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THE CHRISTIAN MISSION OF MARS HILL BIBLE SCHOOL

The mission of Mars Hill Bible School is to provide every student a Christ-centered, Bible-based education emphasizing spiritual, academic, physical, and social development in an environment where Christian principles are taught, honored, and upheld.

THE STRATEGIC VISION OF MARS HILL BIBLE SCHOOL

At its core, Mars Hill is a Christ-centered institution, with a strong spiritual emphasis connecting to every aspect of the school. Mars Hill Bible School's mission is to provide a quality education, rooted in Christian ideals, and to raise up committed, Christ-filled servant leaders who will make a difference in their own neighborhoods and around the world. To this end, the school is designed to provide every child with a challenging Christ-centered education emphasizing spiritual, academic, physical, and social development in a nurturing environment. Students are encouraged to use their talents to the glory of God and for the betterment of their communities. In every pursuit, Mars Hill students are learning to practice genuine discipleship, to excel in their pursuits, and growing hearts for service. In keeping with our Christian mission, Mars Hill Bible School is committed to intentional emphasis on the following strategic vision.

Strategic Priority #1: Mars Hill will be a CHRIST-CENTERED institution.

At its core, Mars Hill is a Christ-centered institution, and a strong spiritual emphasis connects to every aspect of the school. Our starting place in all endeavors is to follow in step with the Spirit to please the Father through embracing the mind, heart, and spirit of Jesus Christ. Through words and actions, our faculty and staff confess our loyalty to Jesus Christ and our united agreement in the central truths that have always characterized the Christian faith. This is evident in everything we do, not simply what we teach. Our daily chapel services encourage your children to participate in meaningful, spirited worship with their peers, in order to refocus, recharge, and reconnect with God. Our daily Bible classes are an integral part of the curriculum for all students. In these classes, students engage the biblical text, examine the basics of a healthy Christian worldview, grow in understanding the essentials of Christian faith, learn the history of Christian thought, and are instructed in Christian virtue. Students are encouraged to develop healthy habits, helping them grow in character development and spiritual formation. But, at Mars Hill, Christian spirituality is holistic, rather than compartmentalized, and extends far beyond chapel and Bible courses. Students take part in a vibrant learning environment within a loving, supportive atmosphere, and are taught a gracious vision of life that runs through every discipline. Faculty, staff, and students are expected to model Christian grace and follow a code of conduct consistent with Christian ideals. In short, everything we do is filtered through the lens of being Christ-centered in word, thought, and action. From our sports program, to the arts, to every discipline we teach, Mars Hill reflects a Christian approach that seeks first the kingdom of God and His righteousness.

Strategic Priority #2: Mars Hill will be a school of ACADEMIC EXCELLENCE.

An institute of learning is tasked with educating students and preparing them intellectually. Mars Hill Bible School takes that task to heart. We seek to help students love God with all of their mind (Matt 22:37). Scripture warns that suffering often comes from lack of knowledge (Isa 5:13; Hosea 4:6), and our Lord modeled the greatest commandment through growing in wisdom (Luke 2:52). We are an *academic* institution that emphasizes learning within a creative and stimulating environment. Our history bears this out. The school is fully accredited and has received the "Excellence in Education" Award three times from the US Department of Education. Our ACT scores, college acceptance rate, and scholarship offers will continue to reflect our high academic expectations. In keeping with Christian character, students are challenged to pursue excellence in every field of study. Through intentional prep courses, we make it our goal for every graduate to continue on to post-secondary education with academic honors, or to be well-prepared for vocation after high school. We aim for our students to be competitive in every field and at every level. All academics are grounded in a Christian worldview that includes a strong work ethic, devotion to learning, and

a desire to glorify God in every discipline. This is in keeping with the Christian intellectual tradition, which has long held that “faith seeking understanding” is a labor of love. As an institute of learning, Mars Hill believes Christian education is an exercise in *greater and deeper* knowledge—every fact and figure, coupled with spiritual connections. Students learn how profoundly Christian faith and biblical text have shaped the Western world. They come to appreciate the Christian intellectual tradition that has advanced every discipline. Students are taught to envision their homework and study as a search for ultimate truth. Students are encouraged to compete in the rigors of global competition, and teachers are encouraged to raise standards higher than learning commissions require.

Strategic Priority #3: Mars Hill will seek to provide an AFFORDABLE education.

Throughout the Biblical narrative, God instructs his people to operate with fairness and integrity (Ex 23:3; Job 34:19; 2 Cor 8:13-14), while showing particular sensitivity and compassion toward those who lack resources (Lev 14:21-30; Deut. 15:11; Prov 14:21; 19:17; Luke 14:13; Gal 2:10; James 2:5). Despite our incredible offerings, for a variety of reasons—some economic, some geographical, some generational, and some personal—it is becoming increasingly difficult for some parents to sacrificially invest in Mars Hill Bible School. We exist to provide a quality, Christ-centered education to a diverse population. While treating all persons alike, we do not want cost to hinder children from experiencing all we have to offer. For this reason, Mars Hill will be intentional on four fronts. First, we will continue to price our tuition at an affordable rate and monitor the situation to ensure that it remains so. Second, we will offer free money management counseling for parents who do not qualify for financial assistance but find it difficult to afford tuition. Third, we will redouble our efforts to provide financial aid to those in need, using the FACTS program to provide fair and generous assistance. Fourth, when considering financial policy changes, we will seek to especially benefit those on a lower income and those who enroll multiple children.

Strategic Priority #4: Mars Hill will encourage character development, with students GROWING HEARTS FOR SERVICE.

God calls for all people to pursue a life marked by inner virtue and outward service (Gal 5:22-23; 2 Peter 1:5-7). Faculty and staff of Mars Hill assist in the molding of whole persons: men and women of character. Those who graduate from our fine institution are likely to change their major, their job, or even their career several times. But from day one, Mars Hill makes it her mission to help prepare students for living as whole persons in every area of life. We seek not only to graduate a good student, but a *godly* one. The school seeks to not only produce students capable of higher education and skilled labor, but also students capable of being virtuous husbands and wives, fathers and mothers, neighbors and community members. As an institute of learning, we create civilization, and the highest end of civilization is whether the glory of God will be in their midst. The faculty and staff of Mars Hill are intentional about character formation—in the classroom, on the ball field, and in service to the community. One of our central tasks is to create character, making capable and cultivated human beings. The school has done well when, more so than when they entered, students leave more compassionate about others, more unified within themselves, and more obedient to the spiritual vision God places before them.

Strategic Priority #5: Mars Hill will embrace DIVERSITY.

At Mars Hill, we value and recognize the strength of diversity. All people are created in the image of God and reflect the beauty and glory of God. Recognizing the brotherhood of humanity, we wish for our students to form bonds of genuine fraternity with children who do not look or think the same as they. In addition, Christians—called into one body of Christ—are part of a diverse fellowship of believers which God celebrates (Galatians 3:28; Colossians 3:11). Followers of Christ are called to the ministry of reconciliation, and this includes practicing hospitality and forming relationships across racial and economic lines. For these reasons, Mars Hill is intentional in embracing cultural diversity. We also recognize the strength of diversity by welcoming students of all faith traditions, and respecting freedom of thought. Mars Hill Bible School seeks to foster a nurturing environment for students, complete with a profound generosity of spirit that exists alongside bold faith, positive hope, and genuine love. Students are encouraged to speak and act with boldness and conviction concerning the central truths of the Christian faith but with generosity and charity in all matters. With a firm conviction that our spiritual identity is in Christ alone, students, faculty, and staff seek to cultivate inner virtue, tolerance for opposing views, and genuine love for one other.

