS Information Technology Department.
- Devices brought onto campus may not be connected to our network, either wirelessly or by wire, without the permission of the IT Department.
- Software may not be installed on MPCS owned computers without the express permission of the IT Department, even purchased software using gift cards (such as iTunes).
- iTunes purchases are made by the IT Department under the MPCS Volume Purchase Agreement with Apple. Individual iTune card purchases are prohibited.
- Users should be aware that while MPCS desires to provide a reasonable level of privacy, all data created on the school network system remains the property of MPCS.
- MPCS cannot guarantee the confidentiality of personal information stored on any MPCS network device. At times it is necessary to review user activity and information. It is the employee's responsibility to provide reasonable care and supervision in the use of any school technology, equipment, or other school property within the employee's use, supervision, or area of responsibility.
- MPCS is not responsible for the loss or deletion of personal data stored on the MPCS network or computers (i.e. photos, music, videos, and personal files).
- **PASSWORDS** – must be kept secure. Do not share your password with anyone. Administrator passwords should be changed every three months. All computers are secured with a password-protected screensaver.
- **NETWORK** – Access to our wireless network is a privilege for educational purposes. Do not share any passwords to our wireless network without the express permission of the IT Department.
- **E-MAILING and SPAM** – Please do NOT use your MPCS e-mail account to send other faculty and staff any type of bulk or personal mailings expressing political views, personal beliefs, “cute” anecdotes, “chain” e-mails, or other non-work related information.
- **BLOG SITES, PERSONAL WEBSITES, SOCIAL MEDIA, MYSPACE, ETC.** – Please remember that just as your conduct outside of work is a reflection of the school, so is your activity online. If you have a blog site, please blog responsibly.
- **IT HELP DESK** – email ithelpdesk@mtparanschool.com and an IT help desk ticket will be automatically created; IT uses the ticketing system to track and resolve your issue.
- **QUESTIONS** about responsible use or appropriateness should be brought to IT for clarification.

Limitations and Restrictions

- **Copyright Infringement** – Movies, books (both hardcopy and digital), and software have their content protected by U.S. and International Copyright laws. Do not install, copy, give away or show any content that you do not have digital license for. No use of peer-to-peer file sharing services is permitted.
 - **Logging of Internet Usage** - All internet usage and visited websites, via our network, regardless of ownership of the equipment, will be logged and reviewed periodically by the IT Department to maintain the safety of the students and employees.
 - **Harassment** - Using a Mount Paran Christian School device or one's own device to actively engage in acquiring or sending material that is in violation of sexual harassment or hostile workplace laws is strictly prohibited.
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- Assuming the identity of another employee or student for any reason whatsoever is prohibited.
- Sharing Personal Information - Providing information about, or lists of, Mount Paran Christian School employees or students to parties outside Mount Paran Christian School is prohibited.
- Personal Devices- The IT Department is organized to assist staff and students in utilizing MPCS equipment, software and networks for educational purposes and is not to be used for support of personal technology, such as cell phones.
- The following uses of technology on MPCS property is strictly prohibited:
 - Pornography
 - Gambling
 - Harassment
 - Illegal Activities
- Staff members need to be aware that it is legal for parties to record conversations to which they are a member. Therefore, all conversations with students, parents, and other staff members should always be of a professional nature.
- Accessing information of which the employee is not the intended recipient, or is authorized to view or use during the course of their regular duties, is prohibited.

Social Networking

For the purposes of this policy will include current sites such as Facebook, Instagram, Twitter, Tumblr and others, present and future, that have similar behavior.

- Staff members should not discuss MPCS-related business on personal social network sites.
- Staff members are forbidden to include any MPCS students as “friends” on social network sites. Care should be taken when “friending” MPCS parents and alumni.
- E-mails and texting by staff members to students should be for a professional rather than a casual or social purpose.
- Staff members are forbidden from identifying themselves as MPCS

employees on personal social network sites.

- Staff members should not discuss MPCS-related business on personal social network sites. Any MPCS-related questions that are posted online by MPCS parents or students should be addressed using a private form of communication, such as phone or e-mail, in a professional manner.
- Staff members should not participate in personal social network sites during the school day.
- Staff members should not identify their personal websites, blogs, or media sites to students and/or parents at MPCS unless the purpose of these sites are strictly instructional in nature AND such disclosure is pre-approved by the MPCS Information Technology Department.
- The Marketing and Communications Department is solely responsible for all public facing content on websites, twitter accounts and blogs.

Telephones

- Mount Paran Christian School's telephone systems are available for conducting official school business, in the direct support of assigned duties and responsibilities of users. MPCS understands that individuals occasionally need to make telephone calls from their school work telephones to meet their personal needs and responsibilities. Employees shall exercise common sense and good judgment in the personal use of telephone equipment. Such personal use shall be reasonably brief and infrequent in nature, shall not adversely affect the work performance of the employee or those of the employees' work group, and shall not create the appearance of impropriety.
- The use of classroom phones by students is discouraged and should only be allowed under direct supervision of an MPCS employee. At no time should a student use a phone

- in a teacher or administrative workroom.
- Cell phones issued by the school are to be used for school business and are not intended to replace personal cell phones. It is understood that there will be times when a personal situation requires immediate action and the employee may need to use a school issued cell phone. Overages will be reviewed on a case-by-case basis, and may be charged to the assigned user. The user will be charged for any fees incurred by text messaging.
 - The use of personal cell phones by teaching staff during instructional time is discouraged.

Software Purchasing

The purpose of this policy is to ensure compatibility, as well as proper licensing and distribution of all software packages. The following guidelines should be followed:

- Prior to installation, the purchaser should provide the principal or department director, network administrator and director of information technology with all pertinent information regarding the software.
- The principal or department director will determine if the software is appropriate for a Christian school environment, supports the curriculum, and is within budget.
- The IT Department will evaluate the software for compatibility.
- The Director of Information Technology will discuss licensing with the purchaser.
- After approval has been given, the software will be installed by the IT Department.
- The IT Department must maintain possession of the software so it can prove to any inquiring parties (B.S.A., software vendors, IRS or other auditors) that all software installed on the MPCS network is properly licensed and lawfully maintained.
- The original media (CD/DVD's) and

licensing documentation will be kept by the IT Department for the duration that the software is installed on any MPCS workstation or server.

E-mail

The Mount Paran Christian School e-mail system exists to support the school's mission and facilitate communication with the staff and appropriate third parties. It is protected by filters, firewalls and antivirus software.

Beginning in the 2015-16 school year, all e-mail (incoming and outgoing) will be retained on a message archiving system. All e-mail on the school email account is subject to inspection and discovery, and retained for a period of time according to legal requirements. As a result, please refrain from using your school e-mail account for personal correspondence.

- E-mail is for legitimate education and MPCS business related correspondence.
- Attachments must be 10MB or smaller; larger files must be transmitted using some other method.
- Employees must use extreme caution when opening e-mail attachments from unknown senders, as these may contain viruses, e-mail bombs or other Trojan payloads.
- Please do NOT use your MPCS e-mail to sign up with agencies such as shopping, Facebook, non-educational subscriptions, listservs, personal groups, etc.
- Employees should periodically (at least annually) discard old messages from their Inbox and Sent Mail, and then empty their Deleted Items (Trash). Old and unused items take up storage space on our servers and network.

Filtering

The Information Technology Department employs a number of physical and virtual devices to filter and track information accessed by all devices on MPCS property.

- The IT Department defines inappropriate content and blocks it from all devices.

- All internet usage, visited websites, and blocked websites will be logged and reviewed periodically to maintain the safety of the students and employees at MPCS.
- Employees may request in writing that blocked websites be unblocked for legitimate educational purposes, either permanently or temporarily.

Consequences

Any employee found in violation of any policy outlined in the Responsible Use Policy herein may be subject to disciplinary action, up to and including termination.

Educational Website Approval

Although MPCS encourages the use of websites in the education of our students, if a teacher wishes to incorporate the use of a website that requires the students to create a user account and password or register information before interacting with the website, the teacher must consult their supervisor and the Information Technology Department for approval of the website before it is introduced to the students.

The teacher must also clearly communicate to the student's parents the intent and purpose of using the website before it is introduced to the students.

Identity Theft

MPCS forbids any student or employee to assume the identity of another student or employee for any reason whatsoever, no matter if the intent is for defamation of character or pranking. This includes, but is not limited to, use of another person's identity in e-mails, websites, blogs, Facebook, Instagram, Snapchat, MySpace, Twitter, Tumblr, Vine, Google+, Kik, Oovoo, etc.

Software Installation Policy

The MPCS Software Installation Policy is a set of guidelines for installation of software packages on the MPCS network. The purpose of the policy is to ensure compatibility, as well as proper licensing and distribution of all software packages. Guidelines for purchasing software or any other technology products are found in the MPCS Technology Purchasing Guidelines. The following guidelines should be followed:

- Prior to installation, the purchaser

should provide the principal or department director, network administrator and director of information technology with all pertinent information regarding the software.

–The principal or department director will determine if the software is appropriate for a Christian school environment.

–The network administrator will evaluate the software for compatibility.

–The director of information technology will discuss licensing with the purchaser.

- After approval has been given, the software will be installed.

- The software will be turned over to the information technology department. The network administrator or support staff will install the software on the servers and/or workstations.

The information technology department must maintain possession of the software so it can prove to any inquiring parties (B.S.A., software vendors, IRS or other auditors) that all software installed on the MPCS network is properly licensed and lawfully maintained.

- The original media (CD/DVD's) and licensing documentation will be kept by the information technology department for the duration that the software is installed on any MPCS workstation or server.

Technology Purchasing Guidelines

The MPCS information technology department seeks to serve the students and staff by providing the latest technology for use in the classrooms and administrative offices. It is our goal to meet as many needs as our budget allows. Being good stewards requires making conscientious decisions and proactively seeking the lowest prices on the product which best suits our users' needs. This plan is designed for use within the information technology department; however, outside departments are highly encouraged, and sometimes required, to follow these guidelines to ensure that our current staff and infrastructure can support the purchase of the new technology. The purpose of these guidelines is to ensure that the software is not only compatible with our existing resources, but

is also within the scope of the MPCS information technology upgrade plan and strategic plan.

