

# CENTER PLACE RESTORATION SCHOOL

## BOARD POLICY BOOK

The term 'Center Place Restoration School'  
refers to all Center Place Restoration School campuses

The information in this book, revised January 2021,  
supersedes previous policy information.

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**CPRS BOARD OF TRUSTEES  
ROTATION CYCLE**

<u>Election Date</u>	<u>Trustee Name</u>	<u>Term Expires</u>
June 1991	<b>*Ray Phelps</b>	July 1993
	<b>*H. M. 'Skip' Robison</b>	July 1993
	<i>(* 2 year terms to start 3-year rotation cycle)</i>	
	<b>Jewell Hurshman</b>	July 1994
May 1992	<b>Garry Piatt</b>	July 1994
	<i>(Served 1991-1993; elected as WARB Pastor in 1993; remainder of Board term filled by James Rogers)</i>	
	<b>Roger Gault</b>	July 1995
	<b>Carl VunCannon, Jr.</b>	July 1995
May 1993	<b>Robert Bobbitt</b>	July 1996
	<b>H. M. 'Skip' Robison</b>	July 1996
	<b>James Rogers</b>	July 1996
	<i>(Appointed in July 1993 to serve remainder of Garry Piatt's Board term, after his election as WARB Pastor)</i>	
June 1994	<b>John Perry</b>	July 1997
	<b>Garry Piatt</b>	July 1997
	<i>(Also elected as WARB Pastor; served 1994-1995 as Pastor, with James Rogers appointed to serve on the Board; served the remainder of his Board term 1995-1997)</i>	
	<b>James Rogers</b>	July 1995
May 1995	<i>(Appointed in July 1994 to serve one year of Garry Piatt's Board term after his election as WARB Pastor)</i>	
	<b>Roger Gault</b>	July 1998
	<b>Carl VunCannon, Jr.</b>	July 1998
	June 1996	<b>Robert Bobbitt</b>
<b>James Rogers</b>		July 1999
April 1997	<b>Garry Piatt</b>	July 2000
	<b>Debra Smith</b>	July 2000

**CPRS BOARD OF TRUSTEES  
ROTATION CYCLE (cont'd)**

<u>Election Date</u>	<u>Trustee Name</u>	<u>Term Expires</u>
April 1998	<b>Donna Hawley</b> <b>Richard Neill</b> <i>(Declined Board membership to accept Administrative position)</i> <b>John G. Pritchard</b> <i>(Appointed in July 1998 to serve Neill's full term after his appointment as Administrator)</i>	July 2001 July 2001  July 2001
April 1999	<b>*Fred Larsen</b> <b>*Richard Wilson</b> <i>(*Removed in November 1999)</i> <b>**Vaughn Cornish</b> <b>**Brian Mundy</b> <i>**Appointed in December 1999 to serve until July 2000 in vacancies of Larsen/Wilson)</i>	July 2002 July 2002  July 2000 July 2000
April 2000	<b>Brian Mundy</b> <b>Jeff Anger</b> <b>*Vaughn Cornish</b> <b>*Ronda Ohmer</b> <i>(*Elected to complete terms of Larsen/Wilson)</i>	July 2003 July 2003 July 2002 July 2002
April 2001	<b>Kreg Levensgood</b> <b>Donna Hawley</b> <b>Scott O'Brien</b> <i>(Elected to complete Cornish's term)</i>	July 2004 July 2004 July 2002
April 2002	<b>John Baker</b> <b>Ronda Ohmer</b> <i>(Resigned in August 2003 to accept Counselor position)</i>	July 2005 July 2005
April 2003	<b>Jeff Anger</b> <b>Garry Piatt</b> <b>*Bill Marsh</b> <b>*Dawn Segalo</b> <i>(*Appointed by Oak Valley to serve in transition period)</i> <b>Rochelle Newell</b> <i>(Appointed to serve until July 2004 in vacancy of Ohmer)</i>	July 2006 July 2006 July 2006 July 2006 July 2004

**CPRS BOARD OF TRUSTEES  
ROTATION CYCLE (cont'd)**

<u>Election Date</u>	<u>Trustee Name</u>	<u>Term Expires</u>
April 2004	<b>Kreg Levensgood</b> <b>Rochelle Newell</b> <b>Teresa Durant</b> <i>(Elected to complete Piatt's term)</i> <b>David Wood</b> <i>(Elected to complete Ohmer's term)</i>	July 2007 July 2007 July 2006  July 2005
April 2005	<b>John Baker</b> <b>David Wood</b> <b>James VunCannon</b> <i>(Appointed in December 2005 to serve until July 2006 after Levensgood's relocation)</i>	July 2008 July 2008 July 2006
April 2006	<b>Jeff Anger</b> <b>James VunCannon</b> <i>(Resigned in April 2008)</i> <b>Barbara Allinder</b> <i>(Elected to complete remainder of Levensgood's term)</i>	July 2009 July 2009  July 2007
April 2007	<b>Joseph Burkart II</b> <b>Michael Prater</b> <i>(Removed in March 2008)</i>	July 2010 July 2010
April 2008	<b>Eldon Anderson</b> <i>(Also appointed to serve Prater's term from April to July 2008)</i> <b>Lisa Herron</b> <i>(Also appointed to complete VunCannon's term from May to July 2008)</i> <b>Aaron Smith</b> <i>(Elected to complete Prater's term)</i> <b>John Baker</b> <i>(Appointed to complete remainder of VunCannon's term)</i>	July 2011  July 2011  July 2010  July 2009
April 2009	<b>Eric English</b> <b>Carl Martens</b>	July 2012 July 2012

**CPRS BOARD OF TRUSTEES  
ROTATION CYCLE (cont'd)**

<u>Election Date</u>	<u>Trustee Name</u>	<u>Term Expires</u>
April 2010	<b>Joe Burkart</b> <b>Aaron Smith</b> <i>(Resigned in September 2012)</i>	July 2013 July 2013
April 2011	<b>Lisa Herron</b> <b>Joe Williams</b>	July 2014 July 2014
April 2012	<b>Eric English</b> <b>Mark Farnham</b> <b>Dan Schoenemann</b> <i>(Appointed to complete remainder of Smith's term)</i>	July 2015 July 2015
April 2013	<b>John Howen</b> <b>Dan Schoenemann</b>	July 2016 July 2016
April 2014	<b>Synthia DeBarthe</b> <b>Richard Neill</b>	July 2017 July 2017
April 2015	<b>Tony Brown</b> <b>Eric English</b>	July 2018 July 2018
April 2016	<b>Dan Schoenemann</b> <i>(Only nominee)</i> <b>Robert Gillam</b> <i>(Appointed to serve one year in vacant spot created by only one person running in April 2016)</i>	July 2019 July 2017
October 2016	<b>Dan Schoenemann</b> <i>(resigned to fill School Administrator position - Board position left vacant)</i>	
April 2017	<b>Robert Gillam</b> <b>Synthia DeBarthe</b> <b>Clarence "Leo" Carroll</b> <i>(Elected to complete Schoenemann's term)</i> <b>Lynette Davis</b> <i>(Elected to complete vacancy from April 2016 election shortage)</i>	July 2020 July 2020 July 2019 July 2019

**CPRS BOARD OF TRUSTEES  
ROTATION CYCLE (cont'd)**

<u>Election Date</u>	<u>Trustee Name</u>	<u>Term Expires</u>
April 2018	<b>Tony Brown</b> <b>Susan Simmons</b> <i>(resigned November 2020)</i> <b>Tom Mitchell</b> <i>(Elected to complete Leo Carroll's term)</i>	July 2021 July 2021 July 2019
April 2019	<b>Joseph Alaniz</b> <b>Brad Hampton</b> <b>Judith Faunce</b> <i>(Appointed to complete remainder of Simmons's term)</i>	July 2022 July 2022
April 2020	<b>Shawn Brewington</b> <b>Judith Faunce</b> <b>Christy Schrunk</b> <i>(Appointed to complete Simmons's term)</i>	July 2023 July 2023 July 2021

**WALDO AVENUE RESTORATION BRANCH  
PASTOR OR REPRESENTATIVE**

<u>Election Date</u>	<u>Trustee Name</u>	<u>Term</u>
November 1991	<b>James Rogers</b> (Elected for 1½ terms)	November 1991 - July 1993
June 1993	<b>Garry Piatt</b>	August 1993 - July 1994
June 1994	<b>Garry Piatt</b>	August 1994 - July 1995
April 1995	<b>James Rogers</b>	July 1995 - June 1996
April 1996	<b>Wayne Kent</b>	July 1996 - June 1997
April 1997	<b>Wayne Kent</b>	July 1997 - June 1998
April 1998	<b>Philip Strecker</b>	July 1998 - June 1999
April 1999	<b>Philip Strecker</b> (Resigned December 1999) <b>Wayne Kent</b> (Elected to complete term)	July 1999 - June 2000
April 2000	<b>H. M. 'Skip' Robison</b>	July 2000 - June 2001
April 2001	<b>Garry Piatt</b>	July 2001 - June 2002
April 2002	<b>Paul Gage</b>	July 2002 - June 2003
April 2003	<b>H. M. 'Skip' Robison</b>	July 2003 - June 2004
April 2004	<b>Steve Ballantyne</b>	July 2004 - June 2005
April 2005	<b>Wayne Kent</b>	July 2005 - June 2006
April 2006	<b>James Hobbs</b>	July 2006 - June 2007
April 2007	<b>James Hobbs</b>	July 2007 - June 2008
April 2008	<b>James Hobbs</b>	July 2008 - June 2009
April 2009	<b>James Hobbs</b>	July 2009 - June 2010

**WALDO AVENUE RESTORATION BRANCH  
PASTOR OR REPRESENTATIVE (cont'd)**

<u>Election Date</u>	<u>Trustee Name</u>	<u>Term</u>
April 2010	<b>James Hobbs</b>	July 2010 - June 2011
April 2011	<b>Roger Graybill</b>	July 2011 - June 2012
April 2012	<b>Roger Graybill</b>	July 2012 - June 2013
April 2013	<b>James Hobbs</b>	July 2013 - June 2014
April 2014	<b>James Hobbs</b>	July 2014 - June 2015
April 2015	<b>James Hobbs</b>	July 2015 - June 2016
April 2016	<b>Jon Tandy</b>	July 2016 - June 2017
April 2017	<b>Jon Tandy</b>	July 2017 - June 2018
April 2018	<b>Jon Tandy</b>	July 2018 - June 2019
April 2019	<b>Jon Tandy</b>	July 2019 - June 2020
April 2020	<b>James Hobbs</b>	July 2020 - June 2021

CENTER PLACE RESTORATION SCHOOL	Policy #: 1001 Date Adopted April 2000 or Revised: January 2021
I. PERSONNEL	DEFINITIONS - 1000

Individuals who work within the Center Place Restoration School facility will be classified as follows:

- \* faculty (teachers in elementary, middle school, and high school, part time or full time);
- \* staff (all paid personnel who are not faculty);
- \* volunteers (all individuals who work without payment, usually receiving tuition credit).

