MOUNT CLEMENS MONTESSORI

BOARD POLICIES
WITH GUIDELINES

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BOARD OF DIRECTORS

BOARD MEMBER CONFLICT OF INTEREST (revised 4/16/20)

Board members shall at all times comply with applicable law as it relates to conflicts of interest, including, specifically, MCL 15.321, et seq.

In accordance with the Michigan statutory provision:

1. A Board member is not considered to have a financial interest in any of the following instances:
    - A contract or other financial transaction between the Academy and any of the following:
        1. A corporation in which the Board member is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of $25,000.00 or less if the stock is listed on a stock exchange.
        2. A corporation in which a trust, if the Board member is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of $25,000.00 or less if the stock is listed on a stock exchange.
        3. A professional limited liability company organized pursuant to the Michigan limited liability company act, 1993 PA 23, MCL 450.4101 to 450.5200, if the Board member is an employee but not a member of the company.
        4. A corporation in which the Board member is not a director, officer, or employee.
        5. A firm, partnership, or other unincorporated association, in which the board member is not a partner, member, or employee.
        6. A corporation or firm that has an indebtedness owed to the Board member.
        7. A contract between an intermediate school district and a constituent district.
        8. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This subdivision does not apply to amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

2. It is not the intent of this Policy to prevent the Board of Directors from authorizing a contract or transaction with a private or public corporation, partnership, unincorporated association, business, trust, or any other type of entity merely because a Board member is a staff member, stockholder, officer or director of any such entity.

3. A Board member must promptly disclose his or her pecuniary interests in any prospective contract or transaction with the Academy to the Board of Directors in the following enumerated ways, and such disclosure shall be made a matter of record in the Board of Directors minutes.

4. Unless the Board member making the disclosure will directly benefit from the contract in an amount less than $250.00 and less than 5% of the public cost of the contract and the Board member

files a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:

a. The Board member promptly discloses in writing to the Board President, or if the Board President is the one who is a party to the contract, to the Board Secretary, the pecuniary interest in the contract at least 7 days prior to the meeting at which a vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.
b. The Board Member discloses the pecuniary interest at a public meeting of the Academy. The vote shall be taken at a meeting of the Academy held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the Board member is more than $5,000.00, the Board member must use this method of disclosure.
c. The contract is approved by a vote of not less than 2/3 of the full membership of the Board in open session without the vote of the Board member making the disclosure.
d. The Academy discloses the following summary information in its official minutes:
    - The name of each party involved in the contract.
    - The terms of the contract, including duration, financial consideration between parties, facilities or services of the Academy included in the contract, and the nature and degree of assignment of staff of the Academy for fulfillment of the contract.
    - The nature of any pecuniary interest.

5. A board member with a disclosed pecuniary interest will abstain from participation in both the discussion of the matter and the vote thereon.

6. All contracts, transactions or other matters in which there is a disclosed pecuniary interest on the part of a Board member shall be approved by a 2/3 vote of the Board members elected to and serving on the Board of Directors without the vote of the Board member making the disclosure. However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction. (If 2/3 of the board members are not eligible under this act to vote on a contract or to constitute a quorum, a board member may be counted for purposes of a quorum and may vote on the contract if the board member will directly benefit from the contract in an amount less than $250.00 and less than 5% of the public cost of the contract and the board member files a sworn affidavit to that effect with Academy. The affidavit shall be made a part of the public record of the official proceedings)

7. A board member is presumed to have a conflict of interest if the board member or his or her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is a staff member of the Academy. "Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage.

8. All competitive bids for material and labor submitted for the construction of a new school building, or the addition to or repair or renovation of an existing school building, shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Directors of the Academy or the School

Leader of the Academy. The Board of Directors shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.

MEETINGS OF THE BOARD OF DIRECTORS (revise 4/24/14)

Regular Meetings

Regular meetings of the Board will be held in accordance with a schedule adopted at the annual organizational meeting.

Special Meetings

Special meetings of the Board shall be held in accordance with the bylaws, the Academy's charter contract and applicable law.

Public Participation at Board of Director's Meetings

A. Meetings of the Board are open to the public unless the Board convenes in Closed Session in accordance with the Open Meetings Act. At these public meetings, the Board welcomes comments concerning planning and operating the Academy in accordance with the Board approved agenda.

B. A person may be requested, but shall not be required as a condition of attendance at a meeting, to register or otherwise provide his/her name or other information, and shall not be required to fulfill any other condition precedent to attendance.

C. Time is set aside during each board meeting in order to receive comments from the public. Any person shall be permitted to address the Board during the "Public Comment" item on the agenda. The following procedures will be followed:

    1. He/she shall be recognized by the President.
    2. The individual will be asked to introduce himself/herself and state his/her relationship to the Academy
    3. Individual comments may have time limitations in relation to the length of the agenda but time allowance will not be less than three (3) minutes per speaker.
    4. Time allotted cannot be transferred to another person.
    5. Comments should be directed to the Board as a whole, not to staff, to other participants, or to Board members individually.
    6. All comments should be made in a respectful, businesslike manner.
    7. The Board President may terminate a person's time for comments if the statement is obscene, abusive, and repetitive or otherwise deemed inappropriate.

D. The Board will not typically verbally respond to public comments but may follow up in the most appropriate and time-effective manner.

E. No action will be taken on a speaker's item unless the item otherwise appears on, or is added to, the agenda.

F. A person may be excluded or asked to leave an open meeting in the event they commit a breach of the peace at the meeting.

REIMBURSEMENT FOR BOARD MEMBER EXPENSES (revised 4/24/14)

Board members will be entitled to reimbursement for expenses they incur, in accordance with the following:

A. The Board shall not approve payment of an expense incurred by a Board member unless 1 or both of the following conditions are met:

(a) The Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred; or

(b) The expense is consistent with a policy adopted by the Board, by a majority vote of its members at a regular board meeting, establishing specific categories of reimbursable expenses and the Board, by a majority vote of its members at an open meeting which approves the reimbursement before it is actually paid

B. The Board approves an annual budget that includes an amount to cover Board member expenses. Expenses will be reimbursed only for actual and necessary expenses incurred by its Board members in the discharge of their official duties and in attending Board approved activities and functions. Board members are expected to exercise good judgment, and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the Academy.

C. In order to receive reimbursement, Board members must submit receipts detailing the amount and nature of each expense to the School Office at the Academy.

D. Board members traveling on Academy business must select a method of transportation that is reasonable and practical. Travel by automobile, with reimbursement based on mileage, is considered the most cost-effective for the Academy and therefore the preferred method for all travel within the State of Michigan. Board members choosing other methods of transportation will not be entitled to reimbursement for any additional expense above the mileage method unless the Board of Directors has pre-approved that different mode of transportation at an open meeting.

E. Mileage will be reimbursed at the current rate established by the Internal Revenue Service. Reimbursement at the IRS standard mileage rate is intended to cover all costs of operating the Board member's personal automobile, including gasoline, oil, insurance, repairs, etc. No additional reimbursement will be provided.

F. When attending a Board-approved conference, meeting, or workshop, all registration fees, parking, and mileage will be reimbursed.

G. Lodging may be reimbursed for conferences, meetings, or workshops that occur over 90 miles away from the Academy at a reasonable rate.

H. A meal will only be reimbursed if a Board member is conducting business on behalf of the Academy. Board members are expected to exercise good judgment to ensure that any amount submitted for reimbursement is reasonable and in the best interest of the Academy. In order to be reimbursed, a receipt and the following information must be included:

1. Cost (including tax and tip)

2. Date
3. Name and location of restaurant
4. Names, titles and business relationship of all persons attending
5. Business purpose
6. The itemized listing of purchases

I. No entertainment expenses, purchases of alcoholic beverages, jewelry, gifts, fees for golf or any item the purchase of or possession of which is illegal will be reimbursed.

ROLE OF THE BOARD (revised 4/13/16)

The Board is responsible for the development of policy and has contracted with an educational service provider (ESP) for management services, including the hiring and employing of a School Leader and Academy staff who shall carry out these policies.

ROLE OF THE SCHOOL LEADER (revised 5/11/17)

The School Leader shall serve as the administrative head of the Academy, in charge of both educational and business functions.