There are several categories of purchases made by the department, all of which affect varying amounts of users. These categories are:

- **Infrastructure:** School-wide resources necessary for the day-to-day operation of the network. Includes: servers, backup equipment, switches, access points, cabling, and enterprise-wide software (requiring site- license renewals). All purchases should be carefully planned by the network administrator and director of information technology and approved by both the headmaster and director of business and finance.
- **End-User Hardware:** School wide resources necessary for students and staff to use the network. Includes: workstations, printers and phones. All purchases should be carefully planned by the network administrator and director of information technology per the headmaster-approved technology upgrade plan and purchase orders signed-off by the director of business and finance.
- **Technology Aides:** Hardware and software used by the students and staff to enhance the educational experience. Includes: projectors, ActivBoards, and specialty software. All purchases should be planned by the information technology staff or principal, approved by the director of information technology and purchase orders signed-off by the director of business and finance.
- **Support Assets:** Hardware and software used by staff necessary to school operation. Includes: records software, accounting software, and operations software. All purchases should be planned by the information technology staff or departmental director, approved by the director of information technology and purchase orders signed-off by the director of business and finance

All technology purchases should be made after determining the following:

- What needs to be accomplished?

What do you want/need to do? Why?

- What category is the product in? (see above) Who must approve this product for your department?
- Is there a system/product already in place? Can it be improved rather than replaced?
- What options are there? Have all similar products been thoroughly evaluated? What is the best product?
- What product has the best value?
- What is the total cost of ownership?
 - Up-front purchase
 - Installation cost (hours to setup and cost of any additional hardware)
 - Annual renewal costs
 - Maintenance and upkeep throughout the product's life
- Where will it be purchased? Are we utilizing our MISBO discount?
- Who is paying for it?
- Is it feasible? Can it be implemented in a reasonable time frame? Is it compatible with our existing infrastructure? Do we have the resources to support it?
- Is this a software purchase? If yes, has the Mount Paran Christian School software installation policy been followed?

Transportation

Mount Paran Christian School has available mini-buses (holding 14, plus driver), a traditional school bus, and motor coaches (holding 48, plus driver). These vehicles are available for school-sponsored trips, including but not limited to, field trips, athletic events, overnight trips, marching band competitions, and conferences.

Faculty and staff in need of transportation for a school-sponsored trip must follow these guidelines:

- Check with the bus transportation coordinator in the Operations office for bus availability. The Operations Department is responsible for the approval and arrangement of all minibus and motor coach transportation. Please notify

Operations of trips using bus transportation for annual budgeting purposes to support trips paid through school budget. Operations is not responsible for the cost of transportation of any trips which are not intended to be fully paid by school budget; if funds are collected from families for optional participation trips, those funds are to be used to pay for bus transportation costs. If a bus company is desired that is not on the list of approved MPCS carriers available in the Operations office, that company must be confirmed through the Operations office to ensure that the company has proof of compliance with all safety requirements prior to arranging MPCS trip transportation.

- Obtain a list of approved drivers and then secure a driver for the trip. The procurement of an approved driver is the responsibility of the faculty/staff member overseeing the trip. A MPCS employee may drive a school vehicle once approved by the human resources manager which is contingent upon having the proper documentation described in the Motor Vehicle Policy on file in the human resources office.

- Any minor not enrolled at MPCS will not be permitted to ride the school-furnished vehicle on any school-sponsored trip. This includes siblings of students, and non-enrolled children of employees.

- No more than the allotted number of people may ride in any vehicle at any time. Seat belts must be used at all times by all parties.

- The party using the vehicle is responsible for filling the gas tank to at least $\frac{3}{4}$ full upon return. The director of Operations will furnish bus keys and credit card to be used only for gas. If a minibus is reserved, the responsible party should pick up keys and the gas card before 2:30 on the day of the trip. If any problems with the bus occur while on the trip, there is an emergency binder in the dashboard of the bus that lists emergency procedures. Please communicate this

information to the driver of the bus.

- The vehicle must be returned clean. A trash bag and broom will be provided.

- Drivers must complete a pre and post-trip bus inspection form.

- Three golf carts are assigned to the Operations department. These carts are secured in the warehouse during non-school hours with the exception of the one used by security during their tour of duty. Golf carts may be checked out by calling the Operations office.

Please remember that students may NOT drive themselves to field trips.

Motor Vehicle Policy

Eligibility to drive MPCS vehicles is determined based on several criteria, including, but not limited to, Motor Vehicle Record (MVR), drug-testing, supervisory responsibility, Operations Bus Reservation Form requirements, and for CDL drivers only, Operations training on the operation of MPCS motor coaches.

“MPCS vehicle” is defined as an MPCS-owned, -leased, -rented, or-borrowed vehicle that is tagged and licensed for use on public roads and is used to transport MPCS employees, students, or volunteers. This does not apply to privately owned vehicles used for personal transportation. “New employee” is defined as a 10-month, 11-month, 12-month, or hourly full-time or part-time employee. This does not include temporary employees like community coaches, supply teachers, substitute teachers, or seasonal employees.

If a driver is determined to be ineligible to drive based on the criteria outlined in this policy and if that driver is an employee of MPCS whose primary responsibilities include driving MPCS vehicles or MPCS-leased or MPCS-rented vehicles, ineligibility can result in termination of employment with MPCS.

Motor Vehicle Record Checks

MPCS checks Motor Vehicle Records (MVR) for all drivers of MPCS vehicles. These checks are conducted by MPCS or by the bus/driver leasing vendor if the driver is contracted from a third party. New employees must submit MVR background check authorization paperwork to the human resources office upon hire. Temporary employees and volunteers must submit MVR background check authorization paperwork to the human resources office at least three school days prior to driving.

MVRs are checked every six months for CDL drivers of MPCS vehicles and every year for non-CDL drivers of MPCS vehicles.

Drivers are deemed ineligible to drive an MPCS vehicle if one or more of the following circumstances apply based on their MVR interpreted using Georgia Department of Transportation guidelines:

- Under-aged or legally ineligible to drive for any reason
- Invalid license or lack of license and certification for operating the vehicle in question
- Suspended license within the last three years
- Qualifying events for suspended or revoked license (whether or not enforced) within the last three years
- Final warning event prior to qualifying for a suspended license within the last three years
- Any event qualifying as reckless endangerment within the past three years
- More than one moving violation within the past two years.

Any MPCS bus driver who is involved in a minor traffic violation or accident while on the job must immediately notify the Director of Operations and/or the Director of Human Resources.

Drug-testing of Drivers

MPCS requires drug-testing of all new employees upon hire and all third-party-contracted bus drivers. Third-party contracted drivers may meet this requirement based on drug tests administered through the third party organization.

MPCS also requires annual drug-testing of all drivers of MPCS vehicles and 10% of non-CDL drivers of MPCS vehicles.

Drivers are deemed ineligible to drive if the drug-testing results indicate the presence of any detectable amount of prohibited substances. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Drivers are deemed ineligible to drive MPCS vehicles if a drug test result shows evidence of drug use. If the driver is an MPCS employee or temporary employee, such a result may also result in the termination of employment from MPCS.

Supervisory Responsibility

MPCS requires that employees who have supervisory responsibility of MPCS students involved in an off-campus activity must ride in the MPCS vehicle to and from the campus to ensure:

- All bus safety rules are observed and obeyed, including but not limited to proper seating of riders, seat belt use by all, stowage of items, clearing emergency exit area of items or debris, and general behavior of riders to avoid distraction of or hindrance to the driver; and
- Proper stewardship of the vehicle, including but not limited to proper operation, parking, securing, care, clean-up, trash removal, and return procedures are followed.

Drivers may be deemed ineligible to drive MPCS vehicles if supervisory responsibilities are not reasonably met. This involves consideration case by case for each driver, taking into account severity of an issue, safety concerns, any necessary repairs or cleaning resulting from lack of supervision, and repetition or number of occurrences.

Bus Signing-Out Requirements

After a driver is determined to be eligible, the driver must sign-out keys for the vehicle in the Operations office, reading, completing, signing, and complying with the Bus Reservations Form and requirements.

Drivers are deemed ineligible to drive MPCS vehicles if this process is not completed or if requirements on the signed form are not reasonably fulfilled.

Training on MPCS CDL Vehicles-CDL Drivers Only

CDL drivers must complete MPCS motor coach training with MPCS Operations to drive an MPCS-owned motor coach, unless the driver is contracted through a third-party vendor. Operations decide on a case-by-case basis how frequently this training must be repeated based on the driver's individual frequency or performance in CDL driving. Drivers may be ineligible to drive MPCS CDL vehicles unless this training is completed as required.

Facilities and Property Use

Following are general guidelines for use of school property:

- See Event Planning and Murray Arts

Center sections for reservation and use of buildings, fields, parking lots.

- Athletics must also be consulted on the use of fields and gymnasiums when planning events.
- Before doing any type of digging anywhere on campus, please contact operations to ensure no water lines, electrical lines, sewer lines and irrigation lines are in the area where you are proposing to dig.

Tobacco Free Campus

According to the CDC, tobacco products are dangerous to one's health. Because of our concern for the health of our employees and the guidance of our students, the use of tobacco products by students, faculty, staff, and visitors on the MPCS campus is strictly prohibited 24 hours per day 7 days per week.

Furthermore, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products) is prohibited at all times:

- In all interior space owned, rented, or leased by MPCS;
- On all outside property or grounds owned or wholly leased by MPCS, including parking areas-this applies to private vehicles while they are on MPCS property;
- In all school buses and other vehicles used to transport students and at off-campus school-sponsored events.

For more information about assistance to enroll in tobacco cessation, please visit the MPCS school clinic or human resources office, which will offer information about such programs.

Microwave Safe Use Policy

Microwaves are available on the campus of Mount Paran Christian School. A microwave safe use policy and practice has been written to explain the purpose and the proper use of microwaves in classrooms by Mount Paran Staff and Faculty. Microwaves in classrooms are used for reasons such as but not limited to:

- Preschool requirement for home-provided meals due to dining room rotation that is not possible. Dining room is located in a separate building. Inclement weather restricts

preschoolers from being able to access the main dining room on a daily basis.

- Lunch cost is not included in the preschool program.
- Students with allergies or special dietary requirements that require specially prepared food provided from home (avoiding cross-contamination and accidental allergen ingestion).
- Student supervisory responsibility by staff and faculty that allows for staff lunch rotation that inhibits such staff leaving the room to warm up student's lunches.