CENTER PLACE RESTORATION SCHOOL	Policy #: 1101 Date Adopted April 2000 or Revised: January 2021
I. PERSONNEL	ADMINISTRATIVE - 1100

SCHOOL ADMINISTRATOR

A. The School Administrator is in charge of the regular day-to-day operations and functions of the school. Such operations and functions include, but are not limited to:

- 1) faculty, staff, and volunteers -
  - a) job descriptions and/or assignments,
  - b) employee evaluations;
- 2) student interaction -
  - a) interviews,
  - b) class scheduling,
  - c) discipline;
- 2) financial matters -
  - a) expenditures,
  - b) budgeting;
- 3) various matters as assigned by the Board.

B. The School Administrator is the official spokesman for the Board regarding interpretation of Board policies, educational philosophy, and other questions which may arise day-to-day.

C. In the absence of written policy, if an emergency situation arises, the School Administrator is authorized by the Board to take the necessary action. The School Administrator will immediately report to the Board President the situation and action taken, and will also report to the Board at its next regular meeting. The School Administrator will bring to the Board as soon as possible a proposed policy to cover the situation, on which the Board will take action.

D. The School Administrator will keep the parents, patrons, and interested branches informed concerning school activities, costs, special events, and other items of interest. The School Administrator will be responsible for news releases.

E. During the absence of the School Administrator, questions on interpretation of Board policy shall be directed as follows:

- 1) Assistant Administrator
- 2) Board President
- 3) Board Vice-President
- 4) Board Secretary
- 5) Board Treasurer
- 6) Board Members

CENTER PLACE RESTORATION SCHOOL	Policy #: 1102 Date Adopted or Revised: April 2000
I. PERSONNEL	ADMINISTRATIVE - 1100

ASSISTANT ADMINISTRATORS

The Assistant Administrators will report directly to the School Administrator. The Assistant Administrators will be assigned duties by the School Administrator as approved by the Board.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1103 Date Adopted or Revised: April 2000
I. PERSONNEL	ADMINISTRATIVE - 1100

ADMINISTRATION – GENERAL

- A. Inquiries charging the administration with mal-performance or non-performance of professional duties shall be transmitted to the Board President.
- The Board President shall give the School Administrator or Assistant Administrator prompt notice and full information of any such inquiry.
- B. If the School Administrator or Assistant Administrator is required to respond to such inquiry in an administrative or Board proceeding, he/she shall have the right to be represented at his/her own expense.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1201 Date Adopted or Revised: July 2003
I. PERSONNEL	FACULTY - 1200

EMPLOYMENT

- A. The employment of teachers without a bachelor’s degree is to be permitted only in cases of absolute necessity.
- B. Teachers shall not be assigned outside the scope of their teaching certificates and their major or minor fields of study, except for good cause, and for no longer than is necessary.
- C. All teachers shall be given written notice of their tentative schedules for the forthcoming year as early as possible. In the event that changes in such schedules are made, all teachers affected will be advised promptly of the change.
- D. All teachers are expected to assume their proportionate share of extracurricular responsibilities. Assignments in addition to the normal teaching load shall be offered to the faculty, with preference made on basis of qualifications. Final assignments will be made by the School Administrator. In the event that extracurricular responsibilities deemed desirable by the Board are not assumed by volunteers, the School Administrator shall assign such responsibilities to members of the faculty who have not assumed a voluntary assignment during the school year.
- E. The responsibility to participate in parent-teacher conferences shall be considered a part of the regular teaching assignment.
- F. It is the Board’s desire to encourage all teachers to stay current with methods of education applicable to the CPRS learning experience. Funds may be available as the annual budget permits, to reimburse a portion of the costs. These funds shall be distributed by the School Administrator.



CENTER PLACE RESTORATION SCHOOL	Policy #: 1202 Date Adopted or Revised: June 2001
I. PERSONNEL	FACULTY - 1200

EVALUATION

- A. The work performance of all teachers shall be evaluated in writing. New teachers (a teacher within the first three (3) years of employment) shall be evaluated two (2) times during the school year. All other teachers shall be evaluated at least one (1) time every three (3) years. Evaluations shall be conducted by the teacher's immediate supervisor. Upon request of the teacher, further evaluations shall be made.
- B. Observations shall be made in person for a minimum of thirty minutes. Two observations comprise an evaluation. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher.
- C. A copy of the written evaluation shall be submitted to the teacher at the time of each interview. The teacher shall review the evaluation report and affix his/her signature, indicating he/she has reviewed the evaluation. In the event that the teacher feels the evaluation was incomplete or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report, which will be placed in his/her personnel file. All evaluations shall be based upon valid criteria for evaluating professional growth.
- D. No later than March 15 of each year in which an evaluation is made, the final written evaluation report will be completed. A copy shall be furnished to the teacher. The teacher may submit additional information which will be placed in the teacher's personnel file. In the event a probationary teacher is not continued in employment, the Board will advise the teacher in writing.

- E. It is understood by the teacher and the Board that the evaluation procedure as used for the professional staff shall be a positive tool used for improvement as the teacher relates to children. Work performance evaluation will stress strong points as well as identify areas of needed improvement. An evaluator should recommend ways for corrective action.
- F. Upon request of the teacher, observation materials shall be made available to the Board, and they may assist in corrective action. This information will be treated in confidence.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1203 Date Adopted or Revised: April 2000
I. PERSONNEL	FACULTY - 1200

TEACHER RIGHTS

- A. The teacher shall have the right to use school facilities and equipment for personal use at reasonable times, when such equipment is not otherwise in use. The teacher shall pay for the reasonable cost of all materials and supplies incurred by such use, and will be responsible for repair of damages caused by improper use.
- B. The teacher shall have the right to post notices of activities and matters of concern on teacher bulletin boards, at least one of which shall be provided. The teacher may use the teacher mailboxes for communications to other teachers.
- C. The Board shall make readily available to the teachers all information which is available to the public.
- D. The Board shall make available to the teachers any new or revised fiscal or budgetary programs, or major revisions of educational policy.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1204 Date Adopted or Revised: April 2000
I. PERSONNEL	FACULTY - 1200

STUDENT DISCIPLINE / TEACHER PROTECTION

Classroom discipline is basically a professional responsibility of the teacher. The Board recognizes its responsibility to give full support and assistance to teachers, with respect to the maintenance of control and discipline in the classroom, when such discipline is exercised in accordance with school policies, rules, and procedures.

It is recognized that discipline problems are less likely to occur in classes which are well-taught, and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may be constructively dealt with by encouragement, praise, and emphasis upon the child's desirable characteristics. It is also expected that classroom teachers will utilize all administrative and consultant assistance services so that every effort is made to provide an education for all children.

- A. Teachers and administration will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his/her parents when warranted. A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the administration, as promptly as his/her or her teaching obligations will allow, full particulars of the incident. Suspension of students from school may be imposed only by the School Administrator.
- B. Teachers have every right to defend themselves in the case of physical assault. Teachers shall receive all possible legal assistance from the Board in case of injury or court action

resulting from such incidents. Use of reasonable physical force to restrain a student or stop a fight is permissible.

- C. Time lost for court appearances ordered by subpoena in a school-connected legal action shall not reduce salary and shall not be charged against the teacher's leave time, provided the teacher is adjudged innocent.
- D. In cases of physical assault, time lost because of injury compensable under Worker's Compensation shall be reimbursed by Worker's Compensation. The injured teacher shall be entitled to the difference between Worker's Compensation and his/her regular salary to the extent of the personal leave available. Charges against personal leave in such a situation shall be for only such portion of a day or days as is not paid by Worker's Compensation.
- E. Complaints of a parent, directed toward a teacher, shall be called to his/her attention promptly. This notification should be as a matter of information and may not necessarily require corrective action or recording. Any formal action taken upon any complaint by a parent of a student directed toward a teacher, or notice thereof to be included in said teacher's personnel file, must be promptly reported in writing to the teacher concerned. If the administration feels that unprofessional behavior is involved, the Board shall be immediately notified.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1205 Date Adopted or Revised: April 2000
I. PERSONNEL	FACULTY - 1200

ACADEMIC FREEDOM / PROFESSIONAL BEHAVIOR

- A. Academic freedom shall be guaranteed and shall be subject to accepted standards of professional responsibility as determined by the Board and the theology of the Bible, Book of Mormon, and Doctrine and Covenants, and the physical and mental maturity of the students involved. Both sides of a controversial issue shall be presented.
- B. Teachers are expected to comply with reasonable written rules, regulations, and directions which may from time to time be adopted by the Board or its representatives, provided that a teacher may reasonably refuse to carry out an order which unnecessarily threatens physical safety or well-being, or is professionally demeaning.
- C. The teacher recognizes that abuses of leave time, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher, reflect adversely upon the teaching profession and create undesirable conditions in the school building. Alleged breaches of discipline shall be promptly reported by the administration to the offending teacher and the Board. The administration will use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, the Board may institute proceedings or take disciplinary action.
- D. A teacher shall at all times be entitled to have present a representative when he/she is being formally reprimanded or disciplined for any infraction of rules or delinquency in professional performance. In the event that disciplinary action or a reprimand is intended, teachers shall be informed of their right to request the presence of a representative. When a

request for such representation is made, no action shall be taken with respect to the teacher until such representative is present.