To ensure the safety and welfare of students while on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event and to exercise powers incidental or appropriate to the performance of functions related to educating students, the Board authorizes/recognizes that the School Leader or designee will enforce regulations and procedures necessary to prevent or mitigate actual or potential emergencies and threats to the safety of students, staff working at the Academy and visitors.

The School Leader or designee may exercise any power necessary, as granted and required by Michigan law, to educate students and maintain a safe and productive educational environment.

Communications with the Board

The School Leader shall keep the Board informed of Academy operations by contributing to the preparation of monthly Board agendas and by providing oral or written communication as necessary. The Board should be specifically informed in the event of the occurrence of any of the following:

1. Pending litigation
2. Serious injury or death that occurs on Academy grounds
3. Incidents involving drugs, weapons, alcohol or criminal sexual conduct on Academy grounds
4. Substantiated and documented cases of bullying
5. Fire, tornado, bomb threat, lockdowns or other emergency situations where local emergency services have must be called
6. Expulsion or long-term suspensions
7. Physical assaults against school personnel
8. Field trips high risk in nature, such as ski, overnight and out of the country field trips
9. Any media inquiry or an incident that has a probable likelihood of resulting in negative media attention
10. Serious bus accidents

11. FOIA Requests
12. Accusations of illegal action occurring on school grounds
13. Any other incidents specifically requested by the Board

Development of Administrative Procedures

The ESP and the School Leader shall design the procedures, required actions, and detailed arrangements under which the Academy will operate. These administrative procedures should be consistent with Federal and Michigan law, the Board Policies, and the Charter Contract.

The ESP and the School Leader have the authority and responsibility to implement the Board Policies and any administrative procedures.

A copy of the Board Policies, the Academy's administrative procedures and the Family/Student Handbook shall be a part of the Board's reference materials maintained in the Academy office and available for public viewing.

ACADEMY OPERATIONS

ACADEMY CREDIT CARD (approved 5/18/23)

The Board authorizes the use of Academy credit cards.

The authorization, handling and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. Credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the Academy and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The ESP shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

All purchases made with an Academy credit cards must comply with the Board's Purchasing Policy.

Any points, rewards, etc., earned by use of Academy credit cards are the property of the Academy and may only be used to benefit the Academy.

The School Leader shall be responsible for giving direction to and supervising staff use of Academy credit cards.

ANTI-BULLYING (revised 5/11/17)

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with law. Bullying is strictly prohibited. All students are protected under this policy while on Academy property, in an Academy vehicle, at any Academy–sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunications access device.

A. Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

    1. Substantially interfering with educational opportunities, benefits or programs.

2. Adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a student's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

B. Bullying is equally prohibited without regard to its subject matter or motivating animus.

C. All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student handbook.

D. The School Leader shall be responsible for establishing procedures for the effective implementation of this policy.

E. Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the School Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the School Leader should be filed directly with the ESP. Each complaint of bullying shall be investigated by the School Leader in a prompt, thorough and impartial manner.

F. A staff member, school volunteer, student, or parent/guardian who promptly reports in good faith an act of bullying to the School Leader and who makes that report in compliance with these procedures is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

G. The School Leader shall report the occurrence of a bullying incident to the parents or legal guardians of all students involved. The notification shall be via e-mail, telephone, personal conference and/or in writing and all notifications shall be documented. All parent notifications shall be done consistent with student privacy rights under FERPA regulations.

H. The Academy shall maintain documentation of investigations regarding bullying incidents including discipline and referrals. The Academy shall report all verified incidents of bullying, and resulting consequences, to the Academy Board on an annual basis. The highest level of confidentiality shall be maintained when submitting reports of bullying incidents.

I. The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. Retaliation and submitting an intentionally false report may result in disciplinary action ranging from positive behavioral interventions up to and including suspension or expulsion. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

J. "Restorative Practices" will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by student's misconduct.

K. The Academy shall report incidents of bullying to the State on an annual basis according to the form and procedures established by the State.

L. If the Board amends or modifies the anti-bullying policy then it shall submit a copy of the modified policy to the State within 30 days of adopting the modification.

ANTI-HARASSMENT (approved 5/29/25)

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and gender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal and State civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is so severe or pervasive that it limits or denies a student's or staff member's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

Once the Academy knows or reasonably should know of possible harassment, it must take prompt and effective action to investigate or otherwise determine what occurred, end the harassment, eliminate the hostile environment and prevent its recurrence.

APPLICATION AND ENROLLMENT OF STUDENTS (revised 4/13/16)

Enrollment of students will be completed in accordance with the charter contract and applicable law. The Academy reserves the right not to accept a student for enrollment and attendance if the student has previously been expelled or suspended from a previous school

for any reason or if at any time before enrolling has been convicted of a felony as allowed by Michigan law.

BLOOD-BORNE PATHOGENS (revised 4/24/14)

The Board of Directors seeks to protect those staff members and volunteers who may be exposed to blood-borne pathogens and other potentially infectious materials in the performance of their duties.

A. A Bloodborne Pathogen Exposure Control Plan has been developed by the ESP to limit and/or prevent the risk of occupational exposure to blood and other infectious body fluids and the transmission of blood-borne disease.

B. The School Leader is directed to implement administrative procedures, which will:

1. Identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
2. Provide for inoculation of the Hepatitis B vaccine at no cost to the staff member, upon request, and in accordance with federally-mandated scheduling;
3. Ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
4. Establish appropriate procedures for the reporting, evaluation and follow-up to any and all incidents of exposure; and
5. Provide for recordkeeping of all of the above which complies with both federal and state laws.

BUDGET (approved 4/24/14, revised 4/16/20)

The ESP and the School Leader shall present a proposed budget and/or analysis to the Board and hold a public hearing prior to the adoption of the budget. The annual budget adopted by the Board represents the allocation of resources required to operate the Academy. The Board places the responsibility of administering the budget, once adopted, with the ESP.

Budget Preparation and Amendment

A. The Board has fiscal responsibility to safeguard the financial interests of the Academy. The annual budget is a financial expression of the Academy's operating plan. Its preparation is, therefore, one of the most important functions performed by the Academy Board. The budget shall be designed to carry out that plan in a thorough and efficient manner. The ESP and the School Leader shall present a proposed budget and/or analysis to the Board for their review. The Board shall review the analysis of the proposed budget prior to its adoption. Once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

B. In order to allow adequate time for the preparation and review of the proposed budget, the Board directs the ESP to present budget assumptions to the Board at least 30 days before adoption of the subsequent years budget, or as outlined in the ESP agreement.

C. When presented for review, the ESP will follow the Uniform Budget & Accounting Act that dictates what information should be included. In short, for the original budget adoption, the 2 most recent

years and subsequent year will be shown by function code. For subsequent budgets in the same fiscal year, any prior adopted budgets will be presented by function code.

D. When funds allocated to a major function are insufficient for a proposed expenditure, the Board may, by an amendment resolution, transfer funds to that function from another function. However, the ESP and School Leader shall determine that the necessary surplus funds do exist in the other function and the proposed expenditure is educationally warranted in the current fiscal year.

Budget Adoption

The annual budget adopted by the Board represents the allocation of resources required to operate the Academy. The final adoption of the proposed annual budget shall be made by the Board after the completion of the public hearing, but no later than June 30th. The public budget hearing will be conducted in accordance with the law.

Budget Implementation

A. The Board places the responsibility of administering the budget, once adopted, with the ESP. The ESP shall keep the Board informed as to problems or concerns as the budget is being implemented.

B. The ESP and School Leader shall be authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

C. Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the Academy.

D. If, during the fiscal year, it appears to the ESP that actual revenues are significantly less than estimated revenues, including the available equity upon which then appropriations from the fund were based, the ESP shall present to the Board recommended amendments in alignment with the General Appropriations Act that will prevent expenditures from exceeding revenues. Such recommendations shall be in accordance with requirements of the law and provisions of negotiated agreements.

CHILD ABUSE AND NEGLECT

It is the policy of the Academy to comply in all respects with the Michigan Child Protection Law.

A. The Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Human Services (DHS).

B. Any staff member working at the Academy who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately make a report. Any staff member shall cooperate fully with state and law enforcement agencies in the investigation of reports of suspected child abuse or neglect.