CORE BELIEFS

The board and administration believe the Bible—the inspired and trustworthy word of God—serves as our final authority in establishing God’s revealed truth and guidance for moral living. We seek to derive all of our foundational Christian beliefs from Scripture, and affirm all of the central truths that have always characterized the Christian faith. These include beliefs such as the following:

We believe in one God—Father, Son, and Spirit—whom we worship and glorify (Matt 28:19; Acts 17:29; 1 Cor 8:6; 2 Cor 13:13)

We believe in the Father Almighty, maker of heaven, earth, and all things in them— visible and invisible (1 Cor 8:6; Rev 1:8)

We believe in Jesus Christ, God’s Son, our Lord, by whom all things were made (John 1:1-3; 3:16; Rom 1:3-4; 1 Cor 8:6; 12:3; Phil 2:9; Col 1:16).

For us and our salvation, he came down from heaven, was incarnate and made man—conceived by the Holy Spirit and born of the Virgin Mary (Matt 1:16, 18-25; Lk 1:26-35; John 1:14; 3:16; 6:51; Phil 2:5-7).

He suffered under Pontius Pilate, was crucified, died, and was buried. On the third day he rose again, according to the Scriptures (Matt 28:5; John 19:1-6, 41; Acts 4:27-28; 1 Cor 15:3-4; 1 Thess. 4:14).

He ascended into heaven, is seated at the right hand of the Father, and will come again, with glory, to judge the living and the dead (Acts 1:2, 9-11; 2:33; 5:31; 10:42; 17:31; Eph 1:20-21; 1 Thess. 1:10; 4:14-17; 2 Thess. 1:10; 2 Tim 4:1, 8).

We believe in the Holy Spirit, the Lord and Giver of life (Job 33:4; John 6:63; Acts 5:3-4, 9; Rom 8:2, 6, 10-11; 2 Cor 3:6, 17-18; Gal 6:8; Rev 2:7; 22:17).

We believe in one holy and universal church, built on the foundation of Jesus Christ, and the teaching of the Apostles (Matt 16:18; Acts 2:42; 20:28; Rom 16:16; 1 Cor 1:2; 3:11; 12:13; Eph 1:22-23; 2:16, 19-22; 4:11-16; 5:27; Col 1:18).

We believe in the communion and fellowship of all Christian saints—with Christ and one another (Acts 2:42-44; 4:32; 1 Cor 10:16; 2 Cor 13:13; Eph 2:13-21; Phil 2:1; 1 John 1:3, 7).

We acknowledge one baptism for the forgiveness of sins (Acts 2:38; 22:16; Rom 6:1-11; Eph 4:5; Col 2:11-13; 1 Pet 3:21).

We believe in the resurrection of the dead and life everlasting in the world to come (Dan 12:2; Matt 25:46; John 3:15-16; 5:28-29; 6:40, 54; 10:28; Acts 4:2; 24:15; Rom 6:5, 22-23; 1 Cor 6:14; 15:12-58; 2 Cor 4:14; Rev 21:1-5; 22:5).

CORE VALUES

We value life. We believe God not only made the world, but loves the world. We aim to love all that God has made, and treat every person as a unique and precious gift from God.

We value love. We believe Christians are to be known by our love, as we show the fruit of the Spirit, and live by the Golden rule.

We value truth. We believe all truth is God’s truth, and thus we have nothing to fear from investigation. The Christian intellectual tradition is “faith seeking understanding,” and we will endeavor to welcome true teaching while we model integrity and truth-telling—to the glory of God.

We value goodness. We believe Christians are bound by the highest code of ethics. We seek to avoid every evil vice and cling to what is noble, virtuous, and good—to the glory of God.

We value beauty. We believe the beautiful, like the good, is a way of knowing God. For this reason, we do not shun or minimize aesthetic beauty, but relish it, and seek to cultivate an appreciation for true beauty in the arts, in nature, and in life.

We value education. We believe that knowledge is power, and crucial for the development of whole persons and a healthy society. Since knowledge is a tool that can be used for great good or great evil, we believe every discipline is essential, and every student should be given a liberal arts education in which they learn how to connect all of life with a discerning knowledge of God.

We value community. We believe God intended for humanity to exist in community, to learn from one another, encourage one another, and grow together. We consider Mars Hill to be a community, in which students and faculty learn together, worship together, serve together, and grow together.

We value family. We believe a stable home is vital for the health and well-being of every child. To this end, we seek to partner with parents in the holistic education of their children, and to encourage healthy habits that nurture, sustain, and improve family relationships.

CORE OBJECTIVES

To provide a carefully planned curriculum taught by a professionally-trained faculty. This scaffolded program extends from Pre-K to 12th grade, and is intentionally designed to enable students to acquire sound minds, loving hearts, healthy bodies, and noble, virtuous character.

To approach every class and every activity with genuine love for every student, modeling the spirit and character of Christ, in the strength of the Holy Spirit, to the glory of God.

To daily teach (in word and deed) biblical truths, and point to the word of God as our guide for moral and spiritual values. To this end, we will do the following:

- * Provide daily Bible classes as an integral part of the curriculum for all students. In these classes, students will engage the biblical text, examine the basics of a healthy Christian worldview, grow in understanding the essentials of Christian faith, learn the history of Christian thought, and be instructed in Christian virtue for the purpose of spiritual formation.
- * Provide daily, age-appropriate chapel services, where students can engage in meaningful, spirited worship to refocus, recharge, and reconnect with God.
- * Encourage every teacher, at every level, to intentionally integrate faith and learning, teach their subject(s) from a biblically-informed Christian perspective, and show that God is at work in every discipline.
- * Encourage every coach to ground their techniques in a Christian vision that

challenges, inspires, and prepares students to view practice, participation, victory and defeat from a loving, servant-hearted Christian perspective.

To teach students to master basic skills of communication, learning how to excel in reading, writing, self-expression, as well as mathematics.

To educate students in truth, teaching them how to discern truth from fiction, opinion, or falsehood, and to value truth for its own sake.

To introduce students to the qualities of aesthetic beauty in order to enhance their appreciation of the arts, as well as the natural world.

To teach our students how to love the right and the good, believing goodness reflects the glory of God.

To inspire students to develop an awareness of God in the world and inspire passion for further study and reflection on God's calling in their life.

To help students develop into well-rounded individuals, free from harmful prejudice, who are contributing members of their community.

To provide opportunities for students to develop a record of service that reflects Christian values.

To inspire students to develop into self-starters and life-long learners, so that—far beyond their Mars Hill experience—they will be able to discern information and analyze major challenges facing a diverse world from an informed Christian perspective.

To communicate and work with parents and guardians concerning ways the school and home can work together to help nurture and grow students into their best selves.

Our statements of Core Beliefs, Core Values, and Core Objectives do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, is the source of all that we believe. The Board of Directors of Mars Hill Bible School accepts the responsibility and maintains the authority to develop policy and define best practices for the application of our beliefs.

THE STAFF AND MARS HILL

Mars Hill Bible School is the result of hard work and sacrifice on the part of many people who labored to realize an ideal and a dream. Their dream envisioned young people developing to Christian maturity through daily Bible study and Christian association under the guidance of Christian teachers devoted to God and dedicated to serving mankind by teaching young people the principles of the New Testament by precept and example. That dream is still the guiding principle upon which Mars Hill Bible School builds.

Your role as a member of the Mars Hill Bible School staff has a great deal to do with the accomplishment of these purposes. You are an important aspect of Mars Hill Bible School to the young people you meet. The influence for good which you can have upon them will last into eternity. A failure to exert your influence wisely must be reckoned with at the throne of God.