- E. No teacher shall be disciplined, reprimanded, reduced in compensation, demeaned professionally, or deprived of any contractual right without just cause. Discharge or demotion shall be subject to the review of the Board. All information forming the basis for disciplinary action will be made available to the teacher and the Board.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1206 Date Adopted or Revised: April 2000
I. PERSONNEL	FACULTY - 1200

RECOGNITION OF FACULTY ASSISTANCE

The faculty is seen as a valuable resource in determining school policies relating to instruction and curriculum. From time to time, the faculty may be asked to assist the Board in its studies through participation in Ad Hoc Committees. Findings and recommendations from the Ad Hoc Committees will be considered by the Board.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1301 Date Adopted or Revised: April 2000 January 2021
I. PERSONNEL	GENERAL - 1300

EMPLOYMENT

- A. The school shall engage in fair and sound personnel practices. The School Administrator shall be responsible for establishing recruitment, selection, and appointment procedures. There shall be no discrimination against any applicant or employee of the school because of race, color, national origin, sex, age, or marital status, in respect to employment, assignment, transfer, promotion, demotion, or termination.
- B. The School Administrator and others having direct or supervisory responsibility shall be consulted in the assignment of personnel to maximize use of the employees' talents and abilities.
- C. All employees of the school are subject to all applicable laws and to the policies of the Board.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1302 Date Adopted or Revised: April 2000
I. PERSONNEL	GENERAL - 1300

TUITION REMISSION

Full tuition remission may be provided for the children of all full-time faculty and paid staff.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1303 Date Adopted or Revised: April 2000
I. PERSONNEL	GENERAL - 1300

PERSONNEL RECORDS

- A. A personnel record shall be kept for each employee of the school. Except for confidential reference documents, an employee shall have access to items in his/her own personnel file.
- B. Provisions shall be made to assure privacy of personnel files and to protect the files from unauthorized examination. Members of the Board shall not have access to an employee's personnel record except as required for action of the Board.
- C. A record of employment and termination shall be maintained for all resigned, separated, and retired employees, including such essential information as shall seem appropriate to the administration.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1304 Date Adopted or Revised: April 2000
I. PERSONNEL	GENERAL - 1300

HEALTH

- A. The school shall consider health of employees in relation to job requirements and its obligation to protect the health, safety, and welfare of students and staff.
- B. Employees of the school shall be subject to and comply with all state and other laws in respect to health examinations as required for their particular job assignment.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1305 Date Adopted or Revised: April 2000 January 2021
I. PERSONNEL	GENERAL - 1300

PAID TIME OFF

Paid time off (PTO) may be used for a variety of needs, including vacation, holidays, illness, personal business, ministerial business, and family illness or death. These days off must comply with the requirements of the individual's department. All salaried employees are eligible, and are entitled to time off with pay.

- A. All employees receive an average of 25 days off during the school year (i.e., holidays, no school days, spring break, etc.) with pay, according to the Board of Trustees' annual calendar. In addition, all employees contracted for the school year are not employed during the summer months. Salaries, however, will be prorated over a 12-month period. Employees contracted for 12-month cycles receive four (4) weeks off during the summer, with pay to be scheduled over a 12-month period as well.
- B. Annual accrument of PTO will be as shown on the following table. (Part-time employees will have their PTO adjusted according to time worked.)

LENGTH OF SERVICE	SCHOOL YEAR EMPLOYEES	12-MONTH EMPLOYEES
Through 4 years of service	7 days	9 days
5 through 9 years of service	9 days	11 days
10 or more years of service	11 days	13 days

- C. Jury Duty: Employees will receive full pay during jury duty, without loss of PTO. A copy of the jury summons must be submitted to the School Administrator.
- D. Court Appearance: Employees appearing in court for CPRS business will receive full pay during their time in court without loss of PTO. Employees appearing in court for personal business will be paid according to PTO guidelines.
- E. Field Trips: Employees participating in field trips for which they are a school sponsor will receive full pay without loss of PTO. Employees attending only as a parental chaperone will be paid according to PTO guidelines.
- F. Stipulations: PTO stipulations are outlined below.
  - 1) All PTO days used must have approval from the School Administrator or Assistant Administrator. With the exception of emergencies, approval must be obtained at least two (2) days in advance.
  - 2) Any time off in excess of the amount accrued will be without pay.
  - 3) Accrual of PTO will not exceed a maximum of 50 days. The maximum annual PTO accrual will be the lesser of the following: five (5) days or the number of days left at year-end.
  - 4) If an employee leaves CPRS after completing the annual contract, unused PTO may be paid to the employee at 50% of the current pay scale.
  - 5) If an employee leaves CPRS after completing the annual contract, unused PTO will be paid, at the employee's request, at 50% of his/her current pay scale.
  - 6) If an employee leaves CPRS and returns at a later time, past years of service will be considered for PTO days allowed. Past accrued PTO, if not paid at 50% of his/her pay scale at the conclusion of employment, will be renewed with his/her re-employment.
  - 7) All employees who had accrued "sick days" under the old plan (prior to 2000) will carry those as PTO days.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1306 Date Adopted or Revised: April 2000
I. PERSONNEL	GENERAL - 1300

FREEDOM OF SPEECH / GRIEVANCES

- A. It is expected that the employees of the school will express their opinions and concerns through administration, or through the grievance or complaint procedure as follows:
- 1) contact the appropriate person (faculty or staff member) depending on the situation; if there is a problem with a volunteer worker, contact the School Administrator;
  - 2) contact the School Administrator;
  - 3) contact the Board of Trustees Committee.
- B. No employee shall be disciplined, reprimanded, or reduced in rank without just cause and due process being followed. Any such action on the part of the Board or administration shall be subject to the grievance procedure, and shall not be made public until formal action is taken by the Board, unless a hearing is requested by the employee.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1307 Date Adopted April 2000 or Revised: January 2002
I. PERSONNEL	GENERAL - 1300

PUBLIC RELATIONS

The status given to school employees by the public imposes a serious responsibility for exercising good judgment when discussing school matters with the public. Because school employees represent the school in the eyes of the community, opinions casually or carelessly expressed are often accepted as factual by the public. Therefore, the Board encourages all school employees to be well-informed concerning the goals, policies, regulations, educational programs, and the operational and financial status of the school. Straightforward and informative answers will be one of the best services the staff can render.

- A. When differences of opinion arise concerning goals or operations of the school, the Board's goals are to:
- 1) protect and guarantee each employee's First Amendment rights;
  - 2) set guidelines for assisting teachers in distinguishing between their professional employee responsibilities and their responsibilities as citizens;
  - 3) provide for channels of communication within the school to enable employees to have access to policies and decision of the Board, regulations of the administration, and prompt notification of events and pertinent facts.

CONFIDENTIALITY STATEMENT:

Note: "Employee" refers to all paid and unpaid workers including faculty, staff, volunteers, and Board members.

- A. All employees are to respect and hold secret any information spoken or written in confidence. This includes, but is not limited



to, personal compensation, financial information, personnel / member / attendee / patron / student information, and any crisis or counseling information.

- B. Information designated as confidential is not to be discussed with anyone, including other employees, relatives, friends, or acquaintances. Confidential information may be discussed within the “need to know” boundary only. Any breach of confidentiality may be grounds for disciplinary action up to and including dismissal. Employees are strictly prohibited from attempting to obtain confidential information which they have not received permission to access.
- C. Information concerning a student must be held in strict confidence by all employees. This obligation of professional confidentiality must be carefully fulfilled not only in regards to the information on the student’s records, but also in matters learned of in the exercise of professional duties. Discussions regarding students must be only for the educational benefit of the student, and permission to discuss must be obtained from the School Administrator.
- D. Employees are not to comment or discuss with media or press any events pertaining to or surrounding CPRS. All media and press inquiries are to be directed to the School Administrator or his/her designee.
- E. Use discretion whenever speaking about people, circumstances, or events. Even though certain information may not be labeled confidential, there is no benefit in disclosing any sensitive or discretionary information to other people. Any employee who actively repeats or discloses information to other employees, church attendees, school patrons, students, etc., could face discipline or termination. Information disclosure is very serious and the use of caution and wisdom when conversing about CPRS is recommended.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1308 Date Adopted or Revised: April 2000
I. PERSONNEL	GENERAL - 1300

SOLICITATION

Employees shall not use school time or school facilities in connection with any personal activity for financial profit, except from employment approved by the Board. Any violation of this provision will be held to be willful insubordination.

Except as may be expressly authorized by the School Administrator, no employee shall:

- 1) permit any commercial advertising to be announced, distributed, or otherwise promoted in or through the school;
- 2) permit the solicitation or collection of subscriptions or contributions from pupils or their parents, in or through the school;
- 3) promote student travel or tours unless specifically approved by the Board.

CENTER PLACE RESTORATION SCHOOL	Policy #: 1309 Date Adopted or Revised: April 2000 July 2003
I. PERSONNEL	GENERAL - 1300

CENTER PLACE RESTORATION SCHOOL	Policy #: 1310 Date Adopted or Revised: April 2000
I. PERSONNEL	GENERAL - 1300

EVALUATION / APPRAISAL (STAFF)

- A. Evaluation of employee service should serve four purposes:
- 1) to raise the duality of educational and other staff services to the children;
  - 2) to raise the standards of performance by the staff as a whole;
  - 3) to aid the individual to grow in competence, productivity, and personal satisfaction;
  - 4) to assure retention of qualified, productive employees.
- B. The Board considers the evaluation of employee performance to be of extreme importance, and directs the School Administrator to maintain an effective program for continuous improvement in all phases of school activity.
- C. It is the Board's responsibility to evaluate the School Administrator. The written evaluation report shall be prepared jointly by the Personnel Committee and the officers of the Board of Trustees.
- D. It is the responsibility of the School Administrator to evaluate the Assistant Administrators in writing, and provide the evaluation to the Personnel Committee for review at the January meeting.