C. Mandated reporters include:
   1. Psychologists
   2. Social workers
   3. School administrators
   4. School counselors; and
   5. Teachers

D. No person can or should interfere with an effort to file a report of abuse/neglect filed by a mandatory reporter.

E. There is no liability for making a report, even if later proven unsubstantiated, as long as the report was made in the good faith belief of possible child abuse or neglect.

F. Staff cannot be dismissed or penalized for making a report required by the Child Protection Law or for cooperating in an investigation.

G. Academy personnel should cooperate fully with Child Protective Services (CPS), Department of Human Services (DHS) and other governmental agencies.

H. The CPS/DHS investigator will determine if or when the parents/guardians are notified. The Academy should NOT otherwise notify parents/guardians. The CPS/DHS investigator also decides whether Academy personnel will be permitted to be present in the room during the student's questioning.

COMMUNICABLE DISEASES

The Academy will cooperate with the local County Health Department to enforce and adhere to the Michigan Public Health Code for the prevention, control and containment of communicable diseases.

The Academy will cooperate with the local County Health Department to enforce and adhere to the Michigan Public Health Code for the prevention, control and containment of communicable diseases. All reportable communicable diseases shall be referred to the County Health Department.

Protocol for Communicable Diseases Known to Spread by Casual Contact:

A. The School Leader or his/her designee has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms that person of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. The teacher may remove from the classroom and the School Leader may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease. Such a student or staff member shall be excluded until their physician approves school attendance or the condition is no longer considered contagious.

B. Irrespective of the disease presence, routine procedures shall be posted and used and adequate sanitation facilities and equipment shall be available for handling blood or body fluids within the

school setting. All district personnel shall be trained in the proper procedures for handling blood and body fluids and should adhere to these procedures.

C. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information identifying individual students or employees, is shared with anyone, the parent or guardian of the student or the affected staff member's permission shall be contacted. If permission is not received and the School Leader or his/her designee has determined that a medical risk exists, a Need To Know review may be established.

Protocol for Communicable Diseases Known Not to Spread by Casual Contact:

A. When medical risk has been identified and the public health officer informs the Academy that a student/staff member is known to have a communicable disease or infection that is known **not** to be spread by casual contact, i.e. A.I.D.S., Hepatitis B and other like diseases, the School Leader will convene the review panel. When the review panel is assembled, the public health officer or designee will disclose the identity of the affected student or staff member to panel members. The Academy may not identify the student/staff member to any individuals.

B. When a student, parent, or staff member discloses having a communicable disease **not** known to be spread by casual contact:

1. Any staff member that receives information from a reliable and qualified source that a student/staff member has a disease known not to be spread by casual contact shall inform only the School Leader.
2. Upon receiving such information, the School Leader will contact the parents/guardians, or staff member to receive permission to release the individual medical information to the review panel.
3. If permission is not received and the School Leader determines that there is a need to assemble the panel to protect the health and safety of others, the School Leader will convene the panel without parental/staff member permission.

C. Membership of the Review Panel is as follows:

1. The physician treating the individual.
2. A health official designated by the local county health department who is familiar with the disease.
3. A child/employee advocate approved by the infected person or parent/guardian.
4. An Academy representative familiar with the child's behavior in the school setting or the staff member's work situation as identified by the Board.
5. Either the parents/guardians of the child, student if over 18, employee, or their representative.
6. An Academy administrator.
7. A representative of the Academy will assign a stenographer to record the proceedings.
8. A representative of the Academy will designate the chair of the panel. The chair is responsible for assuring a due process hearing that is fair and just. The chair shall ensure an impartial hearing for all interests concerned.
9. A representative of the Academy will be present during the testimony process but will be excused when the panel is deliberating towards the "Proposal for Decision".
10. The chair of the review panel will designate the panel member who will write the "Proposal for Decision."

D. If the above individual with a disease or infection **not** spread by casual contact is a student who has been determined to be handicapped pursuant to the administrative rules for special education, or is suspected of being physically or otherwise health impaired, the protocol for special education students shall be followed.

E. Mandatory screening of communicable diseases that are known **not** to be spread by casual contact is not warranted as a condition for school entry, for employment, or continued employment.

F. A.I.D.S.

Decisions regarding the type of educational and care-setting for HTLV-III/LAV-infected children shall be based on the behavior, neurological development, and physical condition of the child and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the child's physician, public health personnel, the child's parent or guardian, and the personnel associated with the proposed care of educational setting. In each case, risks and benefits to both the infected child and to others in the setting shall be weighed.

Michigan law, MCL 333.5131, requires that all reports, records, and data pertaining to testing, case, treatment, reporting and research and information that are associated with the serious communicable diseases or infections or HIV infection and acquired immunodeficiency syndrome, are confidential. A person shall release reports, records, data and information regarding serious communicable diseases or infections of HIV or AIDS only in accordance with state law requirements.

The test results of a test for HIV infection or AIDS, and the fact that such test was ordered is information that is subject to the revised judicature act of 1961, MCL 600.2157.

The disclosure of information pertaining to HIV infection or AIDS in response to a court order and subpoena is limited to only the following cases and is subject to all of the following restrictions:

1. A court that is petitioned for an order to disclose the information shall determine both of the following:
   a. That other ways of obtaining the information are not available or would not be effective.
   b. That the public interest and need for the disclosure outweigh the potential for injury to the patient.

2. If a court issues an order for the disclosure of the information, the order shall do all of the following:
   a. Limit disclosure to those parts of the patient's record that are determined by the court to be essential to fulfill the objective of the order.
   b. Limit disclosure to those persons whose need for the information is the basis for the order.
   c. Include such other measures as considered necessary by the court to limit disclosure for the protection of the patient.

3. The confidentiality provision in paragraph 2 of this policy does not apply to the following:
   a. Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the information is disclosed to the department, a local health department, or other health care provider for one (1) or more of the following purposes:

1. To protect the health of the individual.
2. To prevent further transmission of HIV.
3. To diagnose and care for a patient.

b. Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the information is disclosed by an authorized representative of the department or by a local health officer to a staff member of the Academy, and if the department representative or local health officer determines that the disclosure is necessary to prevent a reasonably foreseeable risk of transmission of HIV to students in the Academy. A staff member of the Academy to whom information is disclosed under this subdivision is subject to the confidentiality provision in paragraph 2.

c. Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the information is expressly authorized in writing by the individual. This exception applies only if the written authorization is specific to HIV infection or acquired immunodeficiency syndrome. If the individual is a minor or incapacitated, the written authorization may be executed by the parent or legal guardian of the individual.

4. A person who releases the results of an HIV test or other information within the limited exceptions above is immune from civil or criminal liability and administrative penalties, including, but not limited to, licensure sanctions, for the release of that information.

5. A person who discloses information listed above shall not identify the individual to whom the information pertains, unless the identifying information is determined by the person making the disclosure to be reasonably necessary to prevent a foreseeable risk of transmission of HIV. This restriction does not apply if the disclosure information is expressly authorized by the individual or in the case of a minor, written authorization by a parent or legal guardian; as part of a report required under Michigan's Child Protection Law, MCL 722.621 *et seq*.

6. A person who violates MCL 333.5131 is guilty of a misdemeanor, punishable by imprisonment for not more than one year, or a fine of not more than $5,000, or both, and is liable in a civil action for actual damages or $1,000, whichever is greater and costs and reasonable attorney fees.

FUNDRAISING (approved 6/13/24)

The Board recognizes that Academy sponsored fundraising activities are used by the Academy and students to support Academy related programs, activities and organizations.

Student fundraising activities are activities supported by the Academy involving the collection of funds by students, on or off Academy premises, in support of Academy classes, groups, teams, or programs. It may include the sale of goods or services, the solicitation of monetary contributions, or other lawful means to generate funds. All student fundraisers are to be reviewed and approved by the School Leader.

No instructional time is to be used to plan, conduct, assess, and manage the fundraising activity, unless the activity is part of an approved course of study.

Crowdfunding

Crowdfunding refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

Academy sponsored crowdfunding activities aimed at raising funds for a specific classroom or academy activity, including extracurricular activities, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific written pre-approval of the School Leader.

All approved crowdfunding activities must protect the privacy of students in accordance with Academy policies and FERPA.