The best in exemplary living and cooperation with students, parents, fellow workers, and administrators is expected from every employee. Your failure to watch your actions and even your appearance as interpreted by the students and parents will adversely affect the success of your work. You are expected to render your best effort at all times. This includes performing your own duties and assisting others as necessary.

Every employee at Mars Hill Bible School serves at a sacrifice, which is genuinely appreciated, but a commensurate feeling of satisfaction is enjoyed almost without exception because of the pleasantness of the work and the conviction of its importance

An agreement to work at Mars Hill Bible School signifies acceptance of those basic policies and regulations to which the school is committed. The staff must be loyal to those principles. No worker should ever criticize Mars Hill Bible School in a destructive way as long as he/she is a part of the school. Constructive suggestions, accompanied by a willingness to improve, are always welcomed.

AFTER-SCHOOL PRACTICE SCHEDULES

To decrease potential conflicts in scheduling and to allow students the opportunity to participate in a diversity of student programs, faculty members/coaches/directors should make every possible effort to work out conflicting schedules. Should unavoidable conflicts arise, the Principal will determine the optimum schedule.

ANNOUNCEMENTS

1. All announcements must be approved by faculty members and an appropriate administrative official prior to their broadcast or display.
2. Announcements will be made over the public address system during an appropriate period during the school day and will also be available in written form.

AUDIO-VISUAL AIDS AND LIBRARY MATERIAL

The use of audio-visual equipment and materials must be coordinated through the librarian. Advance arrangements must be made through the librarian in scheduling the use of all Media Center facilities and equipment. While these arrangements will generally be made on a "first-come, first-served" basis, the dominant concern in scheduling will be opportunities for fair and equitable use by all. All teachers are urged to make full use of all equipment and material available. The librarian will be responsible at the beginning of each school year for acquainting teachers with available equipment and material and for discussing guidelines for effective scheduling. Reservations for the use of other classrooms, the auditorium, and other facilities should be cleared through the President's office as much in advance as possible. Teachers should make full use of bulletin board space in each classroom by changing displays as often as possible.

AUDIO-VISUAL AIDS: USE OF

1. No video is to be used in a classroom unless it is directly related to the subject matter in the Course of Study.
2. Only A-V materials designed specifically for educational purposes are to be utilized. Films designed for entertainment purposes, such as popular movies, are not to be used without prior approval of the Principal. Exceptions will be granted only when definite, educational objectives are described.

EMPLOYEE BENEFITS

1. Full-Time Employee Defined:

A full-time employee is defined as one who works a minimum of 30 hours per week.

2. Retirement Plan

After one year of employment, contributions of 3% to a retirement plan will be made to 401-K retirement plan for all full-time employees. Individual employee contributions can be made through payroll deduction as soon as an employee is hired.

3. Health Insurance

A hospital insurance policy that includes major medical insurance is available to each full-time employee through Blue Cross and Blue Shield of Alabama. Participation is voluntary. The school offers single and family coverage plans. The school pays 65% of the premium for single coverage or 28% of the premium for family coverage. An explanation of the rates and benefits are available and may be obtained through the Business office. (Amended 6/1/19)

4. Life Insurance

The school provides a group-term life insurance policy for each full-time employee. A booklet describing such coverage shall be distributed to all employees by the Business office.

LEAVE BENEFITS

1. Personal Leave (Nine/Ten Month Employees)

After six months of continuous employment, nine/ten month employees are allowed three days of personal leave each year. Employees who have been at Mars Hill Bible School for 15 years will be granted one extra day of personal leave per year; employees who have been at Mars Hill Bible School for 20 years will be granted two additional days per year. One extra day may be taken with the cost of a substitute being deducted during the following pay period. Personal leave days are not cumulative. A request must be submitted to TrackSmart no less than 48 hours prior to the date requested and approved by the Principal. Requests for personal leave days during the final two weeks of the school year should be limited to exceptional circumstances.

2. Vacation Leave (Twelve Month Employees)

Twelve-month employees will be granted vacation leave according to the following schedule:

Years Worked After	<i>Hours per Week</i>	
	40	30
1	10 days	8 days
5	12 days	10 days
10 or more	15 days	12 days

A request on TrackSmart must be submitted to the business office for time off other than official business. Requests for vacation days during the final two weeks of the school year should be limited to exceptional circumstances.

3. Holidays

All twelve-month employees will be paid for eight holidays annually: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and one other holiday of their choice. This must be a day that school is officially closed.

4. Jury Duty

The school will pay the regular salary of any employee while that employee is serving on a jury.

5. Sick Leave (Full-Time Employees Only)

Sick leave is defined as leave for: 1) personal illness, 2) attendance upon an ill member of one's immediate family. To qualify for a day of sick leave, an employee must notify his/her superior by 6:30 a.m. To receive pay, qualified employees must submit a request on TrackSmart to the business office. Employees cannot share or exchange sick leave days.

CHANGE OF ACCUMULATION POLICY:

Current employees' sick leave accumulation will be frozen as of 5/31/96; any unused leave as recorded at that date will be paid at the rate of one month's pay each 30 days when the employee leaves the school. From 6/1/96, employees' future sick leave may be accumulated up to 90 days, but no payment will be made for unused leave at the time of separation.

6. Funeral Leave

Employees who are absent because of a death in their immediate family will be allowed a maximum leave of three days with full pay. Immediate family members are defined as husband, wife, son, daughter, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, grandparents, and grandchildren. Exceptions to the above policy must be approved by the immediate supervisor.

7. Professional Leave

Professional (Work Related) leave may be granted to employees to participate in educational conferences or seminars. The request must be approved in advance and must be approved one week prior to the granting of the leave. Material must be provided to your supervisor after the professional leave to validate the purpose of the conference or seminar. Examples of the type of validating materials include certificates of attendance with CEU status or a copy of a syllabus. Professional leave of this type is limited to three days per school year per employee.

Faculty members serving as coaches or chaperones whose presence is required for school trips are not included in the above limits. Examples of this type of "work related" leave includes coaches, faculty members taking their classes on field trips, or faculty members carrying out specific assignments for administrators (driving a bus for an approved student trip, participating in events such as Life Day, etc.).

This leave does not include faculty members who wish to accompany their own child(ren) on field trips or other school-sponsored trips and serve as chaperones in order to do so.

Mars Hill Bible School is first and foremost a Christian School and that purpose forms the key component of our mission. Exceptions to the above use of professional leave can be made upon request by the Principal and approval of the school's Board of Directors for leave which directly supports that mission in a unique manner. Such approval will be granted only if the Principal determines that (1) the leave does not negatively impact the individual's assignment at Mars Hill Bible School, (2) the individual's assignments can be covered in such a manner that there will be no cost to the school, (3) the reason for a specific Christian service and mission effort will provide a unique opportunity for a positive impact on the school community, and (4) the event involved in no way can be construed as being used for vacation or personal use. Examples of such service include disaster relief in times of floods, tornados, earthquakes, tsunamis, etc. or a unique opportunity to spread the Gospel at a time and manner that could not occur outside the school year.

8. Extended Leave of Absence:

The Board shall be authorized to grant extended leaves of absence to all employees for periods of one year for justifiable reasons which may be extended to a second year without loss of continuing service status. Such leaves shall be without pay. The reasons for which leaves shall be granted are:

- a. Illness
- b. Pregnancy
- c. Education

An Employee returning from leave shall notify his/her appropriate supervisor, in writing, not later than April 1 of his/her desire to fill a position at the beginning of the next school term. If a notification is not properly made for reasons indicated above, any obligation on the part of the Board of Directors shall cease to exist.