EMPLOYMENT RESIGNATION

- A. An employee shall notify the Board in writing of a planned resignation of employment not less than thirty (30) days prior to the employee's anticipated last day on duty. The reason for resignation shall be included in the notification.

All pay and benefits shall cease as of the last day of on-the-job employment.

Any exceptions require Board approval.

- B. Action to dismiss an employee is to be taken after reasonable efforts have been taken in assisting the employee to achieve satisfactory performance.

Grounds for dismissal of employees shall include, but are not limited to the following:

- 1) physical or mental condition causing the employee to be unfit to associate with children, or to perform assignments considered to be a regular part of the employee's duties;
- 2) immoral conduct;
- 3) incompetency, inefficiency, or insubordination in the line of duty;
- 4) willful or persistent violation of, or failure to obey, the school policies or the published regulations of the Board of Trustees;
- 5) excessive or unreasonable absence from performance of duties;
- 6) conviction of a felony or a crime involving moral turpitude.

CENTER PLACE RESTORATION SCHOOL	Policy #: 2001 Date Adopted or Revised: April 2000 January 2021
II. EDUCATION	ENROLLMENT - 2000

CENTER PLACE RESTORATION SCHOOL	Policy #: 2002 Date Adopted or Revised: April 2000
II. EDUCATION	ENROLLMENT - 2000

ENTRANCE REQUIREMENTS

A. Preschool / Kindergarten / 1<sup>st</sup> Grade: Pupils shall be eligible for kindergarten enrollment upon reaching their fifth birthday before July 31. Admission to kindergarten will be based upon the following factors:

- 1) age of prospective student;
- 2) maturity level of prospective student;
- 3) stanine scores from Kindergarten Inventory Development Skills (KIDS) test;
- 4) interview with the Assistant Administrator, tester, and teacher.

Pupils shall be eligible for preschool enrollment upon reaching their fourth birthday by July 31.

Pupils shall be eligible for first grade enrollment upon reaching their sixth birthday by July 31.

B. General Entrance Requirements: All new students and their families are required to have an interview with the administration prior to acceptance to Center Place Restoration School. If previous school records are not available at the time of the interview, acceptance will not be final until the records are received, reviewed by administration, and approved.

TRANSFER

F. Students transferring to Center Place Restoration School from another school, public or private, must provide academic, discipline, and attendance records.

G. Academic grades transferred from private or public schools will be accepted as shown on the incoming transcript. For high school students, such grades will be converted to a 4.0 scale, if not already reported on that basis.

H. Home school grades will be recorded on a pass/fail basis, so they will not be calculated as a part of the GPA at Center Place Restoration School. Home school credits will be awarded on the same basis as if earned at Center Place Restoration School.

WEIGHTED CLASSES

A. Incoming home school students will be allowed to take weighted classes on a pro rata basis:

sophomores	may take up to 9 weighted classes
juniors	may take up to 6 weighted classes
seniors	(incoming seniors receive a certificate instead of a diploma, and would not be ranked with the class; therefore, weighted classes would not affect the student)

B. Students transferring from public or private schools will have previous weighted classes counted toward their GPA; however, they will be allowed a maximum of 10 weighted classes (from the previous school as well as classes taken at CPRS) to count toward class rank.

CENTER PLACE RESTORATION SCHOOL	Policy #: 2003 Date Adopted or Revised: May 2016 January 2021
II. EDUCATION	ENROLLMENT - 2000

NON-DISCRIMINATORY POLICY

Center Place Restoration School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

CENTER PLACE RESTORATION SCHOOL	Policy #: 2101 Date Adopted or Revised: August 1993 April 2000 January 2021
II. EDUCATION	ENROLLMENT - 2000

SPECIAL NEEDS STUDENTS:

The Board recognizes the need for a facility to provide for students with special needs; however, Center Place Restoration School is not equipped with faculty or facility at this time, with the exception of those students who can be served through the Title 1 reading program. The Board continues to look for opportunities to provide these services. Efforts will continue to seek funding and other support for such services.

CENTER PLACE RESTORATION SCHOOL	Policy #: 2201 Date Adopted or Revised: August 1997 April 2000
II. EDUCATION	CURRICULUM - 2200

TEXTBOOK ADOPTION

To enable the Board of Trustees and the educational staff of Center Place Restoration School to adequately plan for curriculum which is relevant to both the needs of students and school philosophy, and to budget properly for expenditures, the following is presented:

- A. Textbook adoption for all curriculum materials will be on a five-year cycle with review, evaluation, and recommendation being completed during the fourth year of the cycle.
- B. The textbook review and adoption committee will include the School Administrator, a teacher from each grade level or subject matter, and a member of the Curriculum Committee of the Board. On the secondary level, an additional 'teacher-at-large' will serve on the committee.
- C. Textbook adoptions will be considered if funds are available.
- D. Elementary Adoption Cycle: Language Arts (includes spelling), Science, Math, Reading, Social Studies.
- E. Secondary Adoption Cycle: Language Arts, Science, Math, Computer, Social Studies, Religion.

CENTER PLACE RESTORATION SCHOOL	Policy #: 2301 Date Adopted or Revised: April 2000
II. EDUCATION	HOMEWORK - 2300

HOMEWORK

Homework is to be used as an avenue to achieve the goals and objectives of our educational program. It is also an aid in teaching students to discipline their time and resources. With this understanding, the following recommendations are made:

- A. Homework is not to be given on Wednesdays. This will make it possible for the family to attend church services together.
- B. Homework assigned to various grades, for all subjects, should not exceed the following:
  - 1) third through fifth grade students — 30 minutes per day;
  - 2) sixth through eighth grade students — 60 minutes per day;
  - 3) ninth through twelfth grade students — 120 minutes per day.
- C. Teachers should allow for at least 10 minutes per class for homework assignments to be started, so questions can be answered if they arise.

CENTER PLACE RESTORATION SCHOOL	Policy #: 2401 Date Adopted or Revised: April 2000
II. EDUCATION	COURSES - 2400

REQUIRED COURSES

- A. High school students are required to enroll in a religion class each year while attending Center Place Restoration School.
- B. Students entering CPRS after their freshman year must meet the graduation requirements for their current grade.

CENTER PLACE RESTORATION SCHOOL	Policy #: 2402 Date Adopted March 2009 or Revised: January 2021
II. EDUCATION	COURSES - 2400

OFF CAMPUS COURSEWORK

Seniors who desire to take coursework at a college or university during the school year will either take the class online during their own time, or during non-school hours. Special permission will be granted to a student who desires to take a college or university class or other off campus CPRS approved/affiliated classes provided the following items are met:

- 1) the student must take morning classes and return to the CPRS campus by 10:45 AM;
- 2) the student must complete and submit all forms to the Counselor who, along with the School Administrator, will review the forms and approve or deny the request;
- 3) the student will need to provide written documentation for the class, if not provided by a partnering institution, including attendance and final grades; failure to do so may result in no high school credit being issued for the class.

CENTER PLACE RESTORATION SCHOOL	Policy #: 3001 Date Adopted December 2009 or Revised: January 2021
III. SCHOOL	STUDENTS - 3000

CENTER PLACE RESTORATION SCHOOL	Policy #: 3101 Date Adopted April 2000 or Revised: January 2021
III. SCHOOL	ACTIVITIES - 3100

SEXUAL PROMISCUITY

- A. Abstinence will be taught, as contained in the scriptures, as the ongoing guiding principle of Center Place Restoration School.
- B. Any student who becomes pregnant or causes another to become pregnant will automatically be suspended from school for at least one full year. After one year, the School Administrator will be empowered to review the case, if requested, and would react in a favorable fashion only when convinced of deep and sincere repentance and a commitment to abstinence. A positive administrative recommendation must be presented to the Board for final approval.
- C. Any student who persists in discussing improprieties of sexuality in and around school is to be severely reprimanded, and if such conduct does not cease and desist, will be suspended from the school with no opportunity to ask for readmission for one full semester.
- D. Any student found to be guilty of an abortion will not be admitted to the school, or will be suspended indefinitely.
- E. Any student found to be in possession of or responsible for sending, receiving, or viewing sexually suggestive text messages, picture messages, or video messages containing suggestive material or nude or semi-nude images while on school property or during school sanctioned activities shall be subject to disciplinary action by the school administration up to and including expulsion. The student may also be turned over to local law enforcement authorities given the potentially illegal nature of possessing such material.

RECOGNITION

- A. Center Place Restoration School will allow “spirit jackets” to be worn by students, when purchased through the approved supplier. All logos and letters must be the pieces approved by the school.
- B. Pins may be awarded by the school for recognition of participation in various activities — drama, music, athletics, honor roll, spelling bee, etc.

CENTER PLACE RESTORATION SCHOOL	Policy #: 3102 Date Adopted or Revised: April 2000 January 2021
III. SCHOOL	ACTIVITIES - 3100

CENTER PLACE RESTORATION SCHOOL	Policy #: 3201 Date Adopted or Revised: April 2000 January 2021
III. SCHOOL	GENERAL - 3200

SCHOOL SPIRIT

- A. Mascot: The school mascot is the Golden Eagle.
- B. Colors: The school colors are blue and gold.

NON-CPRS STUDENT EXTRACURRICULAR ACTIVITY PARTICIPATION

Non-CPRS students can participate in CPRS non-sport activities as space is available. Priority placement will be given to CPRS students. A participation fee of \$125 per school year, plus any additional fees for the activity, will be charged. All policies regarding student conduct and apparel will be followed by visiting students, including but not limited to appearance codes. The CPRS Parent/Student Handbook must be fully followed.

- A. FUNDRAISERS: Any and all groups directly connected to Center Place Restoration School shall submit all proposed fundraisers to the administration for consideration. All fundraisers must have Board approval to be implemented in or throughout the school, its clubs, or organizations.
- B. SCHOOL TELEPHONES: School telephones are intended for use by personnel regarding school business. Students may use only the office telephone, and only with permission from their teacher and office personnel. Parents are urged not to call students unless it is an emergency. Students using the telephone must obey the posted rules for telephone use.