Use of the name, logo, or any assets of the Academy, including, but not limited to facilities, technology, or communication networks, for fundraising and crowdfunding activities is prohibited without the specific written permission of the School Leader.

DEPOSIT POLICY (revised 4/24/14)

As provided by Section 1221 of the Revised School Code (MCL 380.1221), the Treasurer of the Board is required to deposit the funds of the Academy in a financial institution or in an investment authorized by Section 1223 of the Revised School Code. The Treasurer may delegate to the Educational Service Provider the responsibility for making such deposits in a timely manner in the account(s) identified by the Board.

EQUAL ACCESS FOR STUDENT CLUBS AND ACTIVITIES NOT SPONSORED BY THE ACADEMY; LIMITED OPEN FORUM

In accordance with the federal Equal Access Act, 20 USC 4071 et seq., and MCL 380.1299, a student club or group of students in grades 7 to 12 not sponsored by the Academy may apply for permission to meet on Academy premises during non-instructional time.

A. Permission to meet on Academy premises during non-instructional time shall be granted to a student club or group of students in grades 7 to 12 not sponsored by the Academy if the School Leader determines that:

    1. The activity has been initiated by students;
    2. Attendance at the meeting is voluntary;
    3. No agent or employee of the Academy will promote, lead, or participate in the meeting;
    4. The meeting will not materially and substantially interfere with the orderly conduct of instructional activities at the Academy;
    5. Persons not affiliated with the Academy will not direct, conduct, control, or regularly attend the activity.

B. A student-initiated group not sponsored by the Academy that is granted permission to meet on Academy premises shall be provided the same rights and access and shall be subject to the same

administrative procedures that govern the meetings of student organizations sponsored by this Board, except as provided by this policy.

C. A professional staff member may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

D. The School Leader may take such actions as may be necessary to maintain order and discipline on Academy premises and to protect the safety and well-being of students and staff members.

TITLE I- PARENTAL AND FAMILY ENGAGEMENT; RIGHT TO KNOW (approved 6/13/24, revised 5/14/26)

The Board of Directors has elected to provide for the needs of educationally disadvantaged students by using federal funds available under Title I of the Elementary and Secondary School Improvement Act of 1965, as amended by the Every Student Succeeds Act.

In accordance with Title I of the Elementary and Secondary School Improvement Act of 1965, Section 1116, parents will be involved in the design, implementation and evaluation of educational programs at the Academy supported by Title I funds. In furtherance of this goal, the Academy shall do the following:

A. Conduct outreach to all parents and families and involve them in an organized, ongoing and timely way in the planning, reviewing, and improvement of Title I programs, including the development, review, and improvement of the Parent and Family Engagement Plan and the Schoolwide Program Plan. The Academy will distribute a copy of the written Parent and Family Engagement Plan to all parents and family members annually.

B. Provide information to each individual parent on their child's level of academic achievement on the State's assessments.

C. Educate staff in the value and utility of parents' contributions, in how to reach out to, and communicate with, and work with parents as equal partners, to coordinate and implement parental involvement programs, and to build relationships between the parents and the school.

D. Provide materials and training to help parents work with their children to foster parental involvement and to improve their children's academic achievement.

E. Establish effective two-way communication; connecting students and families with community organizations that provide education enrichment and support, and providing parents/guardians with opportunities for input into their child's education.

F. Ensure that parents/guardians of a student enrolled in the Academy have the opportunity to review the curriculum, text books and teaching materials of the Academy at a reasonable time and place, and in a reasonable manner.

G. Permit parents/guardians, to observe instructional activity in a class or course in which the student is enrolled in accordance with procedures set by the School Leader. These observations are subject to reasonable restrictions, controls and limits.

H. Convene an Annual Title I Meeting to which parents of students participating in the Title I program are invited and informed of the program and their right to be informed. The Academy will offer flexible scheduling to encourage attendance. This will occur every school year within the first six weeks of the start of school.

I. Develop jointly with parents of students served under Title I, Part A, a school-parent compact. This written agreement will identify the activities that parents, the Academy and the students agree to undertake in their shared responsibility to improve student academy achievement and thus, achieve the State's high academic standards. This compact shall be discussed during parent-teacher conferences and reviewed annually.

J. Conduct an annual evaluation of the content and effectiveness of the parent and family engagement plan.

K. Provide opportunities for parents to become actively involved in decision-making and advocacy, such as volunteer opportunities, parent-teacher conferences, parent teacher organizations, surveys, etc.

L. Ensure that if the Schoolwide Program Plan is not satisfactory to parents of participating students, that they have appropriate opportunities to provide feedback to the Academy.

In addition to the above, the School Leader will help set expectations and create a climate conducive to parental participation.

The notices and information shall be provided in a format, and to the extent possible, in a language that parents/guardians can understand.

ESP COMPLIANCE WITH APPLICABLE LAW (revised 4/13/16)

The Academy has entered into a Management Agreement with an ESP to, in part, provide and employ all personnel necessary for the operation of the Academy.

The terms and conditions of employment of persons assigned to the Academy shall meet the requirements of all applicable Federal and Michigan employment and discrimination laws, including but not limited to the following:

A. Title VII of the Civil Rights Act of 1964, 42 USC §2000e, *et seq*.
B. Age Discrimination in Employment Act of 1967, as amended, 29 USC §621, *et seq*.
C. Americans with Disabilities Act, as amended by the ADAAA of 2008, 42 USC §12101, *et seq*.
D. Section 504 of the Rehabilitation Act of 1973
E. Title IX of the Education Amendments Act of 1972, 20 USC §1701, *et seq*.
F. Family Medical Leave Act of 1993, 29 USC §2601, *et seq*.
G. Michigan's Elliott-Larsen Civil Rights Act, MCL 37.2201, *et seq*.
H. Michigan's Persons with Disabilities Act, MCL 37.1101, *et seq*.
I. Criminal History & Unprofessional Conduct Checks, MCL 380.1230, *et seq*.
J. Student Safety Legislation, MCL 380.1230(a)-(h)
K. Health Insurance Portability and Accountability Act of 1996, 42 USC §1320d *et seq.*

The Academy, upon the request of the ESP, will post any notices requested by the ESP in order for the ESP to meet its obligations as an employer under these laws.

FAMILY AND MEDICAL LEAVE ACT (approved 4/16/15)

The Academy will post notices as may be requested by the ESP in order to assist the ESP in complying with the federal Family and Medical Leave Act.

HEALTH EDUCATION (revised 6/13/24)

The Board of Directors, in compliance with State law, has adopted an appropriate program of health education, which will prepare students to maintain good health and enable them to adapt to changing health problems of our society. As required, the Academy offers instruction about dangerous communicable diseases, including HIV/AIDS. All health education curriculums shall be developed in accordance with applicable law and guidance which may be provided, from time to time, by the Michigan Department of Education. No person shall dispense or otherwise distribute in a School or on School property a family planning drug or device. Board members, school officials, employees of the district or other persons are prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

HIPAA (approved 4/16/15)

The Academy will post notices as may be requested by the ESP in order to assist the ESP in complying with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

HOMELESS STUDENTS (revised 4/13/16)

The Board and Academy are committed to identifying children and youth who meet the definition of "homeless" under federal law. These children will be provided a free and appropriate education in the same manner as all other students of the Academy, with no distinction being made based on their homeless status. No homeless student will be denied enrollment based on a lack of required enrollment information. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

The Board will appoint a Liaison for Homeless Children who will perform the duties as required under the law. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

IMMUNIZATIONS (revised 5/14/26)

The Board of Directors believes that immunization is one of the most cost-effective measures to protect children from vaccine-preventable diseases. Accordingly, the Board requires that all

students be properly immunized at the time of registration or not later than the first day of school pursuant to the regulations of the State Health Department.

A. Immunization is considered one of the most cost-effective measures to protect children from vaccine-preventable diseases. Accordingly, the Academy requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the regulations of the State Health Department.

B. Current students who do not meet the immunization requirements on the opening day of school shall be admitted conditionally by the School Leader. Transfer students shall not be admitted without proof of immunization as required by the State.

C. There are three (3) circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify that contraindication, the vaccines involved and the timeframe the student is not able to get the vaccine.
2. The parents/guardians hold religious or philosophical beliefs against receiving a vaccination. The parents/guardians must submit a non-medical waiver to that effect following the guidelines set by the local county health department
3. The student has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet, i.e., the student is on provisional status. Academies must follow up to ensure the student has received the required follow up doses.