9. Leave without Pay

Any time off must be designated as vacation, personal leave, sick leave, funeral leave, professional leave/work related, or holiday. Any other time off will be designated as leave without pay and must be approved by the employee's supervisor. There will be no compensation for leave without pay.

10. Leave Approval

All leave except sick leave must be approved in advance by the employee's supervisor. Leave requests must be submitted to TrackSmart in order to receive pay.

11. Leave Due to Inclement Weather

Employees are urged to watch local television stations. School Cast will be used as the primary source of notification.

12. Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) provides that employees who have worked for at least 12 months are eligible for up to 12 weeks of unpaid leave for family and medical care for:

1. Child birth, adoption or foster care;
2. Care of a spouse, child or parent with a serious health condition; or
3. Employee's own serious health condition.

More information on the specifics of FMLA is available through the Business Office.

PROFESSIONAL BENEFITS

1. Membership in Professional Organizations

Mars Hill encourages its employees to avail themselves of the opportunities for professional growth that are associated with membership in professional organizations relating to their major field. Mars Hill will pay up to \$25 of the annual membership fee charged by such organizations. To obtain this stipend, employees should fill out the appropriate voucher and return the voucher with necessary documentation to the Business office.

2. Travel Expenses

Employees whose school-related travel necessitates overnight travel will be reimbursed for lodging in full and for up to \$27 per day of meal costs. Employees that must utilize their own vehicles for school-related travel will be reimbursed at the current IRS mileage rate. Travel vouchers are available in the Business office. These vouchers, along with all receipts, should be filed with the Business office.

OTHER BENEFITS

1. Admission to Athletic Events

- A. Full-time employees will be admitted free to all regular season athletic events that are designated as home games and to all other school-sponsored events. All full-time employees are required to work one athletic event (two hour slot) during the school year.
- B. Full-time employees who wish to receive a family pass are required to supervise the sale of tickets at three (3) varsity sporting events during the year.

2. Bookstore Discount

Full-time employees are eligible to receive a 15% discount on all in-stock regular priced items made through the Mars Hill Bookstore.

3. Flexible Benefit Plan

Full-time employees may arrange to deduct health and life insurance from their salary through a government-approved "Cafeteria Plan." Details are available through the school's Business office.

4. Employee Tuition Rates

Full-time employee's tuition rates will be as follows:

\$3,500 for the first child

\$3,180 for each additional child

*All additional fees will be billed separately and are to be paid as they are billed.

Tuition payments may be made through FACTS Management or payroll deduction.

All tuition and fees must be paid in full by the end of the school year. A student will not be allowed to register for the next school year, nor will seniors be able to graduate until all charges have been paid.

INFORMATION ON MEMORIAL POLICY FOR SCHOOL PERSONNEL:

1. A STANDARD MEMORIAL OF \$40 WORTH OF BOOKS WILL BE MADE FROM THE FUND ON THE DEATH OF:

A teacher who is an active employee at time of death.

A staff member who is an active employee at time of death.

A Board Member who is actively serving at time of death.

A son, daughter, or the spouse of one of the above while active in service.

A student whose death occurs while the student is currently enrolled.

2. A STANDARD MEMORIAL OF \$40 WILL BE MADE UPON THE DEATH OF:

A teacher who served the school within the last ten years, but is not active in service at the time of death.

A Board Member who formerly served at any time, but is not active at the time of his death.

The mother or father of a teacher who is actively employed.

The mother or father of a staff member who is actively employed.

The mother or father of a Board Member who is actively serving.

3. IN ADDITION TO THE ABOVE, ANY INDIVIDUAL EMPLOYEE WOULD BE AT LIBERTY TO MAKE A PRIVATE GESTURE OF REMEMBRANCE, AS DEEMED APPROPRIATE.

FLOWER FUND:

Flowers are sent to the hospital for employees only at the cost of \$35.

Flowers are sent to an employee's family upon the death of a spouse, child, mother, or father (\$40 in town; \$50 out of town).

BUSES, USE OF

Mars Hill Bible School will provide transportation for all trips within the Quad-Cities area. Students will be expected to cover expenses such as the cost of gasoline and any expenses incurred for drivers and chaperones. Charges will be made for all other trips according to a schedule established each year by the Business office. Buses are not to be used to carry spectators to athletic events or class outings except those sponsored by the school. Exceptions may be made for tournaments on the state level.

CALENDAR, SCHOOL

1. To avoid conflicts on the school calendar all events must be cleared with the President before being placed on the calendar.
2. The secretaries are not to schedule any event for anyone until approved by the President.
3. The calendar in the President's office will serve as the "official school calendar".

COPYRIGHT LAWS

It is the policy and intent of Mars Hill Bible School to abide by copyright laws. All teachers and school employees are asked to familiarize themselves with the current copyright laws and to respect them in your use of materials.

DONATIONS

Mars Hill Bible School is able to operate only because of the financial support of those who believe in its ideals. The cooperation of all employees of the school in supporting financial drives and fund-raising projects is generally observed very carefully by patrons and donors. They feel that those who work at Mars Hill are in the best position to judge the significance of its programs. It is important, therefore, that each employee make regular donations to the school as he/she is able. An opportunity is provided for employees to pledge a monthly gift to the school and have it deducted from their checks.

DRESS AND BEHAVIOR

Employees have an opportunity to help students learn proper decorum in dress by the example of modesty and neatness which they set. As a result, the following guidelines should prove helpful:

1. The staff is expected to avoid extremes in hair styling and fashions of dress.
2. The staff should wear clothing consistent with that expected of professionals. Clothing should be modest and neat in appearance.
3. The staff is not permitted to smoke or use tobacco in any form.
4. The drinking of alcoholic beverages is strictly forbidden.
5. The staff is to conform to the same standard of moral behavior expected of the students as set forth in the student handbook.
6. The staff is expected to be conscientious in meeting their financial obligations.

Sexual harassment will not be tolerated at Mars Hill Bible School. Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient. Any employee engaging in harassing conduct will be subject to disciplinary action, up to and including termination of employment.

DRUG-FREE WORKPLACE POLICY

Mars Hill Bible School intends to help provide a safe and drug-free work environment for our students and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of Mars Hill Bible School.

Mars Hill Bible School explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Mars Hill Bible School premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from Mars Hill Bible School or premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Mars Hill Bible School's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from Mars Hill Bible School, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Mars Hill Bible School's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of Mars Hill Bible School, or while on school business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Mars Hill Bible School will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by Mars Hill Bible School.
- **FOR-CAUSE TESTING:** Mars Hill Bible School may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Post-accident drug test will be required for all injuries requiring off premises medical treatment. Failure to submit and/or cooperate with the post-accident drug testing procedure as established by the company Drug and Alcohol Free Workplace Policy will result in the loss of workman's compensation benefits (AL Code 25-5-51). Testing positive could also impact the availability of workers' compensation benefits, (AL Code 25-5-51).

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

EMPLOYMENT AT MARS HILL

1. Acceptance of employment as a teacher, administrator, or staff member at Mars Hill Bible School is understood to include a pledge to terminate such employment voluntarily.
2. All employees of Mars Hill Bible School are deemed employees at will.

FIELD TRIPS

1. Statement of Philosophy:

Mars Hill Bible School believes that well-planned field trips are an excellent way to enrich and extend the educational experiences of students and faculty. Such opportunities should be available to every student and faculty member on an equal basis and should be based upon a direct relationship with the instructional program. In the high school, these trips should be planned on Saturdays when possible.