CENTER PLACE RESTORATION SCHOOL	Policy #: 4001 Date Adopted or Revised: April 2000
IV. PROGRAMS	CREDIT PROGRAMS - 4000

VOLUNTEER FOR CREDIT

- A. A parent may receive tuition credit for designated volunteer work assignments and hours at Center Place Restoration School.
- B. Tuition credit applied only toward tuition charges.
- C. Parents who are interested in participating in this program must complete the current Volunteer For Credit application and be approved by the School Administrator for a designated work assignment.
- D. The Board will determine the rate of credit.

CENTER PLACE RESTORATION SCHOOL	Policy #: 4002 Date Adopted April 2000 or Revised: January 2021
IV. PROGRAMS	CREDIT PROGRAMS - 4000

TUITION ASSISTANCE

- A. Tuition Assistance will be based on the total gross income as shown on the personal income tax return, and will not exceed 50% of tuition due. The following assumptions are used as guidelines:
  - 1) families with more than three children will be given additional deduction from their gross income based on standard exemption rate allowed by the Internal Revenue Service;
  - 2) family discounts are deducted prior to calculating the amount of Tuition Assistance for which a family is eligible;
  - 3) all enrollment fees must be paid before Tuition Assistance can be considered;
  - 4) all delinquent accounts at Center Place Restoration School must be paid in full before Tuition Assistance will be given;
  - 5) failure to comply with Center Place Restoration School student rules of conduct and academic grade requirements disqualify the student for Tuition Assistance;
  - 6) Volunteers for Credit may not receive Tuition Assistance without prior administrative approval.

CENTER PLACE RESTORATION SCHOOL	Policy #: 4003 Date Adopted or Revised: April 2000
IV. PROGRAMS	CREDIT PROGRAMS - 4000

ADOPT A STUDENT

- A. The Adopt A Student program is open to those who are willing to assist a student by contributing to the tuition cost. This is considered a tax-deductible donation, unless a particular recipient is specified who is a relative of the donor.
- B. Unspecified Adopt A Student funds are distributed at the discretion of the School Administrator to those families deemed to be in need.

CENTER PLACE RESTORATION SCHOOL	Policy #: 5001 Date Adopted or Revised: April 2000
V. FACILITY	BRANCH - 5000

RENTAL CONTRACT

In response to the request from the branch for a rental contract between the branch and the school, a letter was sent to the branch on November 15, 1993, a copy of which is included in this book.

CENTER PLACE RESTORATION SCHOOL  
819 West Waldo Avenue  
Independence, Missouri 64050

November 15, 1993

Waldo Avenue Restoration Branch  
819 West Waldo Avenue  
Independence, MO 64050

Dear Members: Re: Rental Contract

We, the Board of Trustees of the Center Place Restoration School, write in response to a request made by the Branch President of the Waldo Avenue Restoration Branch regarding the use of a rental contract between the above two organizations.

First of all — the city code requires a “church congregation” to be active within the CPRS facilities. This is the only means by which we can have a school in the facilities. By city code, no church congregation — no school.

By action of the Board of Trustees on October 12, 1992 (CPRS Board minutes): “The School Administrator will schedule all building activities Monday through Saturday — and the Waldo Avenue Restoration Branch Pastor will schedule for Sundays as well as Wednesday evenings from 6:00 p.m.

Center Place Restoration School Scheduling Procedure for Use of the Building

- a. All school, branch, other Restoration organizations, and community groups must schedule and make arrangements for use of the facility through the School Administrator or his/her designee. Any group or organization failing to properly schedule activities or events on the office calendar will need to step aside for any group or organization who has complied with this regulation.
- b. The facility will be schedule on the following priority basis:
  1. Center Place Restoration School
  2. The Church of Jesus Christ, Waldo Avenue Restoration Branch
  3. Independent Restoration branches and groups
  4. Community groups
- c. Rental charges will be established based upon the fee schedule as adopted by the Board of Trustees.
- d. Any group utilizing space within the facility is restricted to the immediate area and room(s) that they have scheduled for their use. It is not permissible for children of members of any group to be allowed to roam free throughout the building. Children and young people coming with adults to meetings are to remain under their personal supervision at all times. They do not have the freedom to roam throughout the building. This policy includes school and branch members who have keys to the facility.
- e. No one, by virtue of the fact that they may have a key, school or branch, should utilize any portion of the facility without scheduling the building. Personal family use of the facility would be inappropriate if not scheduled ahead of time.

The Branch President is an automatic member of the Board of Trustees with voice and vote. In this position he is able to coordinate activities and expenses in a desirable and viable manner.

CENTER PLACE RESTORATION SCHOOL	Policy #: 5002 Date Adopted or Revised: April 2000
V. FACILITY	BRANCH - 5000

BRANCH RESTRICTIONS

- A. Only one (1) branch at a time may operate in the Center Place Restoration School facility.

CENTER PLACE RESTORATION SCHOOL	Policy #: 5101 Date Adopted or Revised: January 2012 January 2021
V. FACILITY	BUILDING USE - 5100

BUILDING USE

- A. Any person or group who desire to use any area of the building or grounds must contact the school office in advance to request a reservation of the area desired. Scheduling of any portion of the facility must follow the below guidelines under the "Scheduling" section.
- B. Facility use will be allowed for the Waldo Avenue Restoration Branch (according to our rental agreement) and its members, and to any Restoration movement affiliated groups or individual. No other groups or individuals may reserve or use the facility without prior Board approval.
- C. Priority of facility use will be as follows: First priority will go to the school or school affiliated activities, second priority will be given to the Waldo Avenue Restoration Branch, and third priority will be given to other Restoration affiliated groups.
- D. Facility usage is allowed for activities such as: general meetings of Restoration groups, fund raisers which benefit Restoration groups, etc.
- E. Facility usage is not allowed for the following activities: activities designed for personal gain (tutoring for pay, sales demonstrations, etc.), birthday parties, family reunions, or other personal use. Overnight activities, without Board approval, are limited to CPRS activities only.
- F. Facility usage for weddings is allowed for any current member, relative, or past member of Waldo Avenue Restoration Branch, or to any CPRS graduate or current personnel.

- G. Responsibilities of non-CPRS or Waldo related groups or individuals who use the facility include:
  - 1) It is the responsibility of the renter to obtain the necessary key(s) prior to the rental date. The keys must be picked up from the office during regular school hours and must be returned when the activity is over.
  - 2) For those not affiliated with the school or Waldo Avenue Restoration Branch, a list of requirements must be obtained from the school office. This covers items such as building security, clean up, turning off of lights, and general rental responsibilities. Insurance coverage may be needed. These requirements must be met.
  - 3) After the first infraction where a rental does not fully adhere to the facility use requirements, CPRS administration may determine not to allow that group or individual to use any portion of the facility again. If a second use by that group or individual is granted, that group or individual must secure the services of a school custodian or Waldo deacon to validate their adherence to the facility use guidelines at the end of their activity, per the fee structure below.
- H. The CPRS administration reserves the right to deny, for any reason, any building reservation requests from any individual or group that is not affiliated with the school or Waldo Avenue Restoration Branch. Appeals may be made to the Board of Trustees.

SCHEDULING

- A. The school office will schedule all building activities on Monday through Saturday, and the Waldo Avenue Restoration Branch pastor will schedule activities for Sunday, as well as Wednesday evenings from 6:00 p.m.
- B. All school, branch, and other Restoration organization must schedule and make arrangements for use of the facility through

the School Administrator or a designee. Any group or organization failing to properly schedule activities or events on the office calendar will need to step aside for any group or organization who has complied with this regulation.

- C. Because the school has many “last minute” activities, in general, no outside group may request a reservation more than one month in advance.
- D. Rental charges will be established based upon the fee schedule as adopted by the Board of Trustees and included in this policy.
- E. Any group utilizing space within the facility is restricted to the immediate area and room(s) which they have scheduled. It is not permissible for children to be allowed to roam freely throughout the building – they should remain under personal supervision at all times. This group or individual may not give entrance/access to other portions of the building to others who have not previously reserved that space through the school office. This policy includes school and branch members who have keys to the building.
- F. All elementary and secondary school groups must have adult sponsorship, and must remain under their direct supervision at all times.
- G. No one, by virtue of the fact that they may have a key, should utilize any portion of the facility without scheduling the building. Personal family use of the facility is inappropriate.
- H. Extracurricular school activities (excluding plays and ZAC club) will not be scheduled on Wednesday nights. If special circumstances arise, then approval from the School Administrator must be obtained. Also, there must be no conflicting uses by the current Restoration branch using the facility. Any special practices or events must be completed by 5:45 PM at the latest. All such activities are to be voluntary, with no penalty for those who cannot or do not wish to participate.

#### RENTAL FEE STRUCTURE

- A. Usage fees for portions of the facility are required as follows.
  - 1) CPRS related usage / Waldo Avenue Restoration Branch related usage for general purposes: no charge.
  - 2) Weddings: \$500 for use of the sanctuary; additional charges for other rooms as noted below. (No charge for CPRS/Waldo members as outlined in “Building Use – Item F.”)
  - 3) Classrooms: \$10 per hour, with a 2 hour minimum.
  - 4) Sanctuary: \$100 for recitals or similar activities; \$200 for fund raisers; donation for baptisms.
  - 5) Gym: \$125 for a full day.
  - 6) Cafeteria: \$20 per hour, with a 2 hour minimum.
  - 7) Custodial or Deacon services: \$20 per hour, with a 2 hour minimum.
  - 8) If approved by the CPRS School Administrator, for extended rental times for Restoration activities the sponsoring group may give, in lieu of a rental fee, the offerings remaining after their expenses have been met.

CENTER PLACE RESTORATION SCHOOL	Policy #: 5102 Date Adopted April 2000 or Revised: January 2021
V. FACILITY	BUILDING USE - 5100

CENTER PLACE RESTORATION SCHOOL	Policy #: 5201 Date Adopted April 2000 or Revised: April 2000
V. FACILITY	RESTRICTIONS - 5200

SECURITY DEPOSIT

- A. Those who rent the building are responsible for any damage which occurs. A security deposit shall be collected for major activities, and a \$250 clean-up fee may be enforced.

