

POLICY STATEMENTS

The School Board will comply with these three required policies:
Applicable sections of the Illinois School Code (105 ILCS 5), relevant case law including Plyler v. Doe 457 U.S. 202 102 S. Ct. 2382 (1982), and 23 ILL. Admin Code Part 425.

Declaration of Rights Policy

The Mulberry School is an alternative school that stresses the growth of the whole, individual child. We cherish our differences and our uniqueness as individuals, but we are also a community. The children's understanding of the concept of community and their responsibilities as individuals within a community are an important part of their education and growth. Adults have a special responsibility to help children with these group expectations. Any adult who works in the school has a right to object and to control behavior, which is not in the best interests of the community. It takes time to form relationships of trust and leadership with children. We assume that the child is reasonable and will exert self-control if she or he understands what is expected, and the reason why these expectations exist.

All individuals in the Mulberry community have the right to:

1. work without disruption.
2. express oneself without interruption.
3. work cooperatively within a group.
4. play quietly.
5. live safely.
6. be different and/or unique without fear or humiliation or censure.
7. have one's work and property respected.

Behavior must preserve these rights. Examples of specific behavior that deprive other members of the community of their rights include but are not limited to:

1. demeaning or profane language directed at another person.
2. threatening, menacing or intimidating behavior.
3. destruction of another person's work or property.
4. destruction of community property.
5. disruptive or noisy behavior that infringes on another's right to concentrate and work.

Parent Participation Policy

Each Mulberry School family is required to contribute a minimum of thirty (30) hours of volunteer time to the school. (This minimum will increase to thirty five [35] hours at the beginning of the 2017-18 academic year.) The time contributed is a necessity to facilitate the proper operation of the Mulberry School. Families may only be exempt from the Parent Participation policy by contractually agreeing to pay an annual fee to be paid in addition to the contracted tuition payment. Families who fail to achieve the participation hour minimum requirement by May 1st of the academic year will be assessed a fee equivalent to \$40.00 per hour for each hour less than the required hours. Failure to complete the hours or pay the fee is a breach of contract. Attendance at parent and/or board meetings may be counted towards parent hours by only one family member. Any hours completed beyond the contracted hours will be considered a donation to the school and will not be eligible for reimbursement.

Due to the emphasis and priority of parent participation projects, all families will be encouraged to contribute time to at least one of the following projects: Gala planning, Gala business contacts, Gala mailing lists, Gala cleanup, field trip supervision, holiday party supervision, yardwork, school repairs and maintenance, school clean up and playground supervision.

Admissions Policy

Admission priority will be given to all students in the following manner, contingent on the capacity of the Mulberry School.

1. Currently enrolled students in good standing.
2. Siblings of currently enrolled students.
3. Siblings or children of formerly enrolled students.
4. New students on a first-come, first-contracted basis.

The Mulberry School does not exclude children with severe physical, mental, emotional, or behavioral disabilities unless these disabilities prevent their complete and unimpeded participation in the school program. Enrollment of children with special needs will be conducted with consideration by the Academic Director and the teaching staff.

Children must be three (3) by September 1st of the academic school year in order to apply for the preschool program; four (4) by September 1st of the academic school year in order to apply for the 4K program; and five (5) by September 1st of the academic school year in order to apply for the Kindergarten program. Children must be potty trained in order to be considered for enrollment.

Notice of Nondiscrimination: The Mulberry School does not discriminate on the basis of race, gender, religion, national origin, ancestry, age, sexual orientation, or any other basis protected by law in the administration of its student admission process, financial aid awards, educational policies, rights,

privileges, programs, and activities, or employee hiring. The President of the Board of Directors will be responsible for ensuring Mulberry School's compliance with this Notice.

Holiday Policy

Mulberry School is made up of children from a wide variety of cultural, ethnic, and religious backgrounds. Mulberry School teachers attempt to portray all cultural, ethnic, and religious groups with self-worth, dignity, and value. A portion of this portrayal may involve description or enactment of a variety of religious or cultural festivals. In particular, major Cultural Holidays, practiced by a large number of Americans, will be recognized and special activities may be organized (for example, Halloween, Thanksgiving, Hanukkah, and Christmas). These festivities will be presented objectively, (no indication that people who participate are inferior or superior to others) as part of the "Common American Culture". (effective in 1995).