2. Planning of Trips:

In general, planning field trips should be a cooperative effort of administrators, teachers, students, and parents. Following the guidelines listed below should help to assure that goal is attained:

- a. It shall be the responsibility of the appropriate administrator and the individual faculty member to propose educational activities away from the campus.
- b. When possible, all trips should be planned at least one week in advance.
- c. Teachers initiating a request for a field trip should complete a Field Trip Request form available in any of the school's administrative offices. All secondary requests should be channeled through the Principal.
 - 1). All requests must state the specific educational objectives to be achieved.
 - 2). Each request should estimate the length of time involved.
 - 3). If an entire class is not involved, arrangements for those students not participating should be described.

- 4). The cost (if any) to each student must be noted.
 - 5). A brief description should explain the academic preparation that will precede the actual trip.
 - 6). Any possible health or safety factors should be noted.
 - 7). Each faculty member planning a trip that will cost \$200 or more per student must provide the administration and business office with a list of students (and non-students participating and a detailed itinerary for the trip. Student tuition and fees must be current throughout the trip planning process in order for students to be eligible to participate in trips whose cost exceeds \$200 per person. The business office will contact any persons who are not current on tuition or fees.
 - 8). All faculty members taking students on overnight trips must provide a detailed list of expenses/receipts to the business office.
 - 9). All students are to be informed that overnight trips are voluntary and given trip dates well in advance.
- d. After approval has been granted, all arrangements for transportation shall be made by the faculty member involved through the Business office. It is the duty of the faculty member involved to arrange for whatever transportation might be necessary.
- e. It is the responsibility of the individual teacher to collect any funds necessary to finance the trip which are not available from normal school fees.
- 1). Students are expected to help pay for any transportation costs which may be incurred as a result of the trip, including gasoline expense and any expense necessitated by the hiring of drivers.
 - 2). The school will bear the expense of providing a substitute for the teacher whose class(es) will be included in the field trip. Students will need to bear any additional expenses.
- f. Teachers are expected to stimulate student interest in the trip by such methods as class discussions, bulletin boards, photographs, and so forth. Teachers are expected to prepare their students for the trip by providing them with sufficient academic information to optimize the learning experience. Teachers should make sure that students know in advance what kind of behavior is expected. After approval, the teacher is responsible for notifying the parents of the students involved. This notification should be in writing. The appropriate Parent Permission form must be obtained for each trip from the Principal. The signed form must be collected by the teacher and returned to the Principal before the student may go on the trip.
- g. An appropriate academic follow-through should occur after the trip has been completed. This can include such items as group discussions, creative projects, tests, and reports.
- h. Non-academic field trips at the secondary level should be arranged through the Principal.
- i. The faculty members arranging for the trips will be responsible for seeing that the plans for the trips are communicated to others involved.
- j. As the school calendar becomes extremely crowded following spring break, every effort should be expended to limit field trips after the spring holidays.

TRIP POLICY

1. Trips are considered part of the educational experience of each child enrolled at Mars Hill. Every effort will be made to keep the cost to a minimum. For the 2020-2021 school year, trips must cost \$700 or less. Adjustments to this base figure shall be made in the spring of each year by the Business Office and will be based upon an inflationary index published by the U.S. government. The total trip cost is to include all transportation, meals, lodging and activities.
2. All trips are to be day trips with the following exceptions:
 - A. Eighth Grade – Jamestown and Williamsburg, Virginia; Monticello or Washington, D. C.
 - B. Chorus and Band trips must not exceed 5 days duration with a minimum of 2 performances.
 - C. Forensics Tournaments
 - D. Athletic Tournaments (Limit team camps to one week per year-cost not to exceed \$700).
3. Trips will be limited to the continental United States.

4. Band and chorus trips must be scheduled during the week of spring break.
5. Overnight trips are not mandatory, but students should participate if at all possible. Total funding is the responsibility of the parent and/or student. Parents are to be informed of the total expenses at the beginning of the year.
6. Student tuition and fees must be current throughout the trip planning process in order for students to be eligible to participate in trips. The Business office will contact any persons who are not current with tuition or fees.
7. No non-MHBS students/adults may be included in trips unless they are serving as approved chaperones. Approval must come in advance from the President's Office.
8. Business office staff will assist in the financial aspects of trip planning. They will attend parent meetings to explain school policies regarding non-cancellations, the mandate regarding payment of tuition and prior to trip participation, etc. They will also be responsible for the collection and disbursement of funds. All checks for any school camp/school trip must be made payable to MHBS (not to faculty members) in accordance with the directions given by the Business Office.

FIRE DRILLS, STORM WARNINGS AND LOCKDOWN DRILL

MHBS will conduct regular fire and storm drills in order to familiarize students and teachers with the proper manner to deal with possible warnings. Students and teachers are expected to fully cooperate in all drills. Drills are the responsibility of the Assistant Principal.

1. Fire Drills & Warnings.

A fire alarm will be identified by a continuously-sounding shrill sound. When the alarm sounds, students and faculty should evacuate the building immediately by moving quietly and in single file to the nearest available "safe" exit. Windows and doors should be closed. Once outside, all involved should move at least 150 feet away from the nearest building. When the situation warrants, an "all clear" will be sounded by the regular bell system.

2. Storm Drills & Warnings

Storm drills or warnings will be announced over the public address system when possible. Should that not be possible, an intermittent bell that continues to ring at short intervals will be utilized. Elementary students and faculty/staff should proceed to the Elementary Library. Middle and High School students and faculty/staff should move to the basement of the Arts & Sciences Building. Middle School students should use the stairwell near the Library and proceed in single file to Room 106. High School students should use the stairwell near the Biology Room and proceed in single file to Rooms 101 and 102. After the danger has passed, a single bell will sound an "all-clear".

3. Lockdown Drill

Under unusual circumstances it may be necessary to place the school under a lockdown. In this situation the teacher will make sure all doors and windows are secured and if instructions direct them to, move all students out of the line of vision from windows. During this time no students will be allowed to leave the room until the lockdown is lifted.

FUNDRAISING

All fundraisers of any kind for any purpose must be approved by the President before any information is sent out. Fundraisers will not be used to help offset the cost of school trips. All school trips will be paid in full by parents and or family members. Monies raised through fundraisers will only be used to support that organization itself. Example: buying new instruments, music, new equipment or wearables for athletic teams. You may contact the President in the President's office to get approval for your fundraisers. No exceptions will be allowed.

GUIDELINES FOR THE USE OF INSTRUMENTAL MUSIC AND OTHER SONGS IN PROGRAMS AND WORSHIP ASSEMBLIES

Mars Hill Bible School, in accordance with Scriptural guidelines, believes the use of instrumental music in worship to be a violation of the clear teaching of the early church and Scripture. Its use in worship

settings is not appropriate. In addition, in programs planned and directed by Mars Hill Bible School faculty and representatives, use of devotional/worship songs containing instrument music is not appropriate. Faculty members are responsible for monitoring parents who prepare musical accompaniments for presentation at official school programs. In these cases, faculty members should explain the school position in a loving, caring manner. In non-worship venues (Quad Cities Choral Festival, State Band Competition, Honor Choruses, etc.) where Mars Hill Bible School is not responsible for music selection and where the purpose is educational, not worship, Mars Hill faculty responsible for students attending these activities should alert parents and students(in advance) that (a) this is an educational, not a worship, setting and that (b) participation in this activity is voluntary and should not occur if such participation would violate the conscience of the one involved.

HANDBOOK CHANGES (PROCEDURES FOR SUBMISSION OF CHANGES)

1. Suggested changes or additions are to be submitted to the President in policy form; i.e. written as the policy would appear in the handbook.
2. Suggested changes or additions are to be submitted with a written rationale for the addition or change.
3. Suggested additions or changes are then to be submitted to the Campus Climate Committee with a signed approval and accompanying comments or details from the President.