CAFFEINATED DRINKS

No caffeinated drinks (hot or cold) will be served or sold in the building.

CENTER PLACE RESTORATION SCHOOL	Policy #: 5301 Date Adopted or Revised: April 2000
V. FACILITY	EQUIPMENT - 5300

SOUND SYSTEM

- A. A number of personnel will be trained to run the sound system. Only someone knowledgeable with the sound equipment will be allowed to operate it.
- B. The door to the sound room should be locked when the room is not in use with the sound technician in attendance.

CENTER PLACE RESTORATION SCHOOL	Policy #: 6001 Date Adopted or Revised: June 2001
VI. FINANCIAL	PURCHASEES - 6000

PURCHASING

- A. Expenditures may be approved by the School Administrator within budgetary limits. Any checks written for more than \$10,000 must have two signatures, one of which must be a Board member.
- B. Any request for a purchase must first be approved by submitting at least two (2) days in advance a Purchase Requisition to the Financial Secretary. The Financial Secretary will submit requests for elementary to the Assistant Administrator and School Administrator for approval; all other requests will be submitted to the School Administrator for approval.
- C. Personnel will be notified of the outcome of their request.

CENTER PLACE RESTORATION SCHOOL	Policy #: 6101 Date Adopted August 1997 or Revised: April 2000
VI. FINANCIAL	CASH - 6100

PETTY CASH

An imprest petty cash fund of \$500 is to be maintained for the use of the administrative office. Petty cash vouchers will be completed prior to expenditures, and must include the signature of the person requesting funds. The reimbursement vouchers must be approved prior to the expenditure, per the guidelines of the School Administrator. The fund will be reimbursed monthly to maintain the \$500 cash level.

CENTER PLACE RESTORATION SCHOOL	Policy #: 6201 Date Adopted or Revised: April 2000
VI. FINANCIAL	TREASURER - 6200

ALTERNATE SUCCESSOR TRUSTEE

The Board of Trustees agrees by consensus to allow the Center Place Restoration School Treasurer to be named as “alternate successor trustee” as long as it is legal.



CENTER PLACE RESTORATION SCHOOL	Policy #: 7001 Date Adopted or Revised: April 2000 January 2021
VII. INTERNAL	MEETINGS - 7000

- E. The agenda of the Board of Trustees regular meetings will provide a time for public inquiry and comment. Any person may comment on subjects pertaining to school business as long as the proper form is filled out and turned in to the office at least one week prior to the Board meeting.

REGULAR BOARD MEETINGS

- A. The Board, as a representative body of the school and the Restoration branches, shall provide an avenue for any person to express his/her interest in and concerns for the school. Accordingly, the public is cordially invited to attend all regular meetings of the Board.
- B. Meetings of the Board are conducted for the purpose of carrying on the business of the school, and therefore, are not meetings of the public and the Board, but are Board meetings held in public.
- C. All Board meetings shall be consistent with the Open Meeting Act.
- D. In order that the Board may fairly and adequately discharge its overall responsibilities, persons who wish to address the Board are encouraged to contact the School Administrator, who will make arrangements with them according to rules adopted by the Board. Whenever possible, the School Administrator and his/her staff will attempt to settle problems raised in such requests in a mutually satisfactory manner. If resolution cannot be accomplished, an appearance at a meeting with the designated committee of the Board should be scheduled. The Board President will decide whether the issue should be on the regular Board agenda or a special Board meeting.

CENTER PLACE RESTORATION SCHOOL	Policy #: 7101 Date Adopted or Revised: April 2000
VII. INTERNAL	RIGHTS - 7100

RIGHTS OF THE BOARD

The Board, on its own behalf and on behalf of the electors of the Independent Restoration Branches, hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Missouri and of the United States. The exercise of such powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of the laws and Constitution of the State of Missouri and the United States.

CENTER PLACE RESTORATION SCHOOL	Policy #: 7201 Date Adopted or Revised: June 2003
VII. INTERNAL	POLICIES - 7200

FORMULATION OF POLICIES

- A. It shall be the responsibility of the School Administrator and the Policy Committee to review the Policy Book at least once every three (3) years, and recommend to the Board such revisions and updates as may be necessary.
- B. The Center Place Restoration School Board of Trustees, representing the members of the Restoration Branches, has the responsibility of formulating the policies to be employed in the operation of the school. It is understood that suggestions for policies and input into the policy formulation is encouraged from all sources within the staff and branches.
- C. No change to Board policy may be introduced at the May Board meetings.

FORMULATION OF ADMINISTRATIVE REGULATIONS

- A. The School Administrator shall establish such administrative procedures as deemed necessary for the implementation of policies of the Board of Trustees, and will present from time to time those procedures for Board approval.
- B. In the absence of applicable policy, the School Administrator is authorized to establish needed regulations, subject to later Board approval, if necessary.

CENTER PLACE RESTORATION SCHOOL	Policy #: 7202 Date Adopted or Revised: April 2000
VII. INTERNAL	POLICIES - 7200

ADOPTION OF POLICY

A. All proposed policies must be considered at two (2) Board meetings prior to acceptance. Written recommendations for revision of policy sections will be introduced by the Policy Committee. They will be considered as a “first reading” at a regular Board meeting (listed under ‘Reports’), and as a “second reading/adoption” at the next regular Board meeting (listed under ‘Old Business’).

CENTER PLACE RESTORATION SCHOOL	Policy #: 7203 Date Adopted or Revised: January 2016
VII. INTERNAL	POLICIES - 7200

CONFLICT OF INTEREST

The Board of Trustees affirms that the trustees, officers, administrators, faculty and other employees of the School have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the School. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the School. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Board of Trustees of the circumstances resulting in the potential conflict so that the Board of Trustees can provide such guidance and take such action as it shall deem appropriate. Areas of potential conflict of interest are:

1. Financial Interest

- (A) Ownership by the individual directly or indirectly of a material financial interest in any business or firm (i) from which the School obtains goods or services, or (ii) which is a competitor of the School.
- (B) Competition by the individual, directly or indirectly, with the School in the purchase or sale of property or any property right or interest.
- (C) Representation of the School by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest.
- (D) Any other circumstance in which the individual may profit, directly or indirectly, from any action or decision by the School in which he or she participates, or which he or she has knowledge.

2. Inside Information

Disclosure or use by the individual of confidential information about the School, its activities or intentions, for the personal

profit or advantage of the individual or any person.

3. Conflicting Interests other than Financial

Representation as director, officer, agent or fiduciary of another company, institution, agency or person in any transaction or activity which involves this school as an adverse party or with adverse interests.

4. Gifts and Favors

Acceptance of gifts or favors from any firm or individual which does or seeks to do business with, or is a competitor of, the School under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties.

No Trustee who directly or indirectly is involved in a potential conflict of interest shall be counted in determining the existence of quorum at any meeting of the Board where the potential conflict is considered, nor shall the trustee vote on any action of the Board regarding that potential conflict.

CENTER PLACE RESTORATION SCHOOL	Policy #: 7204 Date Adopted or Revised: January 2016
VII. INTERNAL	POLICIES - 7200

WHISTLEBLOWER POLICY

General

The School's Code of Ethics and Conduct ("Code") requires Board members, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the School, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Board members, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Board member, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within CPRS prior to seeking resolution outside the School.

Reporting Violations

The Code addresses the School's open door policy and encourages that employees share their questions, concerns, suggestions or complaints with someone who can address an area of concern. However, if an employee or other person is not comfortable speaking with the administrator or if he or she is not satisfied with the administrator's response, the person is encouraged to speak with a member of the Board of Trustees whom the person is comfortable approaching. Board members are required to report suspected violations of the Code of

Conduct to the Board President, the Chair of the Personnel Committee, and the School Administrator, who has specific and exclusive responsibility to investigate all reported violations, unless the complaint is raised regarding the Administrator.

Administrator Responsibility

The School’s Administrator is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Board President and Chair of the Personnel Committee.

Accounting and Auditing Matters

The Finance Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Administrator shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

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

Confidentiality

Violation or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Administrator will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

CENTER PLACE RESTORATION SCHOOL	Policy #: 7205 Date Adopted or Revised: January 2016 January 2021
VII. INTERNAL	POLICIES - 7200

DOCUMENT RETENTION AND DESTRUCTION POLICY

The School takes seriously its obligations to preserve information relating to litigation, audits, and investigations as well as the general operations of the Organization. It is the intent of the School to establish an ongoing, coordinated administrative effort to systematically manage documents and records. The purpose of this policy is to ensure that documents are secure, accessible, maintained and destroyed according to business practices that are practical, while still meeting the legal requirement applicable to the organization. In addition, the policy provides administrative personnel information about the recommended minimum requirements for document retention. These guidelines are indeed to apply to both electronic and paper copy documents.

The School’s staff is responsible for preserving the safety and confidentiality of documents in the School’s possession. Documents should be maintained at the School’s offices or easily accessible by the School’s administration so as to provide for the security and preservation of the documents, as well as their usefulness to the School.

Without specific authority to the contrary, no documents should be retained in the personal possession of a Board member, officer, staff member, or volunteer including being stored at a personal residence, on a personal computer, or as part of a personal email account. Documents stored off premises or outside the control of the organization will not be considered as becoming a part of the School’s documents until properly secured by the School Security. Measures should be employed to ensure appropriate disclosure when confidential or private information is given to board members or others.

Documents should be maintained until the end of the identified retention period, and should then be destroyed in an appropriate manner. Sensitive documents such as those containing financial, account,

or personnel information should be destroyed with no reasonable risk of the information being recovered. It is the responsibility of the School's Controller to oversee the implementation of this policy including the selection of the appropriate means of document destruction.

Electronic documents are to be retained in the same manner as paper documents. Electronic documents created from paper documents may be retained rather than the paper copies as long as the documents are true and correct copies of the actual documents and are saved using the School's software and other electronic equipment. Due to security issues, all hard drives located in computers, printers, scanners, and copiers are to be separately purged prior to the School disposing of any machine.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the School and its employees. Therefore, failure to comply may result in disciplinary action against responsible individuals. Compliance concerns regarding this policy should be directed to the School Administrator. All permitted document destruction shall halt if the School is being investigated or learns of a possible investigation by a governmental law enforcement agency, and routine destruction shall not resume without the written approval of legal counsel.