Reasonable policy and practice steps include the following:

- All microwaves will be raised to a level above the students' reach, on a safe, sturdy surface that does not risk spills of hot liquids on staff or students. Students must not be able to reach, open, close, operate, or remove items from the microwave.
- Students must be seated and away from the microwave when in use by staff to heat lunches.
- Staff must heat and set aside items from the microwave until they are at a serving temperature determined by staff, not at risk of burning staff or students
- Avoid heating of unnecessary hot liquids (like hot cocoa, hot tea, coffee, and other liquids) in classroom microwaves to avoid risk of burns.

This policy will be posted on or near the microwave in each classroom in which microwaves are kept.

Vending

Vending machines are located throughout the campus. These are serviced by an outside vendor through the Business Services Center (BSC). Any issues or problems with vending machines should be directed to the BSC.

Vending machines located in the high school workroom are off limits to students. Students may use the vending machines outside the Hughes Gym, in the high school building, and the Rest in the Murray Arts Center.

Vending machines located next to the gym are closed from 2:30 p.m. – 3:30 p.m.

Workrooms & Mailboxes

The teacher and administrative workrooms are a place for employees to work without intrusions. Caution should be taken with all information discussed between employees in the workrooms. Teachers should not use this as a place to congregate and vent frustrations regarding students, parents, teachers, or the administration.

For security reasons, privacy, and confidentiality, MPCS students and children of MPCS employees are not permitted in any school workroom at any time. The teacher workrooms are provided for employee use only. If a person, who is not an employee of MPCS, is in a workroom and using school equipment (copier, fax, postage meter, etc.), kindly ask him/her to exit the workroom area.

Please note that teacher workrooms are not a place of solicitation. If you desire to sell a product or service for personal gain, you may leave a copy of your information in the workroom, but you may not place copies of materials in an employee's mailbox.

Faculty and staff are not to send students into workrooms to retrieve materials from mailboxes, make copies, or use the vending machines, or prepare coffee.

Section Four: STUDENT RELATIONS & ACADEMICS

Registrar's Office

Student Records

Student records must be requested in writing and are governed by the following standards:

- Complete in blue or black ink.
- Student records are confidential documents and should never be shared with anyone other than the parent, unless the parent has signed a release of information form.
- Student academic records are, by law, open to both custodial and non-custodial parents. Be very sensitive in dealing with students in cases of separation or divorce. (This does not apply to financial records which are only open to the individuals whose names are specifically noted as financially responsible on the contract.)
- Before any records can be released, the Admission office must approve the transcript release. The admission office will ensure that there are not any holds on the account with all appropriate offices.

See Student Eligibility Enforcement regarding report card and transcript holds in this section of the employee handbook.

Psychological Records

All psychological records should be housed in the counselor's office. Any teacher receiving a student psychological record should bring it to the counselor's office. These records may be reviewed there.

Records of Academic Grades

Each teacher will keep a record of grades sufficient to reflect a student's academic performance. Recorded grades must never be deleted. If a change must be made on a student's record card or permanent record, a copy of this documentation must be presented to your area administration who will sign off on the change and forward to the registrar. Mark through the mistake, correct it, and initial the

change. At the end of each nine week period, a comprehensive report is prepared for each student based on daily grades, quizzes, tests, projects, and other assignments.

Parent Information Packets (PIP) include student papers, school information, and pertinent class information and should be sent home weekly in lower school. High school information will be mailed to parents as needed. Signed PIPs should be returned the following day. If the PIP has not been returned after three days, it is the responsibility of the teacher to follow up with a phone call to parents. Cumulative grade reports are sent home as follows:

- Lower school grade reports are sent home every nine weeks.
- Middle school grade reports are sent home each semester. These grades are based on an average of approximately eighteen weeks of grades. Progress reports are sent after nine weeks.
- High school grade reports are sent home each semester and provide an average of approximately eighteen weeks of grades.

Grades for third through twelfth grade students will be posted online through the Netclassroom/itslearning program. Teachers must post grades weekly on Netclassroom/itslearning and keep students' averages of grades current.

Grade Scales

MPCS adheres to the following grade scales:

Lower School:

Kindergarten

C.....Consistently
 S..... Sometimes
 I.....In Progress
 Blank.....Not evaluated at this time

Grades 1 & 2

E.....Excellent Progress
 VG.....Very Good Progress
 S.....Satisfactory Progress
 N.....Needs Improvement
 U.....Unsatisfactory

Grades 3-5

A.....	90-100
B.....	80-89
C.....	74-79
D.....	70-73
F.....	below 70

In grades 1-5, conduct and responsibility are graded using the following scale:

VG.....	Very Good
S.....	Satisfactory
N.....	Needs Improvement

Middle and High School:

A.....	89.5-100
B.....	79.5-89.4
C.....	73.5-79.4
D.....	69.5-73.4
F.....	below 69.5

Attendance and Tardiness

It is the responsibility of each homeroom teacher in preschool, lower school and middle school to check students' attendances daily. Absences are to be sent electronically to the attendance clerk daily. High school teachers are to check attendance of students throughout the day and report those absent or tardy during each class period. An absence from class must be recorded on their computerized attendance program and reported immediately via phone to the appropriate receptionist unless the student's name appears on the morning's absence list. Students arriving prior to 11:30 a.m. are marked tardy. Those arriving after 11:30 a.m. are considered absent for that day.

Student Eligibility Enforcement

If an account is overdue, all payments deposited from parents will first be applied to tuitions and fees on account, to reduce the overdue balance. If

- An overdue balance exists on the tuition and fees account; or
- The student has not successfully completed registration at MPCS; or
- The student is missing an item from their application which prohibits them from being accepted or registered,

preschool and lower school students may be placed on records hold and enrollment hold, and **middle school and high school students** may be placed on

enrollment hold for incomplete registration. **Middle school and high school students** may also be placed on records hold and finals hold for overdue balance on account. These holds are imposed at the sole discretion of MPCS.

An **enrollment hold** will mean that the affected student(s) will not be permitted to attend MPCS, receive a schedule, or be placed on a roster for the period in which the hold is in effect, and the student(s) may be required to withdraw from MPCS and be subject to withdrawal policies and fees.

An **ineligible to re-enroll hold** will mean that a student has a balance on the current year's account at the time of re-enrollment. These holds can prevent a student from registering and/or from being placed on a class roster.

An **admission hold** will mean that a student is missing an item to complete registration or view schedules. These holds can prevent a student from being placed on class rosters and/or receive class schedules.

A **records hold** will mean that grade reports, NetClassroom/itslearning grades view, and final transcripts of the affected student(s) will be held by the business office for the period in which the hold is in effect.

A **finals hold** will mean that the affected student(s) will not be permitted to take final exams and will therefore not be complete for the academic year in which the finals hold takes place.

If a student account is on hold for business office or admission office purposes (and the NetClassroom/itslearning view is locked) then a student will be unable to obtain the necessary schedule to purchase books until the hold is released.

In the event records are held for one of the above reasons, applicable report cards and transcripts holds will be kept in the business office after notification has been sent to the parents. Any inquiries to this regard should be referred to the Student Accounts Office to keep teacher, coaches, and administrators from being put in the middle of any inquiry, dispute, or escalation to this regard.

The only exceptions to this policy are those approved by the director of business and finance. Any student payments deposited with the business office that must be re-directed toward an overdue tuition balance will be flagged to the appropriate administrator and payer.

Books and Supplies

Each teacher should order all items that will be needed for the next school year when the back-to-school order is placed at the end of each school year.

When placing a back-to-school order include supplies that will be needed. Each teacher will be held responsible for all books used in his/her subject. MPCS will furnish each teacher with one teacher edition for each subject taught. If it is necessary to replace these books during the school year, it is the teacher's personal responsibility to pay for the book. Likewise, books checked out by an MPCS employee and not returned to the media center will be paid for by the employee.

If workbooks or other supplemental material is required for a class, it must be used. This simply shows respect for parental resources.

Book Sales - Book sales are conducted by the school's online textbook vendor, MBS Direct, by course name for high school and by grade level for middle school, typically in the first weeks of July. Information about online textbook sales will be provided in advance with a 24/7 customer service line provided by the textbook vendor. Questions regarding the school's choice of textbooks should be directed to the Academic Dean and/or Curriculum Coordinator.

The textbook vendor also buys back books. To do this, the family should login online to the textbook website, enter book information to be sold back to the textbook vendor, and **print a quote** for the value of the books the textbook vendor agrees to buy back, assuming they are returned in a timely manner and in good, re-sellable condition. The family may then ship the books back individually if during the year, or participate in the EZ Drop event held in the last weeks of May. Textbooks dropped off by the family at the EZ Drop collection point on campus are shipped by the school to the textbook vendor.

Once the textbook vendor receives the textbooks, the condition of the books will be evaluated prior to confirming payment. The textbook vendor will then issue a check to the family based on those books quoted to the family and received in good, re-sellable condition.

Lesson Plans

Adequate preparation is necessary before teaching. Lesson plans must be neat and orderly and reflect the activities, concepts, and page numbers where the lesson can be found. They must be detailed and easily followed by a substitute. Lesson plans for each week must be completed one week in advance and must be available for review by the appropriate principal the Friday prior to being taught. In addition, emergency lesson plans must be on file in the Aesop system, with the appropriate principal, or high school department head, and are to be adequate enough to cover three days. They are to be completed within the first two weeks of the school year and should include a schedule, seating chart, class roll, disciplinary policies, teaching procedures, and name of another teacher who the substitute can contact if questions arise.

Teachers are expected to refer to the information found in the section "Substitutes/Supply Teachers" for instructional expectations during a teacher absence.

Substitutes/Supply Teachers

If a teacher needs to secure a substitute before or after school hours, a call or log-in to Aesop must be made before 9:00 p.m. the night before the absence or no later than 6:30 a.m. the morning of the absence. If a requested substitute is NOT made before 9:00p.m. the night before the absence or before 6:30 a.m. the morning of the absence, the Division Head will be notified of the need to secure the substitute teacher. Any teacher at MPCS may register his/her absence on Aesop anytime and anywhere, either by calling Aesop's toll free number 1-800-942-3767 or by logging in via the web or mobile device. Do not send an e-mail to the Human Resource Specialist or to Aesop, as it may not be opened in time to schedule a substitute. The school telephones do not open until 7:00 a.m. each day. By that time it is too late to call a substitute. Please adhere to these guidelines.

Teachers are expected to upload lesson plans to their Aesop portal for easy accessibility for the substitute, as well as any materials, attendance lists, classroom rules, seating charts, or other procedures that the substitute may need. Any lesson plans not uploaded in Aesop should be left in the substitute binder on the teacher's desk. Do

not attempt to give lesson plans over the phone. A substitute teacher should not hold study hall in place of classroom instruction, nor should they show non-class-related videos. If an absence of more than two weeks is anticipated, a supply teacher will be placed in the classroom.