HARASSMENT/BULLYING POLICY

Mars Hill Bible School is dedicated to fostering an environment, based on the teachings of Matthew 7:12 and Ephesians 4:29-32, that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, sex, or national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm group inclusion, relationships or acceptance, or friendship), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

All MHBS employees and volunteers share responsibility for keeping the school environment free from harassment and bullying. "No Bully Stands Alone" will be enforced and personnel must report incidents of harassment and bullying to a teacher or an administrator. Personnel will also be given the opportunity to report bullying via voice mail box (256-980-3490) and email bully@mhbs.org. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

Teachers/staff are expected to report all instances of harassment/bullying to administration immediately. Instances include reports from students and instances witnessed by the teacher/staff. Failure to report such instances to administration will result in disciplinary action and possible termination.

KEYS, RESPONSIBILITIES FOR THE USE OF

1. UNDER NO CIRCUMSTANCES are students allowed to have access to keys to the building or to individual rooms in the building.
2. Staff members who fail to follow this policy may be liable for expenses incurred in re-keying buildings and rooms in the event of a security breach.
3. All keys must be signed out in the office in order that we may have an accurate record of who is in possession of the keys.
4. No one should duplicate any school key. If you require extra keys, these will be provided through the President's office.

MEDIA CALLS

Refer all media calls with the exception of sporting events, etc., to the Vice President for External Relations.

No one should give a statement on or off the record to the media except the President or the Vice President for External Relations.

MEDICATION AT SCHOOL

Goal:

To safely assist students with medication at school in order to maintain an optimal state of wellness, thus enhancing the educational experience.

Parent's Responsibility:

- Contact your School Nurse.
- The correct School Medication Prescriber/Parent Authorization (PPA) form must be used. This form is dated 5/2014. According to the Alabama State Department of Education, this is the only form the school can accept.
- All prescription medication/special procedure doctor orders must be delivered to the School Nurse by the first day of school. Current doctor orders are required at the beginning of each school year.
- The school nurse will not administer any medication/special procedure without a doctor order.
- It is the responsibility of the parent to bring all doctor orders, medications, and other needed medical supplies to the School Nurse by the first day of school.
- If the orders and medical supplies are not brought to school, the parent will be responsible to come to school and administer their child's medication/special procedure every day until the orders are received by the School Nurse. This also applies to self-administer medications.
- Personally bring your child's medication to school. Students cannot transport medication.
- Bring prescription medication in its original container from the pharmacy with the prescription label intact. Inhalers must be in the prescription box.
- Do not bring medication to school that is prescribed for three times a day. It should be given in the morning just before leaving home, upon returning home from school, and just before bedtime. (Example: antibiotics)

Non- Prescription Medication:

- The school cannot stock Over-the-Counter (OTC) medication. (Example; Tylenol, Advil). OTC medications can be authorized by the parent for chronic illnesses. The School Nurse has the authority to request a doctor's authorization for OTC medication. The parent must supply the OTC medication.
- Sign the School Medication Prescriber/Parent Authorization form.
- Bring OTC medication in the original, unopened, sealed container with the manufacturer's labeling plus the student's name.
- Medications that are controlled substances will be counted and documented by the School Nurse or Medication Assistant and parent.
- Do not bring more than a six weeks supply of medication at one time.
- Notify the School Nurse of medication changes including discontinued orders. The School Nurse cannot implement changes in a medical order from the parent or guardian. A written doctor order is required. A new School Medication Prescriber/Parent Authorization form must be signed if medication orders change during the school year.
- The School Nurse will notify the parent when the student is out of medication or the medication is expired. All expired medications will be properly disposed. It is the Parent's responsibility to bring additional medication to school. If the medication is not brought in a timely manner, the prescribing doctor will be notified.
- Pick up any unused medication at the end of the school year. All medication not picked up will be discarded by the School Nurse.
- Self-administer Medications: Discuss with your child's doctor.

1. Health Services will allow the self-administration of diabetic medications, asthma inhalers, epi-pen, and twinject.
 2. The doctor, parent, and School Nurse must all approve for the student to self-administer.
 3. The School Medication Prescriber/Parent Authorization (PPA) form must be appropriately completed for self-medication. The yes box for self-administration must be checked, and the parent must sign in two places: parent authorization and self-administration authorization.
 4. There is also the question regarding whether the student is to keep the self-administration medication "on person". In order to keep the medication on person the student must be able to independently administer his/her medication without the aid of the school nurse. Consideration needs to be given to students who ride the bus and/or participate in extracurricular activities to keep their emergency medications (asthma inhalers, epi-pens, twinjects, and diabetic medication) on person so he/she will have access to their medication after school hours.
 5. Exception: If a student rides the bus and will potentially need their medication while on the bus, but is not capable of self-administering the medication, the student can be authorized to keep the medication "on person" in his/her backpack and the Bus Driver can be trained to assist the student with the medication. Example: asthma inhaler, epi-pen.
- Emergency PRN Medication: Glucagon, Epi-Pen, Solu-cortef, Diastat, Asthma Inhalers, etc. Discuss authorization to keep medication "on person" and "self-administer" with the School Nurse and your child's doctor. Discuss plan of care in an emergency situation, on the school bus and extracurricular activities. Understand critical importance of keeping medication "on person" during times of crisis management.

Student's Responsibility:

Self-Administered Medication: Insulin, Asthma Inhalers, etc.

- Contact School Nurse when needed.
- Keep medication "on self" at all times at school.
- Knowledge of time, dosage, route, and skill to administer own medication.
- Ability to safely bring and keep medication "on self" at school every day.
- Do not share medication.
- Demonstrate knowledge and skill to School Nurse.
- Sign the Medication Self-Administration Documentation and/or Medication Authorized to Keep on Person Documentation.

Emergency PRN Medication:

Glucagon, Epi-Pen, Solu-cortef, Diastat, Asthma Inhalers, etc.

- Contact School Nurse when needed.
- Understand authorization to keep medication "on self" at all times at school.
- Understand plan of care in an emergency situation.
- Understand critical importance of keeping medication "on self" during times of crisis management.
- Understand plan of care for the school bus.
- Understand plan of care for extracurricular activities.
- Demonstrate knowledge and skill to School Nurse.
- Sign the Medication Self-Administration Documentation and/or Medication Authorized to Keep on Person Documentation. (Revised 02/2016)

COMMUNICABLE DISEASES PROCEDURE

Purpose:

To promote and maintain healthy students in order to enhance the student's educational goals by preventing the spread of communicable diseases

Introduction:

Communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Illness is defined as a state of being sick. Examples of communicable diseases include but are not limited to: Strep, staph infection, stomach virus, flu, ringworm, pink eye, impetigo, lice and scabies. MHBS realizes that the spread of communicable diseases cannot be totally prevented, but

preventive measures can be taken to reduce the incident of communicable diseases and therefore promote the health of our students. All students with suspected or confirmed communicable diseases will be evaluated on a case-by-case basis.

Prevention:

Standard Precautions and Blood-borne Pathogens Procedure will be followed to reduce the risk of transmitting communicable diseases.

The School Nurse will follow the Guidelines recommended by the Alabama Department of Education, Center for Disease Control and the Alabama Department of Public Health regarding communicable diseases.

Assessment:

- Assessment of students' health needs will be made by the School Nurse.
- The School Nurse has the authority to delegate specific tasks to Unlicensed Assistive Personnel (UAP). The specific tasks will not require the exercise of independent nursing judgment or intervention.
- UAP will consult with the School Nurse as indicated.