The information listed in the retention schedule below is intended as a guideline and may not contain direction regarding all the records of the School. Questions regarding documents not included on this list or actions that are not addressed as a part of this policy should be addressed to the School's administrator.

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
<b>Corporate Records</b>	Bylaws	Permanent
	Board of Trustees Policy	Permanent
	Board and committee meeting agendas and minutes	Permanent
<b>Finance and Administration</b>	Financial Statements and Reports	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank statements and records	7 years
	Accounts payable and receivable ledgers	7 years
	Equipment files and maintenance records	7 years after disposition
	Contacts and agreements	7 years
	Donation records	10 years
	Internal reports	3 years
<b>Insurance Records</b>	Policies	Permanent
	Accident reports	Permanent
	Claims after settlement	7 years
<b>Real Estate</b>	Deeds	Permanent
	Building and Site Drawings	Permanent
<b>Tax</b>	IRS exemption determination and correspondence	Permanent
	IRS Forms and Filings	Permanent
	State of Missouri correspondence or forms	Permanent
<b>Human Resources</b>	Employee Personnel Files	Permanent
	Employee Handbook	Most recent edition
	Employee applications	3 years

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
	Volunteer records	3 years
<b>Technology</b>	Software licenses or support agreements	7 years
	Electronic documents	Depends upon the subject matter
<b>Student-related</b>	Student academic records	Alums: Permanent Non-Alums: Until graduation year if exited during elementary; 7 years from exit date if occurred during middle school; 7 years past expected graduation date if exited during high school Denied Applicants: Until expected graduation date
	Student medical records	7 years from the students exit from the school

CENTER PLACE RESTORATION SCHOOL	Policy #: 7301 Date Adopted or Revised: April 2000
VII. INTERNAL	COMMUNICATION - 7300

WRITTEN COMMUNICATION WITH THE BOARD

- A. All signed communications addressed to the Board or an individual member on behalf of the Board shall be called to the attention of the Board at a meeting, either by reading in full or summarizing its contents.
- B. All signed communications to the Board which require a reply shall be answered by direction of the Board, as well as being referred where appropriate to the proper administrative unit and/or Board committee.

Where delay is required to check points in the communication, an acknowledgment letter shall be sent immediately by the administration, with an indication as to when a definitive answer will be forthcoming, and indicating the individual or committee to whom or which it has been referred.

- C. Board intentions are to:
  - 1) allow everyone who wishes it, a fair and adequate opportunity to be heard;
  - 2) allow the School Administrator to take direct action, or to recommend action to the Board, when policies have already been established by the Board;
  - 3) see that the time so devoted does not interfere with the scheduled business of the Board and/or the school.

**BYLAWS OF  
CENTER PLACE RESTORATION CHURCH  
BOARD OF TRUSTEES**

**GENERAL PURPOSE**

This organization is organized exclusively for charitable, religious, educational and scientific purposes including for such purposes as the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of or be distributable to its Trustees, Officers, or other private persons except that the organization shall be authorized and empowered to pay distributions in furtherance of its aforementioned purposes. It is further understood that no substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in (including the publishing or distribution of statements for) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of the Bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code, (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal tax code.

**SPECIFIC PURPOSE**

The purpose of Center Place Restoration Church is to act as an extension of the home, assisting parents to bring up their children in light and truth. "Train up a child in the way he should go;" (Proverbs 22:6) and teach them to walk upright before the Lord. "...bring them up in the nurture and admonition of the Lord." (Ephesians 6:4).

Center Place Restoration Church seeks to provide the best education possible by addressing the needs of the whole child: spiritual and moral growth; academic and intellectual achievement; and physical and social development. We seek to help each student understand that God loves him as an individual and has a purpose and plan for his life; and that each student is accountable to God, for developing spiritually, mentally, emotionally, and physically to his highest potential.

It is our desire that our young people will see the Zionic lifestyle as something to be desired and will learn to base their daily lives and relationships on God's principles. We seek to help each child come to a personal knowledge of Christ in his own life. We feel this cannot be accomplished apart from a "Christian education," i.e., every subject taught according to the principles of and within the framework of the Word of God. "The fear of the Lord is the beginning of knowledge" (Proverbs 1:7).



## ARTICLE ONE

### OFFICE. RECORDS. SEAL.

Section 1. The name of the corporation shall be CENTER PLACE RESTORATION CHURCH, DBA Center Place Restoration School or CPRS.

Section 2. Registered Office and Registered Agent. The corporation shall have and continuously maintain a registered office and registered agent in the State of Missouri. The address of the registered office and the name of the registered agent of the corporation in the State of Missouri stated in the Articles of Incorporation may be changed from time to time by the Board of Trustees of the corporation in any manner permitted by law.

Section 3. Records. The corporation shall keep correct and complete books and records of account, shall keep minutes of the proceedings of its Board of Trustees, and shall keep at its registered office a record giving the name and address of the Board of Trustees. The minutes to the public sessions are available for inspection; however, no member has the right to inspect or copy any corporation record.

Section 4. Seal. The seal which is adopted as the corporate seal of Center Place Restoration church may be altered at pleasure, and shall have inscribed: "Corporate Seal – Missouri-Not-For-Profit Corporation." The corporate seal may be used by causing it, or a facsimile thereof, to be impressed upon the margin of a document.

## ARTICLE TWO

### MEMBERSHIP. MEETINGS.

Section 1. Membership. The corporation may have one class of members as said members shall have no ownership rights to any property of the organization, and shall have no voting rights with respect to the organization (except for the purpose of the election of the Board of Trustees members), powers, or activities of the corporation, and shall in no manner be liable for the management, debts, or actions of the corporation. Members are those individuals who hold official membership in an Independent Restoration Branch. An Independent Restoration Branch is deemed to be one which is self-governed and is not subject to an outside governing body.

Section 2. Meetings. Meetings of the general membership shall be held at various times and places within and without the State of Missouri as determined by the Board of Trustees and as specified in Article Four.

## ARTICLE THREE

### TRUSTEES.

Section 1. Number. The business affairs of the corporation shall be managed by a Board of Trustees consisting of seven (7) members, with no individual Branch holding a majority of the total Board membership.

Section 2. Branch President. The Branch President of the Waldo Avenue Restoration Branch or one member of the Branch Presidency appointed by the Branch President is a member of the Board, by virtue of his office, with full voice and voting privileges. This Board position is of necessity, due to the complete day-to-day,

interlocking involvement of the School and the Branch in their educational and worship activities. Because of this unique situation and position, the Branch President of Waldo Avenue Restoration Branch will not be eligible for a Board of Trustees position in the Annual Election. In the event that the Branch President is an employee of Center Place Restoration Church, another branch representative shall be appointed by the branch to serve on the Board in his stead.

Section 3. Election. Trustees shall be elected by those eight years and older, who are members of Independent Restoration Branches from across the country, or are parents or guardians of CPRS students.

Section 4. Annual Election. The Annual Election and the Annual meeting will be a combined meeting to be held in the month of April. Candidates will be listed on the election ballot in alphabetical order.

Section 5. Nominations. Nomination papers will be available from Center Place Restoration School, 819 W. Waldo Avenue, Independence, Missouri 64050. Voting members may request nomination papers in writing, or by calling (816) 252-1715. All nomination papers must comply with those instructions printed on these documents to be valid.

Nominations will be accepted, in writing, from the membership as defined in this Article, Section 3, during the months of February and March. The candidate(s) receiving the highest number of votes will be declared the winner(s) and will take office at the first regular Board meeting in July. The candidate(s) must receive over 50% of the ballots cast to be declared the winner(s). If one or more Board positions are not filled on the first ballot, a second ballot will be taken between the top four candidates. The winner(s) will take office at the first regular Board meeting in July.

Nominees must be twenty-one years or older, and active members of an Independent Restoration Branch.

Members of the CPRS administration, faculty, and paid staff, excluding substitute faculty or staff, cannot hold a concurrent position on the Board of Trustees.

Nominees must be near enough to the Center Place to be able to attend regular and special Board Meetings on a regular basis.

Section 6. Vacancies. Any vacancy occurring on the Board may be filled by appointment of the remaining Trustees. The appointed Trustee must stand for election at the next election in order to complete the unexpired term.

Section 7. Term. Trustees shall be elected for a term of three years and may succeed themselves for no more than three terms. Terms of the Trustees shall be staggered so that one-third (1/3) or no more than two (2) Trustees will be elected each year. Terms will run from July 1 to June 30.

Section 8. Powers. The property and affairs of the Corporation shall be managed by the Board of Trustees of the Corporation. The Board shall have and is vested with all and unlimited powers and authorities, except as it may be expressly limited by law, the Articles of Incorporation of these Bylaws, to supervise, control, direct, and manage the property, affairs, and activities of the Corporation, to determine the policies of the Corporation, to do or cause to be done any and all lawful things for and on behalf of the corporation, to exercise or cause to be exercised any or all of its powers, privileges, or franchises, and to seek the effectuation of its objects and purposes; provided, however, that (1) the Board of Trustees shall not authorize or permit the Corporation to engage in any activity not permitted to

be transacted by the Articles of Incorporation or by a Not-For-Profit Corporation under the laws of the State of Missouri, (2) none of the powers of the Corporation shall be exercised to carry on activities, otherwise than as an insubstantial part of its activities which are not in themselves in furtherance of the purposes of the Corporation, and (3) all income and property of the Corporation shall be applied exclusively for its Not-For-Profit purposes.

Section 9. Compensation. No Trustee shall receive compensation from the Corporation for any service he may render to it as a Trustee; however, a Trustee may be reimbursed for his actual expenses reasonably incurred in attending additional meetings – conferences, registration fees, mileage – upon approval of the Board.