Student Assignments

Lower school teachers will supply parents with appropriate grade-level information. Middle school and high school teachers will supply students with the course syllabus.

Homework is given for the purpose of reinforcing skills taught, for drill practice, and for assessment purposes. Teachers should exercise good judgment in the amount of homework given. Homework is not assigned on Wednesday nights in deference to church attendance. High school classes may assign work on Wednesday that is due on Friday.

Approved Writing Style

The English department and administration will direct the style of all writings by students. MPCS has accepted the Modern Language Association (MLA) method as its appropriate style of writing. MLA is also the style recommended by the Board of Regents for the state of Georgia.

Video/Reading Approval

The appropriate principal must approve all videos/ DVDs shown at MPCS and the materials shown must be related to curriculum, age appropriate, and appropriately rated. The videos/DVDs in the media centers that have an orange sticker must be previewed. All others are pre-approved. Teachers are encouraged to use videos/DVDs for instructional enhancement only. Videos containing vulgarities, violence, or sexual material are prohibited.

Parents do have the right to “opt out” of any reading or video assignment if they consider it to contain objectionable language or material. Alternative assignments should be provided.

Textbook/Curriculum Adoption

MPCS has textbook adoption committees that continually review all textbooks used. MPCS is on a five-year rotation for textbook adoption as

stated in the SACS guidelines. Therefore, it will be a rare occurrence that changes will be made during times outside of this five-year rotation. However, should there be a need for any discussion, consideration, or planned action concerning textbook changes, initiated by any MPCS personnel, documentation must be submitted for approval to the appropriate administrator.

Supervisory Responsibilities

Staff members leading a school-sponsored trip, field trip, or student activity off-campus must fully exercise student supervision and may not separate from students on transportation or at the off-campus venue, except when students are in the care of another faculty trip leader.

Employees are required to be diligent in the supervision of students and enforcement of student rules and regulations. These are outlined in the student handbooks and are established as tradition at MPCS. Failure to do so will be considered an infraction of employee expectations and may result in disciplinary action. This action could include, but is not limited to, verbal or written reprimand, forced unpaid leave, or termination.

No student should be left in a classroom, play area, or anywhere on MPCS property unsupervised. If a teacher must leave his/her assigned area of supervision, it is the teacher's responsibility to secure another MPCS employee to supervise those students left unattended. Teachers, who are assigned duties of morning supervision, break duty, dining hall duty, carpool, or supervision of extracurricular activities should follow the instructions given by the administration with regard to these areas. If at any time any employee is unable to fulfill an assigned duty, it is the employee's responsibility to secure coverage for that responsibility.

Student Discipline

Rules and regulations are necessary for safety, order, and discipline in a school community. The student handbooks are simple and straightforward. They are based on the premise that every student is capable of appropriate behavior and will be held accountable for his/her conduct.

Teachers are expected to keep the appropriate student discipline records. These records should

include documentation of incidents and discipline consequences, student reaction, parental notification (if applicable), and any follow-up procedures that may be of use to a teacher or administrator. A student whose behavior is unacceptable may be placed on behavioral probation.

Teachers who have information regarding student behavior, on or off campus, dealing with alcohol, drugs, immoral behavior, illicit sex, pornography, or criminal behavior are required to report this information to the appropriate principal immediately. It is the policy of MPCS that there shall be no corporal punishment of any student for any reason.

No employee of MPCS may touch a student in an inappropriate manner. The following are considered to be examples of inappropriate touching while disciplining a student; however, this list is provided for illustrative purposes and is not meant to be exhaustive:

- Paddling or spanking a student for punishment.
- Holding or grabbing a student in anger.
- Shaking a student to get his/her attention.
- Striking or slapping a student for any reason.

MPCS employees must be mindful of their tone of voice when addressing students. An employee of MPCS may restrain a student to prevent harm to the student, other students, or anyone else. All such incidents shall be reported immediately to the level principal. Failure to report such incidences will result in immediate disciplinary action for the employee and may involve the loss of employment at MPCS. These issues may only be discussed with the student's parents and appropriate administrator.

Student Participation

Students who are serving in either in-school suspension (ISS) or out-of-school suspension (OSS) are not eligible to participate in co-curricular activities, events, or practices during the time of this service.

Referrals and Retention

Prior to contacting parents regarding referrals for testing or retention, teachers must notify the

appropriate administrator or academic dean to discuss documentation of implemented modifications/strategies. Parents should receive initial notification that a child is being considered for retention prior to the beginning of the second semester. All teachers should carefully document performance of students who may need testing or retention, and should also keep the principals and parents informed. Teachers should keep parents apprised of their child's progress through weekly updates found on NetClassroom/itslearning, and should notify parents if a student's grade falls below 70 percent.

Appropriate Communication

Appropriate communication is necessary at MPCS. Teachers must continually maintain open and honest communication with parents regarding their child's performance. All communication with parents should be well documented and kept on file in the employee's classroom or office. This documentation should include the date, the concern, resolution, and required follow-up. All teachers should keep some type of communication log, journal, or folder for the purpose of tracking communication. The communication log should be available to the administrator at all times. Appropriate documentation will be a part of the performance evaluation of an MPCS employee.

All employees need to be aware that they are expected to respond to internal and external communications from staff, parents, and other MPCS constituency groups within 24 hours of receiving inquiries.

Employees must observe confidentiality concerning pupil, parent, and school matter. It is imperative that MPCS employees respect and maintain confidentiality concerning employees, students, and school business. Information available to the faculty, such as academic reports, psychological reports, disciplinary reports, etc., must not be shared with anyone except faculty members, and then, only in professional conference on a need-to-know basis. If this need arises, please document the discussion and have it signed by all parties involved in the discussion. This documentation should be filed in the student's file kept by the teacher.

Teachers in grades 3-12 are expected to communicate on weekly basis of information

regarding student progress via Netclassroom/itslearning.

MPCS recognizes voicemail and Short Message Service (SMS) as ephemeral communication. This information is not retained. These methods of communication are not used for official school business.

In order to present a more consistent and professional message in our electronic communications, the Administrative Cabinet has approved a standard electronic signature and format to be used on all e-mails. This not only provides a professional image, but provides the recipient with the sender's job title and contact information. This means that e-mails should not include any colored backgrounds, animated images, fonts other than our standard fonts (Goudy Old Style and Franklin Gothic Book) clip art, and reflective quotes at the end of the signature. (Many colored backgrounds, logos, graphics, and animations are slow to download and can make e-mails difficult to read.)

Name (12 pt goudy)
 Job Title (10 pt Franklin Gothic Book)
 Mount Paran Christian School
 1275 Stanley Road Kennesaw, GA
 30152 www.mtparanschool.com
 770.578.0182, extension

This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

You may also add a cell number or fax number if you wish.

The IT department has instructions on the EagleNet at:
<http://eaglenet/IT/QuickTechTips/QuickTipDetails.asp?id=2> (or click on the tab at EagleNet for "quick tech tips" and then Microsoft Outlook tips - "create an e-mail signature in Outlook"). On replies, you may adjust your setting to a less formal signature. The setting for "reply signature" can be found with the signature instructions.

Non-custodial Parent

All communications generated by the school will be distributed to the custodial parent, step-parent(s), and the non-custodial parent alike, if the parent information is provided. Similarly, both natural parents (as well as step-parents) will be granted permission to visit the student on school grounds or during school-sponsored trips.

However, given the unique legal situation of each family, the school may make exceptions to the policy. In particular, the removal of a student from the school campus by a non-custodial parent is an issue that must be addressed when the enrollment contract is signed.

Tutoring

Teachers are not to use MPCS premises to tutor a student in a subject for monetary gain if that student is enrolled in the same class with that teacher. Paid lessons of any kind on school premises are at the discretion of the area principal. Tutoring for monetary gain may not take place during school hours (7:20 a.m. to 3:30 p.m.) as this is considered dual pay.

Suspicion of Abuse

MPCS is committed to providing a safe environment for students. Measures are in place to protect them from abuse. Georgia law requires that any suspected abuse should be reported to the proper authorities for investigation. Abuse is not limited to physical abuse, but can also include verbal abuse. The following procedures for reporting suspected child abuse are adopted by the MPCS administration:

- An employee who has reasonable cause to suspect student abuse must report such suspicion to the appropriate administrator immediately. As much information as possible concerning the alleged abuse should be provided in writing.
- The administrator or guidance counselor should report this to the headmaster. If additional information is needed, the administration may need to involve the person referring the student. When possible, the reporter will remain anonymous in the reporting process.

Records of the Crimes Against Children and the Protective Services Unit are confidential. The privacy of the reporting person will be kept in strict confidence so long as this confidence does not hinder investigations by proper legal authorities. Should a suspected case of abuse enter the judicial process, anonymity may not be possible as testimony may be required.

School Suicide Intervention

People sometimes are faced with stressful life situations that may cause them to consider suicide. The following procedures involving students at risk or in crisis should be followed: *(When possible, contact and involve the school guidance counselor, appropriate administrator, or headmaster immediately.)*

- **STABILIZE** – Under no circumstances should a suicidal student be left alone. Immediately talk to the student to determine if the student has any dangerous instruments on or near him/her. If possible, immediately remove from the student and the student's environment any dangerous instruments. Take the student to a non-threatening place away from other students and where another adult and a telephone are close at hand.
- **ASSESS RISK** – Calmly talk to the student in order to assess the risk that the student will harm him/herself. If the student will not relinquish dangerous instruments, then go to the Extreme Risk Procedure. If the student is in imminent danger of harming him/herself, then go to the Severe Risk procedure. If the student is not in imminent danger of harming him/herself, then go to the Moderate Risk Procedure.
- **DETERMINE SERVICES/SEVERE RISK PROCEDURE** – Determine if the student's distress is the result of parental or guardian abuse, neglect, or exploitation. If so, call the appropriate child protective services agency, give them the facts, ask them to intervene, and follow instructions. These numbers are:
 --DFACS – 770.528.5000
 --Emergency Services – 770.422.0202
 --Substance Abuse Services – 770.499.2422
 If the above-mentioned agencies will not intervene before the end of the school day, take the student to the Kennestone Hospital Emergency Room. Call parents or guardians and inform them of action taken.
- **MODERATE RISK PROCEDURES** – Determine if the student's distress is the result of parental or guardian abuse, neglect, or exploitation. If so, call the appropriate child protective services agency, give them

the facts, ask them to intervene, and follow their instructions. If not, call the parents or guardians, give them the facts, ask them to take the child to the appropriate community mental health services agency. If they will not, call the appropriate community health services agency, provide the details, ask them to intervene, and follow their instructions. Call parents or guardians and inform them of action taken.