These events will be noted on the school calendar and parents will be notified prior to their child's participation. Any parent who does not wish their child to participate may send a note to the child's teacher and alternative activities will be found. In addition, any parent wishing to present information on cultural, ethnic, or religious activities not covered by the school, is welcome to work with the teacher to set up an appropriate presentation.

Political Statement Policy

The Mulberry School will neither advocate nor condone "Political Statements", such as boycotts, picketing, marches, solicitations, or rallies. The Mulberry School will not participate in these events as an organization. (Effective 1996)

Justification for policy:

1. The goal of the school is to educate our children. To achieve this goal requires cooperation and support of all parents. Political statements by an organization are divisive. Because the statements do not reflect the feelings of all members, the individuals that do not support the statement may feel like outcasts.
2. Mulberry School already has a very diverse set of families. The only thing they may have in common is the school. If we start politicizing the school, parents are more likely to drop out or not participate in school activities.
3. The Board would be forced to act as referee. The Board would have to ensure that both sides of the issue would be presented, and then the Board would have to determine which issues to act on. Serving on the Board takes enough time and the members do not need the extra burden of this type of political decision.

Field Trip Driver Policy

Each Mulberry classroom takes multiple field trips throughout the school year. These field trips rely upon parent volunteers for transportation to and from the destinations. Any parent wishing to drive

students on field trips must have on file at the school, copies of proof of current insurance card and a current driver's license. These are to be given to the administrative assistant to keep on file.

Business Policy

The conducting of all business of the corporation shall be done according to the policies established by the Board. The policies are the articles contained in the bylaws and the statements approved as policy and reported in the minutes of the corporation. Such policies shall be added to the Handbook. In the absence of a policy covering a matter of concern, the membership as a whole can function to reach a resolution of the matter. Any action of the corporation not covered by policies requires membership approval.

Building Use Policy

In an effort to protect the Mulberry School property and its contents, the following policy regarding use of the physical building for non-school related functions has been established.

If an interested party would like to request use of the physical building for a non-Mulberry school purpose, the following steps must be taken:

1. A written proposal must be submitted to the Chairman of the Board of Directors so that it can be placed on the agenda for the upcoming Board meeting.
2. The person proposing use of the building will appear in person in front of the board to make the proposal to the board members present and to allow for discussion among the party making the request and the board members.
3. Discussion among the board members will be allowed
4. It is recommended that the board give a timely response to the interested party making the request.
5. Simple majority vote will prevail in decisions regarding building use.
6. Regardless of the proposal for building use, the following contracted stipulations must be met:
 - a. Independent insurance coverage (when warranted) by the responsible party for the intended use.
 - b. Payment to Mulberry School will be \$50.00 per hour (for for-profit organizations) and \$25.00 per hour (for non-profit organizations) for the use of the building. Payment for building use must be received at least one week before building is used.
 - c. The interested party is responsible for maintaining the cleanliness and security of the building immediately before, during and after the approved use.

Building use is at the sole discretion of the board and requires a majority vote for approval.

JOB DESCRIPTIONS FOR THE BOARD OF DIRECTORS AND NON-TEACHING STAFF

Responsibilities of All Board Members

The following are adapted from the National Council of Nonprofits:

- Take care of the Mulberry School by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance Mulberry School's effectiveness and sustainability.
- Make decisions in the best interest of Mulberry School; not in his or her self-interest.
- Ensure that Mulberry School obeys applicable laws and acts in accordance with ethical practices; that the nonprofit adheres to its stated corporate purposes, and that its activities advance its mission.

Responsibilities of Individual Board Members (Job Descriptions)

President of the Board of Directors

- shall preside at all meetings of the Board of Directors and of the Corporation
- shall serve in a leadership capacity, instilling a cooperative spirit in the teachers and staff of Mulberry School
- may authorize the Director of Finance to sign any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by policy to some other officer or agent of the Corporation
- will oversee all committees and perform such duties as may be prescribed by the Board of Directors and by policy
- will work in partnership with the Academic Director to make sure Board resolutions are carried out
- will call special meetings of the Board or the Membership as necessary
- will prepare agenda for board meetings in consultation with the Academic Director and Director of Finance
- will work with the Academic Director to conduct new board member orientation
- will chair searches for a new Academic Director
- will coordinate the Academic Director's annual performance evaluation
- will work to recruit new board members
- will act as a spokesperson for the organization
- will consult with Board members on their roles and helps them assess their performance