D. No student shall be permitted to remain in school for more than thirty (30) days unless the student presents written evidence that he/she has been immunized by a method of immunization approved by the Department of Health; is in the process of being immunized; or has requested in writing a medical or religious exemption waiver (form available in the school office).

E. The Academy must report to the local health department on the status of immunizations for all new entrants and all 7th grade students by November 1st and February 1st of each school year.

INVESTMENTS (revised 4/16/20)

The Treasurer in conjunction with the Education Service Provider is authorized to make investments of available monies in accordance with applicable law including MCL 380.1223.

The Academy Board authorizes the Treasurer of the Board in conjunction with the ESP to make investments of available monies from the several funds of the Academy in:

A. Bonds, bills, or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the State;

B. Certificates of deposit issued by a state or nationally-chartered bank or a state or federally-chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office in Michigan under Michigan and Federal laws;

C. Certificates of deposit of a public corporation(s) (CDs) in insured depository institutions in accordance with the following conditions:

1. the funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this State under MCL 21.146;
2. the financial institution arranges for the investment of the funds in certificates of deposit in one or more insured depository institutions, as defined in 12 U.S.C.§ 1813, or one or more insured credit unions, as defined in 12U.S.C. § 1752, for the account of the Academy;
3. the full amount of the principal and any accrued interest if each certificate of deposit is insured by an agency of the United States;
4. the financial institution acts as custodian for the Academy with respect to each certificate of deposit; and
5. at the same time that the funds are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions equal to or greater than the amount of the funds initially invested by the Academy through the financial institution

D. Commercial paper rated prime 1 or prime 2 at the time of purchase and maturing not more than 270 days after the date of purchase;

E. Securities issued or guaranteed by agencies or instrumentalities of the United States government;

F. United States government or federal agency obligation repurchase agreements;

G. Bankers' acceptances issued by a bank that is a member of the federal deposit insurance corporation;

H. Mutual funds composed entirely of investment vehicles that are legal for direct investment by a school district;

I. Investment pools, as authorized by the Surplus Funds Investment Pool Act, Act 367 of 1982, being sections 129.11 to 129.118 of the Michigan Compiled Laws, composed entirely of instruments that are legal for direct investment by an Academy.

When there is a possibility that interest changes could adversely affect the fair value of an Academy's investment, as determined under the Generally Accepted Accounting Principles (GAAP) standards, the following method(s) will be used to assess and control such risks:

A. segmented timed distribution
B. specific identification
C. weighted average maturity
D. duration
E. simulation model

These methods shall be implemented as defined by the Government Accountability Standards Board. The Board may apply different methods to different investments.

Investments in U.S. Treasury securities and those other securities completely guaranteed by the Treasury as to payment of School Leader and interest may be purchased in any dollar amount or up to 100% of the available reserves.

Investments in securities shall be with authorized investment institutions and dealers that must establish eligibility by meeting all of the following requirements:

A. primary and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule)
B. capital of no less than $10,000,000
C. registered as a dealer under the Securities and Exchange Act of 1934
D. a member of the National Association of Securities Dealers (NADS)
E. registered to sell securities in Michigan
F. the firm and assigned broker have been engaged in the business of effecting transactions in United States government and agency obligations for at least five (5) years

J. An obligation purchase in accordance with section 380.1223(2), when received by the ESP, shall be deposited with the bank or trust company having the deposit of the money of the particular fund from which the obligation was purchased.

K. Money in the several funds of the Academy shall not be commingled for the purpose of making an investment authorized by section 380.1223. The Board, however, may establish and maintain one common debt retirement fund for bond issues of like character.

L. Earnings on an investment shall become part of the fund from which the investment was made.

M. Funds of the Board may be withdrawn from approved public depositories or negotiable instruments owned by the Board and sold before maturity at the sole discretion of the Treasurer acting within the law.

AUTOMATIC CLEARING HOUSE (ACH)/ELECTRONIC FUND TRANSFER (EFT)

A. Annually the Board may adopt a resolution at its annual organizational meeting, authorizing electronic transactions and the Treasurer or other signatory or designee, as the authorized agent, to complete such transactions on behalf of the Board. The Automatic Clearing House (ACH) authorizing resolution shall include all of the following:

1. That an officer or employee designated by the Treasurer or signatory is responsible for the Academy's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy;
2. That the officer or employee responsible for disbursement of funds shall submit to the Academy documentation detailing the goods and services purchased; the cost of the good or services; the date of the payment; and the department levels serviced by the payment. This report can be contained in the electronic general ledger software system of the Academy or in a separate report to the Board;
3. A system of internal accounting controls to monitor the use of ACH transactions made by the local unit;
4. The approval of ACH invoices before payment; and

5. Any other matters the Treasurer or signatory considers necessary.

EVERY STUDENT SUCCEEDS ACT (revised 4/13/16)

The Academy will comply with all aspects of the Every Student Succeeds Act 2015 ("ESSA").

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (revised 6/13/24)

It is the policy of the Board of Directors that no applicant for admission, student or parent shall, on the basis of race, color, ethnicity, national origin, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against, excluded from participation in or denied the benefits of any program, activity or service for which the Board is responsible. Race is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles, such as braids, locks and twists.

A. The Board and the School Leader will ensure Academy compliance with all federal and state statutes, including the Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq*., and regulations concerning nondiscrimination.

B. In fulfillment of these responsibilities, the Board shall appoint two Civil Rights Representatives/Compliance Officers – one male and one female. One of these officers may also serve as the Title IX Coordinator.

C. The School Leader shall:

1. Publish and post required notices concerning nondiscrimination under Title II, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973;
2. Develop and publish procedural safeguards; and
3. Develop and publish a procedure for addressing complaints of discrimination.

ON-LINE/BLENDED LEARNING (revised 4/24/14)

It is the policy of the Academy to offer on-line instructional programs or blended learning opportunities to eligible students. The Academy shall notify eligible students and parents/guardians of these opportunities.

ARTIFICIAL INTELLIGENCE (approved 6/13/24, revised 5/14/26)

Artificial intelligence (AI) is the process by which machines simulate human intelligence and it includes such applications as natural language processing (e.g., Chat GPT), speech recognition, decision making, problem solving, etc.

Under appropriate circumstances, these applications can supplement traditional learning methods. The Academy administration should establish situations where these applications are permitted. Some uses that may be considered include:

1. Research assistance
2. Data analysis
3. Language translation
4. Writing assistance
5. Accessibility

The use of artificial intelligence tools to create school work and represent it as one's own is a form of plagiarism.

PESTICIDE INFORMATION

The Academy will notify parents/guardians in advance of pesticide applications unless an emergency exists. Notice will be in accordance with federal and state law.

A. The Academy will maintain an effective pest control program in order to control pest populations and to reduce the use of active pesticides throughout the school by implementing an Integrated Pest Management Program. The Academy shall have a contract in place with a commercial applicator, which is properly licensed.

B. The Integrated Pest Management Program shall include all of the following elements:

    1. The following practices and principles:

        a. Site evaluation, including site description, inspection and monitoring.
        b. Consideration of the relationship between pest biology and pest management methods.
        c. Consideration of all available pest management methods, including population reduction techniques, such as mechanical, biological and chemical techniques and pest prevention techniques, such as habitat modification.
        d. Pest control method selection, including consideration of impact on human health and environment.
        e. Continual evaluation of the integrated pest management program to determine the program's effectiveness and the need for program modification.

2. Record keeping which shall be maintained by the applicator with copies to each school and which shall include all of the following:

    a. The site address and dates of service
    b. The target pest or pests
    c. The inspection report, including the number of pests found or reported, and the conditions conducive to pest infestation.
    d. The pest management recommendations by the applicator, such as structural or habitat modification.
    e. The structural or habitat modification or other measures that were initiated as a part of the pest management program.
    f. The name of the pesticide or pesticides used.
    g. Quantity of pesticide or pesticides used.
    h. The location of the area or room or rooms where pesticides were applied.
    i. The name of the applicator.
    j. The name of the pest control firm, if a firm is used with an emergency telephone number.