- **EXTREME RISK PROCEDURES** – Call police (911). Calm student by talking and reassuring until police arrive. Try to have the student relinquish means of causing personal injury to him/herself. Call parents or guardians and inform them of action taken.

- **INFORM** – Inform the appropriate members of the administration, including teachers, counselors, social workers, and psychologists of the facts and actions taken.

- **FOLLOW UP** – Determine whether emergency or short-term procedures were followed. Determine whether long-term services have been arranged. If emergency, short-term, or long-term services have not been satisfactorily pursued, contact the appropriate child protective services agency or community mental health services agency. Continue to show concern for the student.

Nurse/Clinic

MPCS provides a school clinic staffed with certified, licensed nurses on duty during school hours for students, faculty, and staff. A dedicated clinic restroom is provided. Medications and supplies kept in the clinic should only be accessed by the nurse on duty or someone from the administrative team. In an emergency, Epipens and inhalers may be used.

Prescription Medication

It is the policy of MPCS not to administer any prescription drugs without a prescription from a physician. With certain medical conditions (e.g. diabetes, asthma, severe allergy), emergency medications may be self-carried by students and/or kept in the classroom with the teacher. Students

are not permitted to have medications in their possession while on the school campus or on field trips. It is necessary that all prescribed medication be presented by the parent/guardian and given to the school nurse. A Prescription Medication Authorization Form must be completed and signed by the parent before medication can be dispensed. If medications are needed while at school, the student must visit the clinic to obtain them from the nurse or other qualified person. It is required that all prescription medication be in a prescription bottle with the name of the pharmacy, medication, prescribing physician, exact dosage of medication, date the prescription was filled, and expiration date of medication clearly indicated. Medications will not be given from an envelope or plastic bag. All medications will be kept in a locked medicine area in the clinic or with the high school receptionist. It is the student's responsibility to come to the clinic (or the high school receptionist) for the prescribed medication at the appropriate, predetermined time. With certain medical conditions (e.g. diabetes, asthma, severe allergy), emergency medications may be kept in the classroom with the teacher. Records will be kept of all medications administered. MPCS does not assume the responsibility for the effects any medication may produce.

Over-the-Counter Medication

Students are not permitted to have over-the-counter medications in their possession while on the school campus or on field trips. If these types of medications are needed during the school day the student must visit the clinic to obtain them from the nurse or other qualified person. Records will be kept of all medications administered. Commonly used over-the-counter medications will be dispensed based on parent consent from the Emergency Medical Card. MPCS does not assume the responsibility for the effects any medication may produce.

It is important that parents understand that medical insurance is not provided by MPCS other than student accident insurance which is secondary to the family's personal medical insurance. The responsibility for providing primary personal coverage rests with them as parent/guardian. Parents must agree to release and hold harmless MPCS, its employees and agents, both jointly and severally, from and against any and all claims, damages, causes of action, or injuries that arise from medicating, providing first aid, or seeking emergency medical

care for their child while at the school or at school-sponsored programs or sporting events regardless of location.

MPCS reserves the right to perform random drug testing and drug searches.

Defibrillators (AEDs)

MPCS has 10 (ten) defibrillators on campus in case of an emergency. Knowledge of exactly where all of them are located is required of all coaches. They are located:

- Preschool lobby
- High School first floor entry
- In front of Hughes Gymnasium
- Outside of middle school head's office in the Mulkey Building
- Next to the main door entry at the Fitness Center
- Main door entry and side-door entry on Mulkey side at the Murray Art Center
- Baseball Fieldhouse women's restroom
- Family restroom at the stadium
- Portable AED carried by athletic trainer at games as assigned (not all games/practices)

Student Activities, Trips, Clubs, and Classes

Fees and dues are billed and collected by Student Accounts. This is to minimize the number of asks of parents from the school throughout the year.

1. Trips, curricular class activities, etc. will be allocated in division level budget based on division head approval which is required for all trips and activities every year.
2. Provide the school division head a forecast of anticipated expenses for the trip, activity, club, or class for which you are the designated staff sponsor. This is used by the head for budget request.
3. Do not collect any fees or dues from students for clubs, classes, field trips, curricular class activities, etc.
4. Dues and trips should be submitted to the school division head for pre-approval, then sent to student accounts for billing and collection.
 - a. Once approved, submit the roster of applicable students and

- description and amount of the charge to Student Accounts.
- b. Use the student accounts billing form under Eaglenet to submit the billing request to student accounts.
- c. Rosters for billing must be received by student accounts by the 10th of the month for payments to be due by the 1st of the following month.
- d. Plan and communicate early enough to provide the necessary billing information to student accounts, so that collection precedes the expenses the school pay from these funds.
- e. Check with the comptroller in the business office to verify that all funds have been received and determine any appropriate follow-up.
- f. Submit payment request forms to the business office as usual to pay for activity expenses.
 - i. Preschool through middle school should use the purple Student Activity Payment Form for daytime field trips and student activities.
 - ii. Clubs, classes, and overnight trips should use the Request for Payment Form.
- g. Update student accounts if students are added or dropped from the activity, so billing can be adjusted appropriately.
- 5. There should be no further collection of money by faculty or staff, except for development office-approved fundraisers.
 - a. Chicken biscuits and t-shirt sales require development pre-approval.
 - b. T-shirt sales require marketing pre-approval of the design.
 - c. Fundraised monies must be secured in a locked cabinet or desk during the day and deposited with the business office by 3:30 p.m. daily.
 - d. DO NOT keep money overnight without pre-approval from the

business office.

- 6. Refer to the Field Trips section under Accounting for information on needed cash advances and transportation.
- 7. Third-party managed trips (such as the England trip through EF Tours or 8th grade trip through Worldstride) may continue to be paid to the third party as in the past.

This process makes it easier and more convenient for our families to participate, reduce lost payments sent in by students, improve cash controls, reduce faculty and staff personal liability associated with handling money, and avoid distraction from other school-wide fundraising initiatives.

Field Trips

Field Trip Approval

- A field trip approval form must be turned in to the area administrator at least four weeks prior to the field trip date. NO off-campus lower school field trips will be scheduled during the last THREE weeks of school. On-campus field trips may be scheduled up to the LAST week of school.
- Field trips should be scheduled so that the return time back to MPCS is not between 2:00-3:30. If this is unavoidable, prior arrangements should be made with the carpool coordinator, so as to avoid disruption of the afternoon carpool pick-up lines.
- The area administrator for all grade levels will return the approved form to the main office receptionist, who will then return it to the teacher making the request, as well as the following staff: scheduling coordinator (Operations office), administrative assistant to the headmaster (for master calendar), Sage Dining (for lunch quantity adjustments), media center, and nurse. The original form will be retained in the main office. If the trip is denied, the administrator will return the form to the teacher directly with an explanation.
- Immediately, upon approval, contact the Operations office to check the availability of school buses or the requirements for renting buses.
- Approved field trip forms must

include transportation costs identifying the percentage of deposits to be made to the transportation account.

Approved forms must be signed by the director of Operations and copied to the Operations office.

- MPCS staff attending an MPCS trip must submit a time-off request and document their official function on the trip if attending as a trip leader, requesting “no charge” to paid time off.

- Certain activities are prohibited due to insurance and school liability reasons in managing student safety and school risk. Administrators must approve all planned activities.

After Approval

- The Operations office will secure transportation. (See Transportation section for more information.)

- Insurance coverage allows only the following people to ride school transportation:

- students with signed permission forms
- teachers and paraprofessionals
- school staff
- parent chaperones

- Additional supervision is the responsibility of the teacher.

- In lower school – at least one chaperone for every five students is required
- In middle and high school – one chaperone for every 10 students is required (Supervision is not only the responsibility of the adults toward the students, but also the responsibility of the lead teacher(s) to properly instruct chaperones on supervision.)

- Written notification of the field trip must be sent to parents and contain:

- permission form
- cost of field trip
- objectives of the field trip
- specific items to be brought (i.e. money, jacket)
- specific attire, if applicable
- disciplinary sanctions for misconduct, especially if the

parent is expected to reimburse the school for the expense of sending home any unruly student.

- Trip billing is handled via student accounts. See the **Student Activities, Trips, Clubs, and Classes** section for instructions.

- Written notification of the field trip must be sent to parents and contain

- Permission Form/Hold Harmless Form with a detailed description of the trip activities, risks, and itinerary attached, which must be turned into the Nurse Clinic after returning from the trip and by the fiscal year end.

- It is the teacher’s responsibility, with the help of the area administrator, to make arrangements for students who choose not to participate in the field trip.

- In the event that a teacher has classes other than the one participating in the field trip, he/she must complete an employee absentee form and give it to the area administrator so that coverage can be provided.

- A list of middle school and high school students participating in the field trip must be given to the appropriate receptionist.

- A first-aid kit is required to be taken by the teacher(s) on every field trip.

Cancellation of a Field Trip

- Notify the area administrator, in writing, of the cancellation.

- Notify the Operations office of the cancellation and make arrangements for reimbursement, if necessary, and to cancel any transportation.

- Notify the appropriate receptionist and the headmaster’s office of the cancellation.

- Notify the dining hall staff of the cancellation as soon as possible.

Overnight Trip

- Rooms/cabins will have appropriate adult supervision.
- A list of clothing and supplies needed for the trip will be sent home in advance.
- A list of participating students and chaperones must be given to the area administrator and the appropriate receptionist.
- An itinerary and destination phone numbers must be given to the area administrator and the appropriate receptionist.
- The lead teacher(s) must call the level principal upon arrival at the appointed destination. If arrival is after school hours a voice message should be left.

- Signed statement of faith and signed latest student handbook acknowledgement.
- Background check.
- Confirmation of personal medical insurance coverage

If a third-party trip coordinating company is used, representatives of that company can also attend for the express purpose of facilitating and leading the trip.

Participation in any school-sponsored activity is also limited to the dates and transportation method prescribed by MPCS. Students are not permitted to drive themselves from the school campus to the activity destination. Students are also not permitted to drive themselves from the activity destination to the school campus, even with parental permission. Students must travel under the school's supervision on ANY school-sponsored activity and must return with the school group to the school campus except under the following conditions.