Section 10. Removal. Any member of the Board of Trustees may be removed for cause, for poor attendance, or for conduct that reflects adversely upon the Church or School. This action may be taken by a majority vote of the Board of Trustees. A Board member may be removed for non-attendance after missing three (3) consecutive meetings. Health and other extenuating circumstances may be taken into consideration by the Board in such situations.

## **ARTICLE FOUR**

### **MEETINGS.**

Section 1. Place. Meetings of the Board of Trustees of the Corporation shall be held at least once per month (unless for reasons so stated at that time, the Board in regular meeting determines not to hold such a meeting) and may be held at any place within or without the State of Missouri as may be

determined from time to time by resolution of the Board or by the consent of a majority of the members of the Board; members of the Corporation may not have voice or vote on any Board action during any formal Board session.

Section 2. Conference-Call Meetings. Members of the Board of Trustees may participate in a Board meeting by means of conference communications equipment – by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

Section 3. Action Without Meetings. The Trustees shall have the right to take any action in the absence of a meeting (which they could take at a meeting) by obtaining the written or email approval of all the Trustees. Any action so approved shall have the same effect as though taken at a meeting of the Trustees.

Section 4. Annual Meeting. The Annual Meeting and the Annual Election shall be combined, and held the last Sunday in April. It will have a “business meeting format” with a minimum of thirty (30) minutes for open discussion. Notice shall be given to each appointed Trustee and to all members of the Not-For-Profit Corporation of an annual meeting by way of bulletin announcements and Board newsletters during the thirty (30) day period prior to the date thereof. In case of emergency, an Annual Meeting may be called with 30 days notice.

Section 5. Regular Board Meetings. In addition to the Annual Meeting, the Board of Trustees may hold regular Board meetings at such time and place as may be determined from time to time by resolution of the Board, said meetings to be held at least monthly (or as stated in Section 1). Notice of a regular meeting need not be given.

Section 6. Special Meeting. Special meetings of the Board of Trustees may be held at any time and for any purpose(s). Special meetings may be called by the President or the Secretary or by a majority of the Board of Trustees or at the request of the School Administrator.

Section 7. Quorum. The presence of a majority of Board of Trustees shall be requisite for and shall constitute a quorum for the transaction of business at all meetings of the Trustees. Action of a majority of the Trustees present at a meeting at which a quorum is present shall be valid as the action of the Board of Trustees except in those specific instances in which a larger vote may be required by law, by the Articles of Incorporation, or by these Bylaws.

Section 8. Adjournment. If a quorum shall not be present at any such meeting, the Trustees present shall have power to adjourn the meeting, without notice other than by rescheduling of the meeting to a specified date.

Section 9. Voting. Each Trustee present at any meeting shall be entitled to cast one vote on each matter coming before such meeting for decision.

Section 10. Rules of Order. Robert's Rules of Order shall govern at all meetings.

## **ARTICLE FIVE**

### **OFFICERS.**

Section 1. General. The Officers of the Corporation shall be a President, a Vice-President, a Secretary, and a Treasurer. All Officers shall be members of the elected Board of Trustees.

The Officers shall be elected from the elected Board of Trustees named in the Articles of Incorporation at the first meeting of the Board, to serve at the pleasure of the Board until their successors are elected. All Officers shall take office in July of the new fiscal year. Election shall be held by secret ballot.

In the event that the Board year has begun without a Board President elected for that year, the senior-most Board member present at the next regular meeting of the Board will chair the election of Officers as the first item of business at that meeting. The newly elected President will then take the chair for the remainder of the meeting.

If pressing issues occur prior to the next regular meeting, the senior-most Board member will call a special Board meeting to elect Officers. The newly elected President will then chair the remainder of the special meeting to address the concern.

'Senior-most member' will be defined as one who has served the most consecutive recent terms including the current year. In case of a tie, the eldest (in terms of age) shall be selected as the senior-most member.

Section 2. Vacancies. Vacancies caused by the death, resignation, incapacity, removal, or disqualification of an Officer of the Corporation shall be filled by the Board of Trustees at any Annual Meeting or other meeting or at any special meeting called for that purpose, and such person or persons so elected to fill any such vacancy shall serve at the pleasure of the Board of Trustees until the next annual meeting and until his successor is duly elected.

Section 3. President. The President shall preside at all meetings of the Board of Trustees at which he is present.

The President may execute all bonds, notes, debentures, mortgages, and other contracts requiring a seal, under the seal of the Corporation, and may cause the seal to be affixed thereto, and all other instruments for and in the name of the Corporation.

The President shall have the right to attend any meeting of any committee of the Board of Trustees and to express his opinion and make reports at such meetings; provided, however, that in such event he shall not be considered to be a committee member or have the right to vote or be counted for the purpose of determining a quorum at any such meeting.

The President shall have such other duties, powers, and authority as may be prescribed elsewhere in these Bylaws or by the Board of Trustees. He shall be an elected member of the Board of Trustees.

Section 4. Vice-President. The Vice-President shall work in cooperation with the President and shall perform such duties as the Board of Trustees may assign him. In the event of the death, absence, incapacity, inability, or refusal to act of the President, the Vice-President shall be vested with all the powers and perform all the duties of the office of President. He shall have such other or further duties or authority as may be prescribed elsewhere in these Bylaws or from time to time by the Board of Trustees. He shall be an elected member of the Board of Trustees.

Section 5. Secretary. The Secretary shall attend the meetings of the Board of Trustees and shall record or cause to be recorded all votes taken and the minutes of all proceedings in the minute book of the Corporation to be kept for that purpose. He shall be an elected member of the Board of Trustees.

Section 6. Treasurer. The Treasurer shall have supervision and custody of all moneys, funds, and credits of the Corporation

and shall cause to be kept full and accurate accounts of the receipts and disbursements of the Corporation in books belonging to it. He shall keep or cause to be kept all other books of account and accounting records of the corporation as shall be necessary, and shall cause all moneys and credits to be deposited in the name and to the credit of the Corporation in such accounts and depositories as may be designated by the Board of Trustees. The Treasurer shall be relieved of all responsibility for any moneys or other valuable property of the disbursement thereof committed by the Board of Trustees to the custody of any other person or corporation, or the supervision of which is delegated by the Board to any other Officer, agent, or employee.

The Treasurer shall be an elected member of the Board of Trustees and shall have and perform such other duties, responsibilities, and authorities as may be prescribed from time to time by the Board of Trustees.

## ARTICLE SIX

### GENERAL PROVISION.

Section 1. Depositories and Checks. The moneys of the Corporation shall be deposited in such manner as the Trustees shall direct in such banks or trust companies as the Trustees may designate and shall be drawn out by checks signed in such manner as may be provided by resolution adopted by the Board of Trustees. No member of the Board of Trustees or administration may sign a check to himself or to his personal account.

Section 2. Bonds. In addition to the bond required of the Treasurer, any other Officer or employee handling money of the Corporation may be bonded at the Corporation's expense in such amounts as may be determined by the Board of Trustees.

Section 3. Custodian of Securities. The Board of Trustees may from time to time appoint one or more banks or trust companies to act for reasonable compensation as custodian of all securities and other valuables owned by the Corporation, and to exercise in respect thereof such powers as may be conferred by resolution of the Board of Trustees. The Board of Trustees may remove any such custodian at any time.

Section 4. Indemnification of Trustees and Officers. Each Trustee or Officer, or former Trustee or Officer of the Corporation, and his legal representatives, shall be indemnified by the Corporation against liabilities, expenses, counsel fees, and costs reasonably incurred by him or his estate in connection with, or arising out of, any action, suit, proceeding, or claim in which he is made a party by reason of his being, or having been, such Trustee or Officer; and any person who, at the request of the Corporation, served as Trustee or Officer of another corporation in which the Corporation owned corporate stock, and his legal representatives shall in like manner be indemnified by the Corporation; provided that in neither case shall the Corporation indemnify such Trustee or Officer with respect to any matters as to which he shall be finally adjudged in any such action, suit, or proceeding to have been liable for negligence or misconduct in the performance of his duties as such Trustee or Officer. The indemnification herein provided for, however, shall apply also in respect of any amount paid in compromise of any such action, suit, proceeding, or claim asserted against such Trustee or Officer (including expenses, counsel fees, and costs reasonably incurred in connection therewith) provided the Board of Trustees of the Corporation shall have first approved such proposed compromise settlement and determined that the Trustee or Officer involved was not guilty of negligence or misconduct; but in taking such action any Trustee involved shall be qualified to vote thereon.

In determining whether or not a Trustee or Officer was

guilty of negligence or misconduct in relation to any such matters, the Board of Trustees may rely conclusively upon an opinion of independent legal counsel selected by the Board of Trustees. Unless otherwise provided by law, any compromise settlement authorized herein shall be effective without the approval of any court. The right to indemnification herein provided shall not be exclusive of any other rights to which such Trustee or Officer may be lawfully entitled.

No Trustee or officer of the Corporation shall be liable to any other Trustee or Officer or other person for any action taken or refused to be taken by him as Trustee or Officer with respect to any matter within the scope of his official duties except such action or neglect or failure to act as shall constitute negligence or misconduct in the performance of his duties as Trustee or Officer.

## **ARTICLE SEVEN**

### **TITLE TO PROPERTY**

The title to all property of the Corporation shall be vested in the Corporation and the signature of the President and Secretary when authorized at any meeting of the Board of Trustees shall constitute proper authority for the purchase, encumbrance, or sale of property or for the investment or other disposal of trust funds which are subject to the control of the Corporation.

Any consideration for change in use, or sale of these facilities, shall be discussed at an Annual Meeting (per Article 4, Section 4). Final decision rests with the Board of Trustees. Any subsequent owner will incur responsibility for the debt and payment of any obligations.

**ARTICLE EIGHT**

**FISCAL YEAR**

The fiscal year of the Corporation shall be from June 1 to May 31 of each year.

**ARTICLE NINE**

**AMENDMENTS**

These Bylaws may be amended, altered, abridged, added to, or repealed after presentation at two meetings of the Board of Trustees and approved by a vote of five (5) Board members.

The foregoing Bylaws were adopted on

March 30, 1992  
(Date)

Revised January 2016  
January 2021