3. With respect to a commercial applicator, provision of the following information to the Academy:

    a. The integrated pest management program and initial service inspection record, which shall be provided at the time of initial service or made available electronically within 48 hours.
    b. A record that includes the information specified in the above section (2), which shall be provided at the completion of the service call or made available electronically within 48 hours.

4. The Academy shall post all signs required by state law.

C. The health and safety of all persons within the Academy's facilities are of primary concern. The Academy shall take precaution and implement housekeeping procedures which will reduce the risk of pest infestation on school grounds. The Academy is further encouraged to perform locker cleanouts periodically to reduce the attraction of pests to food crumbs, etc.

D. The following provisions shall be complied with before any pesticide applications are made on academy property:

1. A pesticide operator shall have participated in a verifiable training program which is approved by CS Partners and the Academy, which includes all integrated pest management elements outlined in the law.
2. A verifiable integrated pest management program shall be in place for each Academy property.

E. The Academy shall provide annual written notification to student parents/guardians of the right to be informed before any pesticide applications are made on Academy property. Such written notification shall be made within thirty (30) days of the beginning of each school year. This notice should be provided in the Family/Student Handbook at the beginning of the school year.

F. The notification shall also state that in the case of an emergency, pesticides may be applied without prior notice, but that those parents/guardians who request notification will be notified of the emergency application as soon as practical.

G. The annual notification must specify two (2) methods by which advance notice of the pesticide application will be given at least 48 hours before the application. The first method requires the posting of a notice at the Academy entrances. The second method must be one of the following:

1. posting a notice in a common area, other than an entrance;
2. e-mail;
3. telephone call with direct contact with parent/guardian, or a message recorded on an answering machine;
4. written notice that is provided to students for delivery to parents/guardians; or
5. posting a notice on the Academy website

H. If the parents/guardians have made a request, they are entitled to also receive written notification by first-class US mail postmarked at least three (3) days before the application.

I. The Academy must inform parents/guardians that they may review the Academy's integrated pest management program and records on any pesticide applications.

J. The Academy must provide the name, phone number and e-mail address, if applicable, of the person at the Academy responsible for pesticide application procedures.

K. An advance notice of pesticide application should contain all of the following information:

1. statement that a pesticide is expected to be applied;
2. the target pests;
3. the approximate location of the application;
4. date of the application;
5. the name, telephone number and e-mail address, if available, of contact person at the Academy responsible for maintaining records; and
6. toll-free telephone number for a national pesticide information center recognized by the Michigan Department of Agriculture (MDA).

L. Liquid spray or aerosol insecticide applications shall not be made in a classroom unless the room will be unoccupied by students for not less than four (4) hours after the application or unless the product label requires a longer reentry period. The Academy shall be notified of the reentry restrictions by the applicator.

M. During the months the Academy is not in session, a message notification system such as voice mail may be used that parents/guardians can access at least one day prior to application. If a voice mail system is used, parents/guardians must be advised of the telephone number where the information can be obtained.

PHYSICAL EDUCATION

It is the policy of the Academy to provide opportunities for students to participate in a quality physical education program and other health-enhancing physical activity consistent with the State Board's Policy on Quality Physical Education

PLAYGROUND SAFETY

The Academy shall ensure that the purchase, assembly, maintenance and repair of all new and/or existing playground equipment, whether done by Academy staff or outside contractors, follows standards as required by state law.

A. The School Leader shall ensure that all playground equipment owned and operated by the Academy is maintained and repaired according to the standards required by state law.

B. The School Leader shall maintain a log of all required inspections and repairs done by Academy staff or outside contractors.

POST SECONDARY ENROLLMENT OPTIONS (approved 4/24/14)

It is the policy of the Academy to support opportunities for students to receive postsecondary credit under the Postsecondary Options Act, Public Act 160 of 1996, while enrolled in secondary education. The Academy shall notify eligible students and their parents/guardians of these opportunities in the student handbook.

PUBLIC RECORDS / MICHIGAN FREEDOM OF INFORMATION ACT (revised 4/16/15)

In accordance with the Freedom of Information Act (FOIA), MCL 15.231 et seq., the Academy will make public records accessible as required by law.

A. The Academy will make public records accessible to individuals, corporations, partnerships, firms, organizations, news media, or associations in accordance with the Freedom of Information Act (FOIA), MCL 15.231 *et seq*. "Public record" refers to recorded information maintained or kept by, or in the possession of, the Academy. Certain records are, however, exempt from disclosure.

B. At the annual organizational meeting, the Board shall designate a FOIA coordinator, who shall have the responsibility for approving or denying requests made under the FOIA. Denial of such requests is subject to appeal to the Board or judicial review in the local County Circuit Court under Section 10 of the FOIA.

C. Reasonable requests to review or obtain copies of the Academy's public records must be submitted in writing and contain sufficient details to enable the Academy to locate the records. The records will be made available in the form in which the Academy has compiled the data.

D. A labor and materials fee is computed and charged for the preparation and delivery of the response, in accordance with the FOIA. The Academy's reasonable duplication fee for this school year is 10 cents per page. The Academy may waive the fee.

E. The Academy may require a 50% good faith deposit of the costs prior to complying with the FOIA request If the anticipated total cost will exceed $50.00.

F. The Academy shall post a written public summary of the specific procedures and guidelines to implement FOIA on its website. Free copies of this summary will also be publicly available to visitors to the Academy.

PURCHASING (revised 5/18/23)

The Academy will follow purchasing practices in accordance with applicable law, including MCL 380.1274, 380.1267, 15.321 and 18.1268

The purpose of this Policy is to provide guidance for purchasing at the Academy in a manner that will:

1. Ensure the best possible price and quality to meet student needs; and
2. Ensure compliance with state law and Board policy.

This policy applies to the purchase of supplies, materials, and equipment.

The Chief Administrative Officer has the final authority in ensuring funds are expended and managed according to the budget and Board policy. Part of this responsibility may be delegated to the School Leader, other Academy staff or the Educational Service Provider (ESP), and they will be held accountable for following purchasing procedures.

All purchasing must be completed in accordance with applicable conflict of interest laws.

All purchases are subject to administrative approval and Academy staff may be held accountable for failure to follow appropriate procedures. It is improper for anyone to incur purchasing obligations on behalf of the Academy without the proper approval process.

Before making a purchase, the School Leader shall determine whether the proposed purchase is subject to bid, whether sufficient funds have been allocated in the budget, and whether the material might be available elsewhere in the Academy.

A. Before making any purchases, all vendors will be verified against the suspended and debarred list maintained by the State of Michigan.

B. For purposes of this policy, the Academy may give a preference to a Michigan based business when awarding a contract under this policy. This policy may provide a preference based on the status of the primary contractor as a Michigan based business or based on the status of one or more subcontractors of the primary contractor as a Michigan based business, or both. A Michigan-based business means a business that would qualify for Michigan preference for procurement contracts under MCL 18.1268. This geographical preference shall not apply to contracts paid with Federal funds and shall not be inconsistent with federal statutes and regulations.

C. In the event of an emergency situation, normal purchasing requirements can be waived assuming compliance was not possible and the purchaser acted in good faith. An emergency situation is one in which immediate action is required in order to protect life, health, welfare and safety of students and staff or to preserve valuable property. The ESP is authorized to make emergency purchases, without prior approval, of supply, materials, equipment, and services needed to keep the Academy in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

D. The Educational Service Provider is authorized to purchase all items within budget allocations in accordance with the requirement of this policy. The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase

    1. was not contemplated during the budgeting process;

2. exceeds the line item by 10%;

E. The ESP, Board members and Academy staff shall not accept any gifts or favors from vendors and/or suppliers which might, in any way, influence their recommendations on eventual purchasing decisions.

Minor Purchases
For purchases with a total value of $10,000 or less, the purchaser is expected to use his or her best judgment to obtain the best price, but will not be required to produce multiple quotes unless the effort required is small and the potential savings significant.

Major Purchases
A. For purchases with a total value of more than $10,000 up to the competitive bid threshold as adjusted annually by the Michigan Department of Education (MDE), the purchaser will be required to produce evidence of price competition. Ordinarily, three quotations from major suppliers should be obtained.