The only circumstance in which the requirement to return with the school group to the school campus will be waived is when the student is released into the supervision of a custodial parent, legal guardian, or adult authorized by advance written notification from a custodial parent or legal guardian. Such written notification authorizing release to a non-custodial adult must include:

- The non-custodial adult's name.
- The activity date.
- The parent or guardian's signature.
- The parent or guardian's legible name.

During normal school day hours, student release requires that the custodial parent, legal guardian or authorized adult must also sign-out the students with the appropriate MPCS staff member on the trip.

MPCS Trips

(All field trips, day trips, overnight trips, extended trips, mission trips)

Participation

Participation in approved, school-sponsored trips of any kind is restricted to only MPCS students, parents of MPCS students acting as school-approved chaperones, and MPCS staff. Trips may also include MPCS staff spouses and/or conditionally approved MPCS alumni, who are participating as school-approved chaperones for the trip.

All adult chaperones involved with students in school-sponsored activities and trips who could have possible direct, unmonitored access to students must have a clear, current background check (within the last 2 years) on file in the human resources office in advance of the trip or activity.

All international trip leaders are required to follow the guidelines stipulated by the MPCS Travel Event Checklist. Please see the high school principal for a copy of the checklist.

Participation by an MPCS alumna or alumnus requires:

- Two teacher references (MPCS choice) deemed acceptable by MPCS admin/trip leaders.
- One outside (post-graduation) reference deemed acceptable by MPCS admin/trip leaders.

Accounting

For each grade/teaching team, there should be one person designated to communicate with the Operations office regarding transportation before each school year for all trips planned to get transportation quotes which should be submitted to the school division head for budget request purposes.

For approved trips outside of the preschool through eighth grade student activities and field trip budget, MPCS field trip and overnight trip sponsors must develop a fee structure which

accommodates all aspects of the field trip for student accounts billing, including but not limited to:

- Transportation costs (buses scheduled through the director of Operations). PK-8th grade student activity fee field trips and scheduled co-curricular events requiring transportation are to be researched by the teacher/AD with Operations before the budget is set for the year, so that transportation expenses are budgeted for those trips directly into Operations.
- Entrance and participation fees for all participants (including leaders and chaperones).
- Meal and beverage costs for all participants (including leaders, chaperones, and bus driver).
- Any tour guide fees, if applicable.
- Any parking fees or special bus parking permits, if applicable.
- Any international wiring fees if wire transfers are necessary to minimize cash carried on the trip.
- Hotel costs (including taxes) for all participants, if applicable.
- Agent fees or commissions, if applicable.
- Special trip costs (t-shirts, mementos, leisure activities if overnight trip, etc.).
- Tips
- A sufficient collection plan anticipating fluctuation of attendance and collections, if the trip involves multiple payments.

For approved trips outside of the preschool through eighth grade student activities and field trip budget, MPCS field trip and overnight sponsors must also develop a fee schedule in which trip fee collection deadlines work with the Student Accounts billing schedules and processes (see section **Student Activities, Trips, Clubs, and Classes**) and which are at least:

- Two weeks ahead of payment due dates, if overnight trip or if payment must be mailed ahead of the event date.
- Other field trips (optional trips, HS trips, overnight trips, extra-curricular trips, anything not budgeted through Operations, etc.) are to be researched

by the teacher with Operations during the school year, so collections for the trip include that cost and so the teacher can transfer those funds to Operations or authorize payment for the buses from those funds when Operations invoices are processed.

- One week ahead of the event date, if payment is due upon arrival
- If multiple payments apply (as with overnight trips), the first collection deadline must include sufficient collection to buffer initial collection fluctuations.
- If mission trip, make one payment exclusively for leisure activities to isolate these payments from charitable contribution payments.
- Mission trip payments which qualify as charitable contributions must not have individual names included on the payable to line or memo line of the check.
- All charitable contribution payments must go through the development office to be documented and acknowledged as charitable contributions.
- Participants who do not pay by the trip fee scheduled deadlines do not participate without administrator special approval.

MPCS trips requiring cash in advance of departure must:

- Limit cash requirements to less than \$10,000 unless specially approved by the headmaster to be greater than this amount. Additional money needed for expenses should be arranged in a less risky form, such a wire transfers to an account approved by the headmaster, traveler's checks, etc. Allow up to two weeks for international cash requests and wire transfers, if applicable.
- Provide a breakdown of the cash requirement, including anticipated expenses and expense amounts to the business office at least five business days prior to departure.
- Provide a breakdown of cash denominations required (e.g. number of 100s, number of 50s, number of 20s, etc.).

- Allow up to two weeks for the cash request to be placed with and obtained from the bank. Trip cash will be stored in the business office safe prior to departure.

- Pick-up and sign for cash using the Acknowledgement of Receipt and Use of Funds Form.

- Within 10 business days of return from the trip, the trip sponsor must provide complete and accurate documentation, including but not limited to a record of spending, dated receipts and any unused cash or transferred funds. The record of spending must include the following information for each transaction:

- Date
- Purpose
- Name of person executing the transaction
- Amount of the transaction
- Notation identifying whether or not the transaction is supported by a receipt.

- Any transaction that is not supported by a receipt must have documentation explaining the reason for the lack of a receipt which must be signed by at least two employees on the trip, or if there is only one employee on the trip then signed by that employee and one other adult on the trip. Any cash disbursed to other trip participants for use in which all receipts may be difficult to obtain must be documented on a cash disbursement log, noting the purpose of the disbursement. This cash disbursement log entry must be signed and dated by the person receiving the cash, and the log page must be signed by two employees on the trip, or if there is only one employee on the trip then signed by that employee and one other adult on the trip.

- The total of any returned cash plus receipted transactions plus un-receipted transactions (with supporting documentation) must equal the total funds transfer and cash amounts issued for the trip.

School-sponsored activity funds will be deposited into the appropriate school account using the MPCS Business Office Deposit

Envelope. Any checks or cash collected must be made payable only to "MPCS" or "Mount Paran Christian School". Due to past complications presented by non-sufficient funds on returned checks, no endorsed checks made payable to individuals will be deposited or cashed at the MPCS business office.

Planning

MPCS overnight and international trips require additional steps for safety, security, and liability protection.

1. Trip Approval

Submit a trip request to the appropriate school area administrator, Christian life director (if a mission trip), and chief financial officer for review and approval. The request should detail

- Destination, purpose, and learning objectives of the trip
- Overview of planned trip itinerary
- Anticipated risks and steps to mitigate or avoid that risk
- Third-party involvement/agreement
- Trip dates
- Estimated trip cost, collection, and payment schedules
- Lodging
- Transportation
- Cultural awareness
- Legal Considerations (seat belt laws, drinking laws, etc.)

2. Trip Meetings and Communications

Schedule an appropriate number of trip meetings to provide trip information to prospective and confirmed attendees and chaperone/leaders. Trip information should include:

- Destination, purpose, and learning objectives of the trip
- Trip dates
- Pre- and Post-trip meeting schedules
- Trip cost and payment

deadlines, acceptable payment methods, communications guidelines, and deadlines for refunds (if any refund is allowed). Payment deadlines must precede applicable payments issued by the school for the trip to third parties. Once a payment has been issued by the school, no refunds are permitted. This must be disclosed in writing with the payment plan and guidelines, and signed before payments are accepted.

- Detailed trip itinerary
- Trip safety and risk management. Set aside meeting time to have participants talk through the itinerary, having them identify activities and circumstances that could present risk to safety and security. Have participants create a plan for measures taken to avoid or mitigate that risk, which become additions to the trip rules and behavioral guidelines and are added to the detailed trip itinerary and Hold Harmless document to be signed by each participant.
- Trip rules and behavioral guidelines
- Travel insurance
- Lodging
- Transportation
- Medical needs management
- Cultural awareness
- Legal considerations (seat belt laws, drinking laws, etc.)
- Assignments to demonstrate achievement of learning objectives

3. Detailed Itinerary and Hold Harmless Agreement

Each trip leader must produce a detailed trip itinerary attached to the MPCS hold harmless agreement obtainable from the chief financial officer. This itinerary and hold harmless agreement must have with a clear disclosure of potential risks to be distributed to all trip attendees, co-leaders, participants, and chaperones for signature.

It is very important to have these distributed and signed as one document for each participant, so that what we have with parent signatures will constitute informed consent for their child's participation.

As such the detailed itinerary should include any and all details and inherent risks about the planned activities, customs, culture, travel, lodging, etc. This includes differences in safety, student supervision, medical support, cultural habits that might catch Americans off-guard such as personal space issues, etc. Once, signed, send all originals to the chief financial officer.

4. Lodging

Plan your trip so that no individual adult has direct, unmonitored access to a student, unless it is the parent of that student. The key to avoid that is to be careful of lodging arrangements, and keep everything monitored with others present.

Home-stay trips must have more than one student per home, background checks of home-stay host adults in the household, visited by the trip leader/chaperone to be assessed for safety (properly functioning locks and doors, fire exit/safety plan, MPCS-appropriate environment, access to emergency care as needed) and privacy prior to participant lodging. If issues arise, adjust

lodging plans as appropriate to provide lodging which meets trip standards.

obtainable from the human resources office.

5. Adult Participants

After reviewing and complying with the "Participation" section, give your list of adult trip attendees (chaperones) to human resources to ensure you have up-to-date and clear background checks for each person prior to departure.

6. Medical Needs and Private Information Protection

Obtain updated MPCS Short-Term Trip Emergency Medical Card information from each trip attendee, leader, chaperone, etc.

Contact the nurses with your list of participants to obtain appropriate medical logs, forms, and instructions prior to departure. All must be kept secure and only accessible by the appropriate trip leader(s) on a need-to-know basis to protect the private medical information.

Ensure NO personal medical policy number information is requested by MPCS or any third-party trip management company to be disclosed by participants. This is information protected by HIPAA and not legally accepted or used by medical services providers except from the medical insurance cardholder. They will obtain this information as needed separately in the event of an accident. It presents significant private information protection liability risk to MPCS employees individually and to the school to collect and hold this information.

Take blank Student Accident Report forms on the trip to document injuries that take place on the trip. Only describe what you observe, not your diagnosis of the injury. Return any forms to the Nurse Clinic (during the school year) or human resources office (during summer) upon your return. These forms are

7. Travel Insurance

All participants must purchase travel insurance for the trip that includes medical, lost bags, travel interruptions/delays, trip cancellation, evacuation, etc. Your trip broker/travel group should be able to provide this.