Suspected Communicable Diseases:

- Students exhibiting signs and symptoms of a communicable disease or illness will be evaluated by the School Nurse or UAP.
- The School Nurse or UAP will determine the appropriate action.
- If indicated, the parent/guardian or other designated emergency contact will be notified of the student's health status and of the need to check the student out of school.
- Students with a suspected communicable disease will be placed in a designated area outside of the classroom until the parent/guardian arrives.
- The parent/guardian will be informed of the suspected communicable disease or illness and be advised on the need for further medical evaluation and treatment.
- Further medical evaluation and treatment is the responsibility of the parent/guardian.
- The parent/guardian will also be informed on the requirements for the student to return to school.
- The School Nurse has the authority to request a physician note for the student to return to school.

School Return Requirements:

- Students will remain out of school until they are no longer contagious.
- This determination will be made by the School Nurse and/or the student's physician.
- The School Nurse has the authority to request a physician note for the student to return to school.
- Students with a medical diagnosis of a communicable disease from their physician will follow the directions of their physician and a written note from the student's physician is required for the student to return to school.
- Students with an illness not requiring a physician must follow the School Nurse's recommendation for returning to school.

General Guidelines for School Return:

Return to school determination is made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

- Fever free for the last 24 hours, without the aid of medication
- No vomiting for the last 24 hours, resulting from a communicable disease
- No diarrhea for the last 24 hours, resulting from a communicable disease

Absences due to communicable diseases:

Excused absences are made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

- *The day the student is sent home from school by the School Nurse is an excused check-out.
- *Students that are sent home sick may not participate in extracurricular activities on that day or until they meet the guidelines for school return.
- *The School Nurse has the authority to excuse the following day if needed to accommodate a fever or other illnesses if indicated.

*For additional consecutive absences to follow the student must bring a doctor note or parent note.

1. All medications to be administered at school will be brought to the appropriate office and safeguarded in a locked area as designated by the Principal. Medications requiring refrigeration will be refrigerated in a safe area. Emergency medications such as Asthma inhalers and Epinephrine injections for severe allergic reactions may be kept "on person" as directed by the physician.
2. The parent/guardian must sign an administration of medication form before school personnel will administer the medication.
 - A. Medication which will be administered eight days or more will require the administration of Medication Long Term Form.
 - B. Medication which will be given seven days or less will require the administration of Medication Short Term Form.
3. Prescription medication will not be given unless it is brought to school in a pharmacy or manufacturers labeled container which includes the student's name, physician's name, medication name, strength, dosage, time to be given. Parents should request two containers from the pharmacist with one labeled for school use and send only the amount required for school. The school personnel will only give over the counter medication to a student who has a chronic illness. The medication must be prescribed by the physician, and provided in an original container identifying the medication and manufacturers labeling.
4. Medication will be administered to the student by the Principal or his/her designee. The employee administering the medication will check the dosage on the pharmacy container by the dosage on the consent form. If any discrepancies are present, the parent/guardian will be notified before the medication is administered. School personnel administering medication should make sure it is properly taken. The employee administering the medication will complete the student's medication chart. The medication chart will be filed in the student's permanent record.
5. Self administration of medication will only be permitted for medical conditions requiring emergency treatment as directed by the physician. Example: Asthma inhalers, Insulin injections and Epinephrine injections for severe allergic reactions. Emergency medications may need to be carried "on person" so that if needed they are readily accessible.
6. It is recommended the parent/guardian or designated responsible adult deliver all medications to the Principal or his/her designated employee. As a protection to employee and students, medications which are controlled substances, i.e., Ritalin, Cylert should be counted upon delivery and documented on the student's medication chart.
7. Medication error involving too much medication given:
 - A. Identify the incorrect dose, time, and name of medication taken by the student.
 - B. Immediately notify the Principal of error.
 - C. Contact the Alabama Poison Control Center at 1-800-292-6678 or 1-800-462-0800. Alabama Poison Control Center will need the age and approximate weight of the student along with name, dose and time of medication taken in error.
 - D. Notify the student's parent/guardian. Do not delay initiating further action if unable to reach the parent/guardian.
 - E. Document actions taken under remarks on medication chart.
8. Medication error involving the omission of medication to be administered:
 - A. Identify dose, time and name of medication omitted.
 - B. Notify the Principal of error and contact the parent/guardian.
 - C. The decision should be made by the Principal or his/her designee in consultation with the parent/guardian to determine whether the remainder of the dose be omitted, administered or if physician contact is appropriate.
 - D. If the parent/guardian is unavailable, appropriate health personnel should be contacted.
 - E. Document actions taken under remarks on medication chart.

9. When the course of medication is completed, out of date or at the end of the school year, it will be the responsibility of the parent/guardian to pick up any unused portions of medicine. Any medications not picked up in a two week period by the parent/guardian will be destroyed by the Principal or designee in the presence of a witness. Any discarded medication should be documented on the student's medication chart.

HEALTH PROCEDURE REGARDING COVID 19

Please check the "Health Services" link on the school website (mhbs.org) for current information.

NEW STUDENT REFERRAL GUIDELINES

MHBS is offering an incentive of \$500.00 for anyone referring NEW STUDENTS, grades TK– 12, to our school who meet the criteria below:

- The person referring the family must be named on the New Student Application.
- The person referring the new student must be a family member of a current student.
- Employees are not eligible for the referral incentive.
- \$500.00 per family, regardless of the number of students in the family attending.
- Students must remain at Mars Hill a minimum of 90 school days.

PAYROLL DEDUCTIONS

Instructions for all payroll deductions should be submitted on forms provided by the Business office at the beginning of the school year. Any changes in these instructions during the year must be submitted in writing to the Business office.

REQUESTS FOR GOODS AND SERVICES

1. All requests for goods desired or services to be rendered must be submitted on the proper forms supplied in the office.
2. These should be submitted at least 24 hours in advance.
3. Needs will be evaluated and priorities established according to those needs.
4. Requests submitted through other channels cannot be honored.
5. The established policies of the Business office must be followed closely in all matters involving purchases and expenditures.
 - a. No purchase is to be made by any school personnel without a purchase order. Purchase orders are to be processed through the Business office. They must be approved and signed by an administrator before being submitted to the Business office. All purchase orders must be processed by school personnel rather than students.
 - b. No personal purchases may be charged through the school. Any items purchased through the school for personal use must be paid by cash.
 - c. All invoices received by employees should be checked carefully for accuracy and initialed before being sent to the Business office.
 - d. Technology related purchases must be approved in advance by the Business Office. This includes purchases for new hardware and software: and upgrades to existing hardware and software. This insures that all software and hardware are compatible with existing installations, does not conflict with future technology planning, and will not adversely affect the campus network.
 - e. Mars Hill Bible School will not pay any invoice that places an order without a purchase order. If a purchase is made and a request for reimbursement is requested, the reimbursement will not be made if a purchase order was not requested and the appropriate paperwork is not on file in the Business office.

RETIREMENT AGE

Pursuing the policy of letting all decisions and courses of action be determined by what is in the best interest of Mars Hill Bible School it is the decision of the Board of Directors of the school that the retirement age for all employees of the school (including administration, faculty, staff and all workers supported by or representing the school) be sixty-six years of age. It is recognized, however, that there

may be instances where available workers past the age 66 might be an unencumbered asset to the school and that individual cases might vary. Therefore, the Board reserves the right, but does not obligate itself, to invite available and useful workers to continue their service to the school on the special conditions and terms that the Board would so specify in each individual case. It is understood that such a decision would be solely the right of the school Board to make, that no one case would become a precedent for any other or others, and that a favorable decision for extended service would be for one year only, renewal of an extended year of service being made annually solely at the option of the Board.