B. The Board should be notified of these purchases.

C. The following may be evidence of price competition:

1. Written quotations from vendors;
2. Catalog prices taking into account any discounts the Academy may be entitled to receive;
3. Reliance on bids taken by other governmental or non-profit organizations, i.e., the State of Michigan; and
4. Price quotations obtained by phone with proper documentation.

Competitive Bidding (No Sealed Bids)
<u>Supplies, Materials and Equipment Purchases</u>

A. As required by Michigan law, the purchase of supplies, material and equipment in a single transaction exceeding the competitive bid threshold, as adjusted annually by the Michigan Department of Education, shall require competitive bids and approval by the Academy Board of Directors.

B. When competitive bids are solicited under this section, the bid request must contain the following:

1. Specifications for the supplies, materials and equipment being purchased;
2. Payment terms, delivery and warranty requirements; and
3. Specifications as to how the offer must be submitted, including address and deadline for submission.

C. Competitive bids are not required for

1. Items purchased costing less than the competitive bid threshold;
2. Items purchased through the cooperative bulk purchasing program operated by the department of management and budget; and
3. Food purchased in a single transaction costing less than $100,000.

Competitive Bidding (Sealed Bids)
Material and Labor for construction, addition, repair or renovation of a school building

A. As required by Michigan law, purchases of material and labor for the construction of a new school building, or addition to, repairs or renovation of an existing school building exceeding the competitive threshold for construction, as adjusted annually by the Michigan Department of Education, shall require competitive bids and a sealed bid process as prescribed under Michigan law.

B. Competitive bids under this section are not required for
   1. Repair work normally performed by the Academy; and
   2. Emergency situations where failure to repair a school building would have a detrimental effect on the building or on the health, safety and welfare of the students.

C. In evaluating competitive bids, the best price is not automatically the lowest price, but the following factors should be taken into account:
   1. Costs of shipping and pick-up;
   2. Adherence with delivery schedules and/or completion of project timeline;
   3. Reasonable estimates of supply and maintenance costs over the lifetime of the items purchased;
   4. Past performance of the proposed supplier;
   5. Compatibility of the product with existing equipment; and
   6. Resale or salvage value at the end of the item's useful life.

Services
The procurement of services by the Academy over $100,000 is subject to approval by the Academy Board of Directors.

Federal Purchasing
Purchasing using Federal funds and for federally-funded programs shall be conducted in accordance with applicable Federal law.

SAFE AND DRUG FREE SCHOOLS (revised 4/11/19)

The Academy prohibits the use, sales, possession, delivery or distribution of any alcohol, tobacco/nicotine, drugs, marijuana, mind altering substances (whether Illegal or not) and related paraphernalia on Academy property, in an Academy vehicle or at any Academy–sponsored event.

A. The Academy prohibits the use, sale, possession, delivery or distribution of any alcohol/nicotine, drugs (including marijuana), tobacco or mind-altering substances (whether illegal or not) and related paraphernalia on Academy property, an Academy vehicle or at any Academy–sponsored event. This prohibition includes prescription drugs in violation of the Academy's medication policy.

B. In addition to or in lieu of disciplinary action under the Student Code of Conduct, it shall be the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in school involving the possession, sale, use or distribution of mind-altering substances (whether illegal or not). Mind altering substances are defined as illegal drugs, prescriptions drugs in violation of the School's medication policy, marijuana and any otherwise legal substances which, when used or consumed in an

inappropriate manner, create alterations in perception, mood, consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation.

C. The Academy recognizes that smoking by a student under age 18 is a misdemeanor and will not be tolerated by the Academy. Smoking also presents a health hazard that may have serious consequences for the smoker and the nonsmoker and is, therefore, prohibited by the Academy. For the purpose of this policy, smoking means the use of tobacco or nicotine in any form and includes the use of cigars, cigarettes, pipe, and chewing tobacco. This prohibition also includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

D. In order to protect students and staff from exposure to an unpleasant work/school environment, and in accordance with the Michigan Clean Indoor Air Act, the use of tobacco products in buildings, on property owned, leased, or otherwise controlled by the Academy or in Academy owned vehicles, if any, is prohibited, at all times (24 hours a day—7 days a week).

E. The School Leader will take appropriate action in cases involving anyone who smokes on Academy property, an Academy vehicle or at any Academy sponsored event.

SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA) PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY (revised 5/15/26)

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504), and Title II of the Americans with Disabilities Act ("ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or service receiving federal financial assistance.

The Academy does not discriminate in admission or access to, participation in or treatment of individuals in its programs, activities or services. As such, the Board's policies and practices will not discriminate against students with disabilities, will provide equal opportunity for, and will make accessible to qualified individuals with disabilities its facilities, programs, activities and services, including those delivered through online, electronic and information technology. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices at the Academy.

The Board intends that its digital platforms/content (i.e., websites, mobile applications, digital content) shall be accessible to all. While not all digital platforms can be made totally accessible, the Board will strive, to the extent that it does not create an undue financial and administrative burden, to make its digital platform/contents) as accessible as possible. Individuals responsible for designing, developing and producing digital platforms/content, including any third-party providers engaged by the Board, are expected to employ Web Content Accessibility Guidelines ("WCAG") 2.1, Level AA, or updated equivalents, to create

digital platforms/content that allow persons with disabilities to access the Academy's programs, services, and activities that are delivered online.

SCHOOL SAFETY ACT/ EMERGENCY SITUATIONS/CARDIAC EMERGENCY RESPONSE PLAN (revised 4/11/19)

It is the Academy's policy to maintain a safe educational environment. As provided in the Statewide School Safety Information Policy and required under State law, the Board believes that the School Leader and local law enforcement officials must work together to provide for the safety and welfare of students, staff and visitors.

The Board designates the School Leader as the contact person who shall provide and receive information to/from law enforcement officials, prosecutors, court officials and state and local agencies.

A. The Board recognizes the need for emergency preparedness procedures that ensure:

   1. The health and safety of students, staff assigned to the Academy, and visitors;
   2. Responses to emergency situations are quick and appropriate; and
   3. A minimum disruption to the education environment.

B. All threats to the safety of the Academy shall be identified by appropriate personnel and responded to promptly in accordance with the Emergency Operations Plan (EOP).

C. The EOP will include all guidelines and procedures as required by State law.

D. All school safety drills shall be conducted as required by State law.

E. Not later than September 15th of each school year, the School Leader or designee shall provide a list of the scheduled drill days to the county emergency management coordinator.

F. The School Leader or designee shall ensure that documentation of a completed school safety drill is posted on the Academy website within thirty (30) school days after the drill is completed and maintained on the website for at least three (3) years.

G. The documentation posted on the website shall include at least all of the following:
   1. Name of the Academy;
   2. School year of the drill;
   3. Date and time of the drill;
   4. Type of drill completed;
   5. Number of completed drills for that school year for each type of drill as required by law;
   6. Signature of the School Leader or designee acknowledging completion of the drill; and
   7. Name of the individual in charge of conducting the drill, if other than the School Leader.

H. As part of the EOP at the Academy, the cardiac emergency response plan shall address and provide for at least all of the following:

   1. Use and regular maintenance of automated external defibrillators, if available;

2. Activation of a cardiac emergency response team during an identified cardiac emergency;
3. A plan for effective communication throughout the school campus;
4. If the school includes grades 9 to 12, a training plan for the use of an automated external defibrillator, if available, and in cardiopulmonary resuscitation techniques;
5. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan; and
6. An annual review and evaluation of the cardiac emergency response plan.

The School Leader shall:

A. Develop and implement procedures for prompt and effective action as a response to a crisis or any reported incident at the Academy.

B. Review Academy safety provisions and make modifications as necessary.

C. At least annually, submit to the Superintendent of Public Instruction a report stating the number of students expelled from the Academy during the preceding school year and the reason for each expulsion.

D. At least annually, report incidents of crime occurring at the Academy on the Academy's website as required.

E. Report incidents of crime to the Department of State Police as required.

SOCIAL SECURITY NUMBERS

No Social Security number or portion of a social security number will be used in the conduct of Academy's business other than as permitted by applicable law.

SPECIAL EDUCATION

Under the federal Individuals with Disabilities Education Act (IDEA), 20 USC 1401 et seq., and the Michigan Mandatory Special Education Act, MCL 380.1701 et seq., the Academy is responsible for offering free and appropriate educational programs to all eligible students with disabilities, to be provided in the least restrictive appropriate environment.