Vice President and Director of Facilities

- will attend all Board meetings
- will serve all duties of the President of the Board when he or she is absent
- will be responsible for the physical plant and recruiting parent members to assist him/her in the building maintenance and renovation
- will keep cleaning supplies available and replenished on a regular basis

- will coordinate the removal of snow and mowing the grass
- will perform such duties as may be prescribed by the Board of Directors and by policy

Director of Communications and Cooperative Liaison

- will attend all Board meetings
- shall be the custodian of the Articles of Incorporation, Bylaws, Policies and meeting minutes of the Board of Directors and Corporation
- shall tally and record voting issues and policies
- shall be responsible for internal communications keeping members informed of the workings of the school
- will take and record attendance at both the Board of Directors and the parent membership meetings
- will be responsible for writing and distributing the Parent/Board meeting minutes within one (1) week of the meeting date. (In his/her absence, a temporary Director of Communications shall be appointed to the Board to record proceedings).
- Assume responsibilities of the chair in the absence of the President and Vice President
- Provide notice of meetings of the Board and/or of a committee when such notice is required
- shall coordinate an annual review of the Articles of Incorporation, Bylaws, and Policies
- shall be responsible for assessing donated time by parents, taking appropriate action when necessary, while encouraging equitable parent participation and a cooperative spirit.
- will work closely with all other Board members to coordinate sufficient and equitable distribution of parent participation hours to each project undertaken by the Board
- shall serve as an available, neutral party when listening to Mulberry staff and will serve to relay information and improve communication between the Board, Director, and the staff
- will perform other duties as directed by the Board and policy

Director of Finance

- will attend all Board meetings
- will understand financial accounting for nonprofit organizations
- will serve as the chair of the finance committee
- will manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- will work with the finance committee to ensure that appropriate financial reports are made available to the Board on a timely basis
- will present the annual budget to the board for approval
- will review the annual audit and answer board members' questions about the audit
- shall perform other duties that may be prescribed by the Board of Directors and policy.

Director of Advancement

- will attend all Board meetings
- will direct and coordinate all fundraising events including recruiting and train volunteers for events
- will work with the Director of Marketing to develop marketing strategy and plan for fundraising events
- will develop and manage relationships with current and potential donors
- will solicit sponsorships, donations, corporate matching gifts and charitable bequests
- will maintain an accurate and complete donor and prospective donor database
- will coordinate grant writing activities and work with the Academic Director to identify new grant opportunities

- will maintain a schedule of grant opportunities, deadlines, follow-up activities and reporting requirements for grants received
- shall perform other duties that may be prescribed by the Board of Directors and policy

Director of Marketing

- will attend all Board meetings
- will be responsible for increasing public awareness of the Mulberry School and its activities
- will be responsible for coordinating public relations events such as upkeep and updating of the school's web site, contacting the media for upcoming fund raising, school or alumni events, and preparing documents for press releases
- will work closely with the Director of Advancement, assisting them with media releases and media interactions.
- additional duties may include submitting grants or special projects, applying for special awards for teaching, school activities, potential scholarships, etc
- may recruit other Mulberry parents to assist him/her in these duties. It will then be the Director of Marketing's responsibility to coordinate and oversee activities of any sub-committee.

Director of Technology

- will attend all Board meetings
- shall be responsible for the administration and oversight of the school's technology resources.
- will perform other duties as directed by the Board and policy.

Academic Director

The Academic Director is employed by the Mulberry School Board of Directors and is directly responsible to the Board. He/she must have educational administrative abilities and experience.

The primary responsibilities of the Academic Director are as follows:

1. improve the student's academic and social skills through involvement.
2. the purchasing and distribution of all academic materials.
3. keep informed of current trends and developments in the elementary educational field by attending meetings, conferences, workshops, and visiting other schools, not to exceed two (2) days per academic year. In the case where the Academic Director is also a teacher at the Mulberry School, these two days are in addition to the 2 days allowed for the teaching position.
4. to register and orientate all new students and their parents.
5. make recommendations to the board on hiring and firing of school staff, and to monitor the staffs' performance levels.
6. to establish and distribute the Mulberry School calendar of events, prior to the beginning of the academic year.
7. to coordinate and distribute information to parents on upcoming events, fund raisers, parent/teacher conferences, contracts for upcoming school year, student physical updates, etc.
8. to coordinate all relevant information with teachers about their respective students.
9. to update and maintain academic records pertaining to both previously and currently enrolled students.
10. to coordinate with parents about teacher/student relationships, concerns, and emergencies.