School foreign liability insurance information and resources may be obtained from the chief financial officer. A claim would be opened if there is student injury or medical issues which originate on an MPCS international trip.

8. Safe Travel Route Management

Consult the State Department website to check your trip route before departure and again throughout the trip. Keep checking this before and during your trip departure to avoid hot spots and areas in which the State Department is flagging potentially heightened risk for travelers. Adjust trip and travel plans accordingly.

<http://travel.state.gov/>

You can "Learn about your destination" and get all information about that specific country. It advises about Emergency Assistance for US Travelers and you can check Alerts & Warnings for a current listing of countries the State Department recommends Americans avoid or consider the risks to that country.

There is another section specifically for students traveling that includes some additional information

<http://studentsabroad.state.gov>.

They also have a free Travel App you can download. *Be sure to check the travel site several times*

before departure and during each leg of your trip to be sure safety factors have not changed, necessitating an adjustment to your trip itinerary. Any adjustment to itinerary should be communicated to parents and families of participants, high school administration, and the business office along with the reason for the change.

Medications for Field Trips

OVERNIGHT FIELD TRIPS – Any overnight field trips will require a designated staff member to coordinate medications and first aid. The coordinator must notify the clinic two weeks prior to the field trip, and will be responsible for obtaining supplies from the clinic the afternoon prior to the field trip. The clinic will provide a first aid kit, list of student medical concerns with any specific instructions, copies of medical emergency cards, applicable emergency medications, and a log for medication administration. The coordinator must be responsible for transporting and storing any medications in a secure manner, and must administer and record all medications in the log provided; parent chaperones must not administer medications to children other than their own. Upon return from the trip, the coordinator must return all supplies along with the completed medication log to the clinic.

FIRST AID – A first-aid kit is required to be taken by the teacher(s) on every field trip. The lead teacher(s) must contact the school nurse one week in advance to obtain a list of student allergies and student medical concerns. If medications need to be taken for students, the lead teacher(s) is responsible for obtaining medicines from the clinic, accepting medications from parents, transporting medications in a secure manner, dispensing medications as necessary, and keeping written documentation of any medication administered.

APPENDICES





Privacy Policy

This privacy policy tells you how we use personal information collected at the school's website. You are responsible for reading this privacy policy before using the site or submitting any personal information. By using the site, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the MPCS website to make sure that you understand how any personal information you provide will be used.

Note: the privacy practices set forth in this privacy policy are for this web site only. If you link to other web sites, please review the privacy policies posted at those sites.

Mount Paran Christian School is committed to protecting the privacy of our constituents. Retaining your trust is important to MPCS, and we understand that we must be responsible, transparent, and accountable in how we treat any personal information that you share with us.

Mount Paran Christian School asks you to provide personal information – such as contact information – in order to communicate with you. We store and use this information in a secure manner, and our privacy practices are designed to protect your information.

Collection of Information

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by you through the application process, event registrations, program participation forms, and any other form required for Mount Paran Christian School to provide services to you or your student. The information you provide is used to:

- Process and support your specific request for admission and enrollment
 - Process and support student registration, for all accepted new students and re-enrolling students
 - Process and support student enrollment status as appropriate, including, but not limited to billing, student records, and student medical information necessary to support enrollment and participation at Mount Paran Christian School
 - Process and support student involvement in Mount Paran Christian School instructional programs, extra-curricular programs, co-curricular programs, and activities
 - Inform you of events, activities, and volunteer opportunities in which you may wish to participate
 - Include your contact information in a school directory and in e-mail distribution lists for parent-led activities and communications, unless you specifically withhold your permission in writing, signed and dated to the admission office each school year
 - Send publications, collateral materials, updates and information
 - Solicit financial support for the school
 - Communicate with you on an individual or collective basis
 - Assist students with preparation for college
 - Provide third parties student information as necessary and appropriate for the safety and health of the student, such as in the lunch program, other school programs, and school trips
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- Provide third parties student information as requested by you, such as on transcript request forms

Cookie/Tracking Technology

The MPCS website may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the site, and understanding how visitors use the site. Cookies can also help customize the site for visitors. Personal information cannot be collected via cookies and other tracking technology; however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties as is necessary to provide information/services to the students.

Distribution of Information

Mount Paran Christian School does not rent, sell, trade, or provide personal information to individuals or organizations outside of the school. Mount Paran Christian School may share personal information to individuals or organizations contracted by or with the school to do business on behalf of Mount Paran Christian School. Any third parties who conduct business on behalf of Mount Paran Christian School are required to adhere to the school's privacy policy.

Mount Paran Christian School may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

Commitment to Data Security

Your personally identifiable information is kept secure. Mount Paran Christian School maintains confidential and secure databases and files. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information. Volunteers and staff members may be provided with personal information on specific individuals to assist them with their responsibilities. Staff members and volunteers are trained in dealing with personal information, in accordance with our privacy policy, and are required to adhere to this policy. All emails and newsletters from this site allow you to opt out of further mailings.

Privacy Contact Information

If you have any questions, concerns, or comments about our privacy policy you may contact us using the information below:

By e-mail: dlowery@mtparanschool.com or dbennett@mtparanschool.com

By Phone: 770-578-0182

How to use the MPCS WebPurchasing System

Set-up your account:

To receive email notifications when your purchase requests have been approved, you will need to setup your account. Follow these steps prior to submitting a purchase requisition:

1. Open the **Eaglenet** webpage and click on **WebPurchasing** in the left side of the screen.
2. Click **my account** located at the top of the page.
3. In the **email field**, under **account details**, enter your current email address.
4. Check all of the boxes in the **Email me when:** section of the **WebPurchasing – Notifications** box.
5. Click **update my account** at the top of the page, above Account details.
6. Click on **Home** at the top of the page to exit setup.

To submit a requisition, follow the “Submitting a Purchase Request” instructions below.

Submitting a Purchase Request:

A purchase request is required for operating budget purchases in excess of \$200. If you are ordering more than 10 different items from the same vendor or have any questions, please contact the purchasing specialist for special ordering instructions, options or information.

1. Open the **Eaglenet** webpage and click on **WebPurchasing** on the left side of the screen.
 2. For items that have been ordered before using WebPurchasing, click “**go shopping**”. You can find the item by searching by the product description, vendor, vendor part no., Product ID, or by category and press “**search**”. If you are unable to find the product, contact the purchasing specialist as soon as possible. Once you find the item you would like to purchase, update the quantity to reflect the number needed, and click “**add to cart**” button located at the top of the page. (*The page will reload and indicate that it has added your item to the cart*). Repeat this step for any additional items.
 3. If there will be a shipping charge associated with the purchase, that information will need to be added to the purchase request as well. Shipping can be found by entering “**SHIPPING**” in the **PRODUCT ID** search field under the **Search the product list** section on the left side of the screen and press “**search**”. For shipping, enter the quantity as one. Once all items are entered, you will be able to enter the shipping cost when you view your cart* (see next step). If there will be no cost for shipping, please type that in the notes field.
 4. Once you have added all the items that you wish to order to your cart, click “**view my cart**” on the left side of the page. You will now see all of the items in your cart. Look over the items to make sure everything is correct. (If you wish to remove an item from the cart, click the “**remove**” button to the left of the item, and then click “**update cart**” at the top of the page.) *For shipping charges, enter the shipping charge in the “**unit price**” box of the shipping line and press the tab button. If the price is unknown, you will need to enter “1.00” in that field. This will allow the shipping cost to be altered later in the purchasing process.
 5. If everything is correct, click the “Create Requisition” button at the top of the page. (This will take you to the final page where you can enter a **general description** of the purchase request.)
 6. Enter a **general description** that will help identify the purchase request.
 7. Make sure the appropriate **approval rule** is selected for your department.
-

8. If you need to save the requisition and return to it later, you can click the **“save”** button at the top of the page. Keep in mind, saving the requisition does not route the requisition to the budget owner for approval; it simply saves the information and provides an opportunity to come back to the requisition for review and changes, if any, prior to submission.
 9. **If you are also responsible for adding budget coding to each line item**, refer to the **“How to Code and Approve a Purchase Request”** instructions and complete steps 3-5 for each line item before submitting the requisition.
 10. When you are ready to submit your purchase request, click the **“Submit requisition”** button at the top of the page. (The requisition will then be sent to your area administrator for approval.) If you have setup your account as indicated above, you will receive an email once the status of the requisition is changed /approved.
-

How to Code and Approve a Purchase Requisition

When a staff member submits a requisition (purchase request), you will receive an email saying that there is a requisition that needs your approval. You will also need to **enter the budget codes for each item** that is being requested for purchase before approving the requisition.

1. If you received an email saying that there is a requisition that needs your approval, **click the link that is located within the email.** (This will take you directly to the requisition that needs to be coded and approved.)
2. Look over each line item listed in the requisition and communicate with the staff member about any questions you might have concerning the purchase request.
3. Before approving the requisition, you must first add the appropriate budget code(s) to EACH line item. **Follow these steps to add budget coding to the line item:**
 - a. Click the **“edit”** button on the far right of the line item that you wish to add the budget code to. (This will open the “review line item” page.)
 - b. Scroll down to the **“distribution”** section of the page.
 - c. Make sure that the drop-down box on the left reads, **“detail review”**.
 - d. Click the **“add”** button to add a coding line.
 - e. Click the **“distribute evenly”** button to add the total amount of the line item to be coded.
 - f. Click the **“GL account:”** field and enter the coding for the line item ending in the department code (ex. 01-5720-120).
 - g. Click the **“Project”** field to enter the project code (ex. 9991).
 - h. Change the **“source”** drop-down box to the appropriate funding source (ex. “fundraising” if it is a PTF purchase).
 - i. Select **“team”** drop-down box and select the appropriate academic discipline / sport for the budget code, if applicable.
 - j. **If you need to split the cost between multiple expense accounts or departments,** click the **“add”** button located next to the “distribute evenly” button. (This will create another coding line to designate a different expense account or department. You can then edit the “amount” fields of each coding line to equal 100%).
4. You can add your own notes or comments in the **“internal notes”** section.
5. Once you have added all of the budget codes that are required, scroll to the top of the page and click the **“save”** button. **YOU MUST CLICK SAVE BUTTON BEFORE CLICKING THE “APPROVE” BUTTON.**
6. Click on **“ok”** for any pop-ups that appear saying, “One or more accounts do not have a budget.”
7. To approve the line item, click the **“approve”** button.
8. Once you have approved or rejected the line item and saved, click the **“return to requisition”** bottom. (This will return you to the requisition page for finalization.)
9. **Repeat steps 3-7 for each line item** on the requisition, **making sure to add budget coding for each line item.**
10. Once each item has been approved or rejected, you will need to finalize the requisition. Click the **“finalize”** button at the top of the page. You must receive a confirmation in order for the requisition to route appropriately.