TECHNOLOGY USE

Mars Hill Bible School provides access to technology including computers, printers, audio and video equipment, telephones, scanners, and the Internet as a privilege to students who agree to act in a lawful and responsible manner. Even when such access is not a matter of privilege, the school expects such access to be in accordance with and subject to the school's policies, administrative regulations and student codes of conduct. The purpose of this document is to make you aware of the responsibilities that you are to assume when engaging in privileged access. If you violate any of the provisions, your privileges may be revoked and disciplinary action may be taken as indicated at the bottom of this document.

Mars Hill Bible School agrees and complies with the tenets of the Children's Internet Protection Act (CIPA) and will comply with any law applicable to it which governs or affects its provision of and its student's access to technology. The school utilizes an Internet filtering system to protect students from materials that may be considered offensive or obscene, invasive of another's rights, threatening, disruptive or potentially disruptive to the maintenance of discipline or to school operations, contrary to the educational mission of the school or which tend to distract from or undermine a student's educational focus while at school, at a school sponsored activity or while engaged in a school mandated or related function, or to restrict access to material consistent with the legitimate educational concerns of the school.

As a technology user I agree to the following:

- 1) The purpose of my technology use at Mars Hill Bible School is for educational purposes related to the school's educational programs and is limited to use under the direction of my teacher(s) or other authorized school personnel.
- 2) I will not create, retrieve, view, transmit or publish – by any means – any material which:
 - a) Causes, or is reasonably expected to cause, material and substantial disruption to or materially and substantially interfere with the requirements of appropriate discipline in the operation of the school; or
 - b) Interrupts the school activities of others, intrudes in the school affairs or lives of others or collides with or invades the rights of others; or
 - c) Means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals and/or which a reasonable person would foresee would be interpreted by those to whom it is communicated as a serious expression of intent to harm or assault.
 - d) Is illegal;
 - e) Is plainly offensive or lewd or obscene or indecent, or which is inconsistent with the school's basic educational mission which mission excludes and prohibits the use, possession, viewing, creation or communicating by any means, of material of the sort described in this subparagraph and/or of the sort described in either subparagraph (a), (b), (c) or (d) above.
- 3) I will not use the technology resources of the school for my personal or commercial financial gain.
- 4) I will not access or attempt to access applications of systems which have been restricted by the administration of the school.
- 5) I will not use any of the technology systems to violate any laws, school policies, or rules in the student handbook or buildings rules where the technology systems are housed or accessed.
- 6) I will not violate any copyright, patent, or confidentiality laws. This includes sharing, installing, recording or distribution of copyrighted software, audio and video media.
- 7) I will not install, download or use any software brought in from outside sources.

- 8) I will not reveal any personal information or claimed personal information about others or myself to anyone on the Internet and I will not libel, slander, defame, publish untrue or made up information, stories or depictions about someone on the Internet, even if it is meant to be humorous or not taken seriously.
- 9) I will not use anyone else's ID or password. I will not use a computer that another user is logged on to.
- 10) I will not share my password(s) with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
- 11) I will not harm or destroy any hardware, software, or data that belongs to Mars Hill Bible School and its users or use any school system to do so to such property belonging to others. I understand that I may be held financially responsible for damages if I vandalize any of the school's technology systems or anyone else's systems utilizing the MHBS system.
- 12) I will not use any technology in such a way that it would disrupt the use of technology by others.
- 13) I will not knowingly attempt to disable, evade or defeat the school's Internet filtering software. This includes the use of "proxy" or "tunneling" web-sites which offer anonymous access to otherwise prohibited web-sites. I will abide by the policies and guidelines of the school which concern all aspects of staff or student privacy and Internet safety.
- 14) I understand that the school has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the school's technology resources and to report misuse to the Assistant Principal or his/her designee and/or the appropriate authority or authorities.
- 15) I release Mars Hill Bible School, its sponsors, staff, administration and Board and all organizations, groups and agencies with which Mars Hill Bible School is affiliated, of and from any and all claims of any nature arising from my use, misuse or inability to use the school's technology resources or the school's enforcement of its policies or its activities pursuant thereto.
- 16) I understand that this policy is in effect at all times including: remote or direct access, on or off school premises.
- 17) I understand that all other school codes of conduct applicable to me are incorporated herein and that my conduct can be subject to this code and all other such codes.

Consequences for Violation of Mars Hill Bible School Code of Conduct:

First Offense:

A warning will be issued. A referral will be written; a photocopy of the form will be sent to the student to be signed and returned by his/her parent or guardian. The student may not access any of the school's technology systems until the referral is returned. The student's activities while using technology may be monitored during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Second Offense:

The student will be sent directly to the Assistant Principal. There will be an automatic loss of technology privileges for five days minimum, or as determined by the Assistant Principal. The student's activities will be monitored regularly on the network during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Third Offense:

The student will lose all of his/her technology privileges for the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Vandalism/Theft:

Malicious destruction or theft of hardware or software will result in immediate termination of technology privileges for the remainder of the school year. Disciplinary and/or legal action will follow. The student and/or parent/guardian will be held financially responsible for replacing any vandalized/damaged equipment.

Suspected Crime Reporting/Cooperation:

Student understands that the school will report all suspected criminal conduct to the appropriate authority or authorities and will cooperate with said authority and authorities in the investigation and/or prosecution of any suspected offense.

Security:

1.0 Purpose

Mars Hill Bible School must provide a secure network for our instructional and administrative activities. An unsecured computer on the school network allows viruses, worms, and other attacks and compromises to enter the network, thereby affecting many computers, as well as the network's integrity. Damage from these exploits can include the loss of sensitive and confidential data, interruption of network services, and destruction of critical Mars Hill Bible School network systems. Schools that have experienced severe compromises have also experienced damage to their public image. Therefore, individuals who connect computers, or other devices (hereinafter referred to as "devices") to the Mars Hill Bible School network (hereinafter referred to as "our network") must follow specific standards and take specific actions. The purpose of this Security Extension to the Technology Use Policy of Mars Hill Bible School Information Technology System is to define the policy governing connecting devices to the network. The policy is designed to minimize the potential exposure to Mars Hill Bible School and our community from damages that could result from devices that are not properly configured or maintained.

2.0 Scope

This policy applies to all members of Mars Hill Bible School who have any device connected to our network, including, but not limited to, phones, smart-phones, desktop computers, laptop computers, tablet computers, server computers, wireless computers, specialized equipment, cameras, building and environmental controls. The policy applies to school owned devices as well as personally owned devices that connect to our network.

3.0 Policy

Appropriate Connection Methods

You may not connect devices to our network connectivity points; data jacks, or wireless network access points. You may not extend or modify our network. You may not install hardware devices such as, but not limited to, routers, bridges, switches, wireless access points, or hubs without the explicit written permission from Mars Hill Bible School's Technology Coordinator.

USE OF SCHOOL FACILITIES

Reservations for the use of other classrooms, the auditorium, and other school facilities should be made with the President as far in advance as possible in order to avoid conflicts. During the last nine weeks of school, scheduling time in the auditorium and on stage can become particularly difficult. No group should expect to have complete control of these facilities for an extended period of time. Requests for the use of the gymnasium or athletic facilities should be made with Jim South at jsouth@mhbs.org.

As required by law, all areas containing asbestos materials or suspected ACBM have been identified. Anyone having any questions or concerns about this should contact: Maintenance Dept., Asbestos Coordinator, Mars Hill Bible School, (256)767-1203 ext 2030.