11. to arrange and be responsible for all work-study students, before and after care program, and teacher specialists.
12. to establish and update a list of substitute teachers and advertise and interview applicants when required.
13. to arrange for the use of non-school facilities.
14. to immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel.
15. to immediately notify local law enforcement of firearm incidents at the school and to notify parents or guardians of students found in possession of firearms on school grounds.
16. to notify the police department of verified incidents involving drugs occurring in a school within 48 hours of becoming aware of the incident.

The Academic Director shall maintain a good working relationship with the Board of Directors, ensuring that the policies as authorized by the Board are followed. The Academic Director will also keep the Board informed of current needs, developments, and trends in the elementary education fields as well as the Mulberry School staff and the hiring of new staff members. The Academic Director will be available for public relations in regards to speaking, writing, and distributing of information pertaining to the Mulberry School as requested by the general public or the Board of Directors.

The Academic Director also has summer responsibilities, which are as follows:

1. Recruitment: To show the school and explain educational philosophy and processes when needed. Make call backs to interested people. Process applications.
2. Supplies: To work with teacher(s) on lists of supplies needed for fall session. Compare teacher lists, prioritize items based on cost efficiency, and place orders.
3. Orientation: Secure health, permission, and release forms for each student entering or returning to Mulberry School in the upcoming academic year.
4. Logistics: Handle daily mail, keep up with summer correspondence, in terms of forwarding records and report on alumni children, updating forms needed for Regional Office of Education and the State Board of Education.
5. Administer Accounts Receivable function: Generate and present an annual operating and capital budget to the Board of Directors; generate monthly financial reports for presentation to the Board of Directors; alert Board about significant financial issues.
6. Office: Inventory remaining textbook/workbook supply and reorder materials. Handle all telephone correspondence, and establish and maintain record keeping procedure with Director of Finance and Bookkeeper concerning all financial transactions over summer.

Bookkeeper / Administrative Assistant

Under the direction of the Finance Committee of the Board of Directors, maintains all financial transactions/records related to Mulberry School. Under the direction of the Academic Director, provides administrative support to ensure the smooth day-to-day operations of the school.

Bookkeeping Responsibilities:

1. Maintain all financial records relating to Mulberry School.
2. Collect and post payments to appropriate student accounts in QuickBooks.
3. Allocate all payments received to appropriate ledger accounts.
4. Audit accounts for adherence to credit policy; pass on to the Board of Directors those accounts with past due balances for follow-up.
5. Prepare bank deposits; reconcile bank accounts.
6. Prepare monthly budget documents for board meetings.
7. Record and Process Reimbursement to individuals for items purchased for school (example: items for maintenance, teaching supplies, etc...)
8. Administer Accounts Payable:
 - a. Pay and record all bills in a timely manner so as to avoid any service/late fees.
 - b. Allocate all money disbursed to appropriate ledger accounts; reconcile and balance all ledger accounts.
 - c. Track expenses for adherence to budget.
 - d. Oversee payroll / wages / and benefit function.
 - i. Supply all approved payroll and benefit information to payroll processor; ensure timely and accurate processing of such.
 - ii. Ensure compliance with Human Resource law, i.e. completion of I-9 forms, etc.

Administrative Assistant Responsibilities:

1. Assist Academic Director in all aspects of school administration, including, but not limited to:
 - a. Enrollment and registration.
 - b. Correspondence, including composition of letters, bulletins, memorandums, etc.
 - c. Maintenance of all student records, including collection and auditing of student physical forms for compliance with state immunization requirements.
 - d. Arranging for substitutes in teacher's absence; tracking professional days, tracking personal days taken or rolled over and arranging reimbursement as necessary.
 - e. Tracking / shopping for / ordering of all school, office, and janitorial supplies.
 - f. Arrange for and admit maintenance vendors and repair staff for school (example copy machine maintenance, pest control).
 - g. Maintenance of current mailing/email list of members, alumni, and patrons of Mulberry School.
 - h. Student record requests.