NOTE: Requisitions over \$2500.00 or requisitions initiated by a budget owner will route to the Chief Financial Officer for budget approval. All other requisitions will route to purchasing for processing.

What to Do In a Life-Threatening Emergency at School

1. Begin CPR

2. Call 911

Have someone else (another teacher, parapro, parent, or student) in the room or location where emergency is occurring make the call to 911.

Remember to stay on the phone with the 911 operator. Always be the last one to hang up.

3. Send someone to use another phone to call the front office (x3501 or 770-578-0182)

Tell him/her that CPR is in progress and that 911 has been dispatched.

The person will need to know the exact location of the ill person and if possible the name of the ill person.

The front office will notify the nurse and Operations that CPR is in progress and 911 has been dispatched.

The nurse and Operations staff will be responsible for acquiring the Automated External Defibrillator (AED) and will bring it to the location of the emergency.

***If the emergency occurs after regular school hours, DO NOT call the front office as no one will be there to answer the phone. Call the security officer on duty (770-843-3938). The security officer will bring the AED to your location.

CARPOOL INFORMATION

Please read the following information carefully to help make the student drop-offs and pick-ups run as smoothly as possible:

Morning Drop-off

Students may be dropped off in the mornings at any door on campus.

Early Check-outs

Students who need to be checked out prior to dismissal, must be signed out by a parent prior to 2:00, except in the case of an emergency. It is requested that the parent provide a note to the teacher that day so the child may be in the office at the time needed to checkout.

Afternoon Pick-up

Students who need to be checked out prior to dismissal, must be signed out by a parent prior to 2:00 p.m., except in the case of an emergency. It is requested that the parent provide a note to the teacher that day so the child may be in the office at the time needed to checkout.

There are seven carpool lines developed for picking up students after dismissal each day. Each family will receive a carpool card, or multiple cards if children are across more than one "school" (i.e. middle and lower school, etc.). The color of the card determines which carpool line has been assigned for each child or children.

One side of the card has the child's name in large letters for displaying as parents enter the property in the afternoons. The back side of the card explains the carpool routing. This procedure should be studied prior to the first day of school to avoid confusion.

Forming a New Carpool Group

We encourage joint carpools! These may be established at any time during the school year.

If you would like to form or join a carpool group, but don't know MPCS families in your area, you may obtain a zip code list of school families from the main school office. (Or at the carpool table during the Back-to-School Night in August.)

To form a carpool, you may e-mail: carpool@mtparanschool.com. We will produce the new carpool cards for you and others in your group, and send the cards home by your child and other children in the group. **Any request received by July 31 will have carpool cards ready for parents to pick up at the Back-to-School night on August 8, 2016. Check with your youngest child's homeroom teacher during "Meet & Greet."** If your card is not there, please plan to come to the carpool table at the Information Fair to pick it up.

Student Drivers

Students who are eligible to drive to school must obtain a parking permit from the high school office for permission to park on campus. (See the high school section of this handbook for details.)

Student drivers who take middle school or lower school siblings home from school will need to walk over to their sibling's assigned carpool pick-up location immediately following the high school dismissal at 3:10 to pick up their sibling. They will then walk with the sibling to the high school parking area.

Walkers/Bike Riders

We have an increasing number of students who walk home from school. For safety reasons, we prefer this only be practiced by our families living in The Overlook, directly across the entrance to the school on Stanley Road. We have a uniformed police officer at that entrance each afternoon, generally from 2:45-3:15.

A student walker permission form must be completed and remain on file in the main school office to provide parent consent for the child to walk home. If a student walker has a friend who would like to walk home from school as a visitor of the walker, the friend must also have a signed permission form on file with the school office and the friend’s teacher should be notified as the students arrive for school that morning.

Lower school walkers are held in the Orange/Blue carpool area until the middle school is dismissed at 3:00 p.m. The group of walkers and bike riders are then accompanied to the main school entrance for safe crossing to The Overlook.

On rainy days, parents should pick up by vehicle their children who normally walk home. **Lower school and middle school student walkers will be reassigned to the blue/orange carpool line for pick-up in case of inclement weather.**

Student walkers will be held until 3:15 or until the orange carpool line is finished. They will then be walked from the building to the crosswalk or taken to the main office to await pick-up, if the rain is heavy.

Friends Riding Home

If your child is to ride home with another student on any given day, you must send in a note to his/her teacher with this information. It will be necessary for you to inquire of the other family as to their child’s carpool assignment and include this in the note to the teacher.

Dismissal Times for Carpool

Following are the carpool pick-up times for **regular** days:

White	11:45-11:50 a.m. (half-day students) 2:45-2:55 p.m. (full-day students)
Blue/Green	2:45-2:55 p.m.
Orange /Red/Purple	3:00-3:15 p.m.
Yellow	3:15-3:25 p.m.

Following are the carpool pick-up times on **early dismissal** days:

White	11:15 a.m. (half-day students) 11:30-11:40 a.m. (full-day students)
Blue/Green	11:30-11:40 a.m.
Orange/Red/Purple	11:45-11:55 a.m.
Yellow	12:00 noon

Guidelines for Trip Volunteer Attendee

At Mount Paran Christian School, we believe that field trips provide a valuable educational experience for students. They experience “being there” and are better able to connect their current learning to past and future experiences. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study.

Without the help of volunteer attendees, most field trips would not be possible. Thank you very much for giving your time and support to these important activities. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip attendee.

Guidelines for Volunteer Chaperone/Supervisor

Prior to the field trip, the classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising your students, and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as an attendee. If you have questions regarding these guidelines, please speak with the teacher or principal.

1. All school rules apply on school-sponsored field trips. Attendees are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The attendee will follow the trip plan developed by the teacher.
 - The Attendee understands that if there is unsupervised access with a student (other than your own child), a Pinkerton Background Check must be completed and on file **before** the attendee may participate in the field trip.
 2. As of July 1, 2012 Georgia statute states that anyone working with children, including volunteers, is mandated by the state to report any suspected child abuse or neglect. If a Mount Paran Christian School chaperone or volunteer attendee suspects a student has been abused or neglected, he/she is to report his/her concerns to a school counselor or administrator immediately. In addition, he/she also has the right to report the situation directly to the Department of Family and Children Services.
 3. In order to comply with school policy, before or during the field trip, attendees:
 - May not use or possess alcohol or other drugs
 - May not use tobacco in the presence of, or within the sight of, students
 - May not administer any medications, prescription or nonprescription, to students.
 4. Students must be supervised at all times while at a school-sponsored event. As an attendee, you will supervise your own child, helping him/her learn and making sure he/she behaves appropriately. Students must stay with you, their field trip chaperone, at all times. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip-related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
 5. Student behavior is your responsibility. School rules related to student behavior apply. Review rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.
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6. Eating and drinking are not permitted outside of designated areas and predetermined times.
7. For the protection of both the student and the chaperone/supervisor, adult attendees should not place themselves in situations in which they are alone with a student other than their own child.
8. Siblings and family members may not participate in a school-sponsored field trip unless prior written permission is granted by the teacher. (Young children can easily distract you from your primary responsibility).
9. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is trained in first-aid, where the first-aid kit is kept, the location of your cell phone, and where the Emergency Consent to Treat packet (medical spreadsheet provided to teachers by the school nurses) is located. Keep the cell phone contact number of the teacher and other chaperones available.
10. Please follow the directions of the docents and guides, even if other groups do not.

In the event that I have a personal emergency while attending a field trip, please contact:

Printed Name Relationship Daytime Phone

I acknowledge that I have received the "Guidelines for Volunteer Field Trip Attendees," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Printed Name _____
Date _____

Signature _____ Cell Phone # _____

E-mail Address

Covenant Statement

(handbook version)

As a covenant commitment with Mount Paran Christian School, we, as a family, agree to the following commitments for the 2016-2017 school year:

- I. We as parent(s) or guardian(s) of our child(ren) attending Mount Paran Christian School, do affirm that biblical training in our home will provide a secure haven of safety and loving care, as indicated in the Word of God, accepting responsibility as stated in Proverbs 22:6, *Train up a child in the way he should go and when he is old he will not depart from it.*
 - II. We have carefully examined and agree with the Statement of Faith of Mount Paran Christian School and desire Mount Paran Christian School to work as agents of our household.
 - III. In full cooperation with Mount Paran Christian School, we will regularly attend the Parent Teacher Fellowship meetings and other functions requiring our participation.
 - IV. We pledge our loyalty to the aims and ideals of Mount Paran Christian School and will bring any criticisms directly to the teacher and/or administration so that they may be handled in a biblically appropriate manner (Matthew 18). We will avoid discussions with those not involved so as to avoid a spirit of dissension or division at the expense of our child or the school.
 - V. We pledge that if, for any reason, our child does not meet the academic requirements or does not cooperate with the disciplinary standards of Mount Paran Christian School, we will withdraw him/her without delay and cooperate with the administration in completing the withdrawal process.
 - VI. We understand that students are admitted for one year at a time and that Mount Paran Christian School reserves the right to dismiss, suspend, or otherwise discipline any student who does not adhere to the standards in the Student Handbook. We understand that the payment of the tuition deposit does not acknowledge the acceptance of the applicant, but that an official acceptance letter must be received each year. We understand that a student may also be dismissed due to parental noncompliance of school policy or if an administrative decision is made that Mount Paran Christian School is not the most appropriate setting for the student/family. In addition, the student must have successfully completed the prior academic year.
 - VII. We understand that Mount Paran Christian School is a non-profit ministry operating on the principle of faith, and that tuition is kept as low as possible to make Christian education available to those who desire it for their children. We also understand that tuition and fees do not cover all operating costs, and that additional funds for needs must be met through gifts and personal services of the parents. We, as the parents, commit to give as regularly as God provides to meet the financial needs, to perform services when needed, and to uphold the school consistently in family prayer.
 - VIII. We pledge to support an environment at home and school which fosters socially responsible behavior and speech. We also agree to train our children to be respectful toward others who are different than they, be it physically, racially, ethnically, or socio-economically.
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