- Checks with Illinois State Police's missing person website to flag record requests for any current or former student.
 - Requests certified copies of transfer students' records within 14 days of enrollment. Sends unofficial records of students transferring to other schools within 10 days of the request.
2. Greet visitors to school, determine nature of business, and direct visitors to destination.
 3. Answer and direct all incoming communications in professional manner.
 4. Stay informed of all activities relating to field trips, special events, school calendar, etc., in order to answer any and all questions from parents.
 5. Administer to sick children by taking their temperatures, making them comfortable, and notifying parents if/when the illness is deemed to be of a serious nature.
 6. Send weekly illness reports via email (every Monday).
 7. Keep record of all school key assignments.
 8. Demonstrate professionalism and integrity and maintain confidentiality of the staff, membership, students, and Board of Directors at all times.
 9. Perform other duties as assigned by Academic Director and/or Board of Directors.

ADDITIONAL POLICIES ADOPTED IN THE 2016-2017 SCHOOL YEAR

Leaves of Absence Policy for Salaried Employees

- Purpose

It is the intention of the cooperative to provide salaried employees with a policy allowing for various leaves of absence. Every effort will be made to reasonably accommodate the requests of employees as a part of this policy

- Policies

- a. Personal Time

- i. All full time salaried employees will receive 10 days of personal time at the beginning of the school year to use as necessary. All part time salaried employees will receive 5 days of personal time at the beginning of the school year to use as necessary. Employees will give a minimum of one week of notice of intended time off to the Administrative Assistant, with the exception of illness and emergencies, so a substitute can be arranged.

- ii. All salaried employees have the option to roll over unused personal days at the end of each school year. Employees may choose how many days they would like to roll over yearly (with a maximum of 5 days rolled over yearly); however, total personal days may not exceed 20 days (10 days for part time salaried employees). In the event of the termination of employment for any reason, the maximum number of personal days that can be reimbursed is 10 days. The value of these days is determined by the current rate of substitute pay.

- iii. In the event of a change to this policy that would alter banked leave days, payment shall be made at the current rate of substitute pay for banked days lost due to the change.

- b. Bereavement Time

- i. All salaried employees may be excused from work for up to three days with no reduction in pay for the death of family members: spouse, child, stepchild, parent, stepparent, grandparent, grandchild, sibling, mother-in-law, father-in-law, daughter-in-law, and son-in-law.

- ii. An absence of one day without loss of pay may be granted to attend the funeral of the following relatives: aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

- iii. In all cases the employee shall notify the Academic Director or Administrative Assistant that time off is needed as early as possible to allow for substitute to be arranged. If more time off is needed beyond the above allowances, the employee shall notify the Academic Director as soon as possible, and utilize any unused personal time. Unpaid time off may be granted on a case-by-case basis upon appeal to the Board of Directors.

- iv. Paid bereavement time off does not count against the ten personal days allotted for each employee.

- c. Medical Leave Policy

- i. In the event a salaried employee of Mulberry School should need to take time off for a medical leave and their available personal time has been exhausted, Mulberry School will pay said employee 60% of their current salary for up to 5 weeks. Medical leave may only be taken when a physician has determined that employee is unable to work. Written proof of this determination must be provided to the Mulberry School. During their period of medical leave, employees must first use all available personal days. After personal days have been used, Mulberry school will pay the employee 60% of their current salary for up to five weeks.

- ii. The employee will notify the Academic Director in advance of the medical leave as far in advance as they are able with the exception of emergencies. In the case of planned medical

leaves, the employee will work with the Academic Director in creating their classroom lesson plans for the duration of the anticipated leave.

iii. During this extended leave, a substitute will be hired at the current substitute pay rate, until said time that this person becomes responsible for devising lesson plans. At that time, the pay for the substitute will increase.

iv. No more than a total of five weeks of medical leave paid at 60% of the employee's salary may be taken by an employee in any school year

v. Employees of Mulberry School are not eligible for protection under the Family and Medical Leave Act (FMLA).

d. Extended Leave Policy

i. Upon Board approval, a salaried employee may take unpaid leave during the school year up to the date of their contract's expiration without adversely affecting their chances of re-hire the following school year.

ii. All requests under this policy shall be made to the Academic Director and presented for approval to the Board of Directors in writing a minimum of 60 days prior to the requested beginning of leave. The request should contain the reason for the request, return date, and a recommendation of a plan for their classroom.

- Responsibility

The Board of Directors is ultimately responsible for the administration of these policies. Appeals for exceptions to these policies may be made directly by the affected employee to the Board and will be considered on a case-by-case basis.

- Approval and Revisions

- a. Board approved November 2015

- b. Revised June 2016

Parent Participation Hours

Beginning in the 2017-18 academic year, parents will be required to perform a minimum of thirty-five (35) participation hours per year.