As a part of its obligations under the state and federal special education laws, the Academy, through a process known as "child find," is to attempt to identify students who may be eligible for special education programs and services. The School Leader can be contacted for additional information.

STUDENT ASSESSMENT (approved 4/24/14)

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the Academic year using a competency-based on-line assessment.

The results of the assessment shall be communicated to the student and his/her parents or guardians.

STUDENT RECORDS (revised 5/20/21)

The Academy shall annually notify parents/guardians and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.

A. The Family Education Rights and Privacy Act ("FERPA") requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child's education records. The Academy may, however, disclose appropriately designated "directory information" without written consent. The Academy will annually notify the community of the information it has designated "directory information" and provide parents/legal guardians an opportunity to advise the Academy, by submitting a signed opt-out form, whether any such information should not be released with respect to their child. The Academy shall present the opt-out form to each parent or guardian within the first 30 days of the school year.

B. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. The information designated as directory information by the Academy shall be disclosed in the Family/Student Handbook each year, unless a parent or legal guardian advises the Academy not to include such information with respect to their child. The Academy may designate the following as directory information:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address (except for students participating in the address Confidentiality Program Act)
4. Telephone numbers (e.g., home, cell, etc.)
5. Weight and height of members of athletic teams
6. Academy assigned electronic mail address
7. Photograph/video/DVD/electronic image
8. Honors and awards received
9. Date and place of birth
10. Dates of attendance
11. Grade level and/or classroom assignment

C. The primary purpose of directory information is to allow the Academy to include this type of information from a student's education records in certain school publications. Examples include:

1. A playbill, showing a student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets.

D. Under The Uninterrupted Scholars Act (USA), educational agencies and institutions may release a student's education records, under court order, without notifying the parent, if the parent is

involved in a court proceeding regarding child abuse and neglect or child dependency, and the court order is issued as a result of those proceedings.

E. Armed Forces Recruiting

1. The Academy is required to provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information names, addresses (except for students participating in the address Confidentiality Program Act) and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.
2. If a student or the parent or legal guardian of a student submits a signed, opt-out form to the Academy that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Academy shall ensure that students and parents/guardians are notified of the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

F. The Academy may attempt to exempt from disclosure any "directory information" requested for the purpose of surveys, marketing, or solicitation, unless the School Leader or his/her designee determines that the use is consistent with the educational mission of the Academy and beneficial to the affected students. The Academy may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Academy may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

G. The Academy shall not disclose the confidential address of a student if the student or parent/guardian has obtained a participation card issued by the Department of the Attorney General under the address Confidentiality Program Act and the parent/guardian provides notice of the issuance of the participation card.

TITLE IX (revised 6/9/22)

Pursuant to Title IX of the Education Amendment Act of 1972 (Title IX), 20 U.S.C. 1681 et seq., the Academy prohibits sexual harassment of Board members, staff members or students by any of the same, or by a third party.

A. Sexual harassment is defined as:
   1. An employee conditioning the provision of an aid, benefit, or service of the public-school academy on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); or
   2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive **and** objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity; or

3. Any incident of sexual assault, dating violence, domestic violence, and stalking as defined under federal law.

B. Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

C. Staff members, students, third-party vendors, visitors, Board members and other members of the Academy community who commit sexual harassment are subject to this policy.

D. Sexual harassment is a serious violation of the Academy's policies, and will subject the student or staff member to discipline, up to and including discharge from employment, or suspension or expulsion from the Academy.

E. A Title IX Coordinator shall be designated each year at the annual organizational meeting.

F. The Board prohibits sexual harassment that occurs within its education programs and activities. When the Academy has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. The Academy is deemed to have "actual notice" once any staff member has notice.

G. Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim), in person, by mail, by email or by any other means that results in the Title IX Coordinator receiving the person's written or verbal report. The report may be made at any time, including during non-business hours.

H. The Academy will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the Academy's education programs and activities.

I. The Academy is committed to promptly and equitably resolving complaints alleging sexual harassment.

J. Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity.

K. Sexual conduct/relationships with students by Academy staff or any other adult member of the Academy community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to Academy staff or other adult members of the Academy community.

L. This policy applies to sexual harassment that occurs within the Academy's education programs and activities and that is committed by a member of the Academy community or a third party. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, outside the scope of the Academy's education programs and activities or outside the Unites States. Such sexual misconduct/sexual activity may be prohibited by the student code of conduct if committed by a student, or by Board policies, applicable state and/or federal laws and/or staff handbook.

M. The Academy prohibits intentionally making a false report of alleged sexual harassment, submitting a false formal complaint, or making or submitting false statements or information during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.

N. Retaliation against a person who makes a report or files a complaint alleging sexual harassment and /or discrimination/retaliation, or participates as a witness in an investigation is prohibited.

TOXIC AND ASBESTOS HAZARDS MANAGEMENT

The Asbestos Hazard Emergency Response Act (AHERA) requires the Academy to annually notify parents/guardians, students, staff and others who regularly occupy the school building of compliance with AHERA. An Asbestos Management Plan (AMP) and Preparedness for Toxic Hazard Policy (PTHP) have been developed for the Academy.

A. Parents/guardians may schedule an appointment with the School Leader to review the Asbestos Management Plan (AMP) and Preparedness for Toxic Hazard Policy (PTHP).

B. The Academy will continually strive to comply with all Federal and State regulations to protect students and staff from toxic hazards that may result from industrial accidents beyond the Academy's control or from asbestos materials present in previous construction. The Academy will establish a hazard communication program that will be available for review by students and staff.

VIDEO SURVEILLANCE AND MONITORING (approved 6/13/24)

The Board authorizes the use of video surveillance and monitoring equipment in order to promote the safety of students, staff and visitors and to protect Academy property.

Video surveillance and monitoring equipment may be used to monitor Academy property, Academy buildings, Academy buses, and/or Academy owned vehicles.

Video surveillance and monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy, e.g., restrooms, locker rooms, and changing areas.

Recordings obtained from video surveillance and monitoring equipment may be used as evidence for any lawful purpose and may be used as evidence in student and staff discipline, to assist law enforcement, or in investigations. Such recording may become part of the student's education record and will be treated as confidential to the extent allowed by state and federal law. Copies of video recordings containing personally identifiable information about a student shall not be released except as authorized or required by law, e.g., subpoena or court order.

Signs shall be placed in Academy property where video surveillance and monitoring equipment is in use to notify students, staff, and visitors that their actions are being recorded.

Video surveillance and monitoring equipment will not record or monitor sound unless approved by the School Leader.

Any person who tampers with video surveillance and monitoring equipment shall be subject to disciplinary action.

Nothing in this policy limits the Academy's ability to make recordings as permitted by State and Federal law.

VISITORS (revised 4/24/14)

Parents/guardians and other adults are welcome to visit the Academy. However, a safe and secure educational environment for Academy students and staff is our first concern. In order to ensure the safety and security of Academy students and staff, only visitors who have a legitimate purpose will be permitted on Academy grounds. The Board of Directors establishes the following guidelines required to be followed by all visitors.

The following procedures are required to be followed by visitors to the Academy:

A. All visitors, including volunteers, parents/guardians and other family members, must check in and register at the School Office immediately upon arrival. After signing in at the School Office, the visitor must wear a visible visitor's badge at all times on school grounds unless escorted by a staff member. If a visitor wishes to observe a particular classroom, that observation needs to be scheduled in advance with the School Office. Similarly, students from other schools wishing to visit the Academy must receive permission from the School Leader prior to arrival.

B. Children accompanying visiting parents/guardians must be directly supervised at all times inside the school building, on the playground, and in the parking lot and walkways. This applies to Academy-enrolled children before school and after school, and to non-Academy-enrolled children at all times.

C. The School Leader may impose conditions on the presence of visitors as he/she deems reasonable and appropriate. The School Leader may also establish procedures that require background checks for visitors in order to protect the safety of students and staff.

D. The School Leader has the authority to prohibit the entry of any person to the Academy or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the Academy or a disruption to the academic environment. If such an individual refuses to leave the Academy grounds or creates a disturbance, the School Leader is authorized to request from the local enforcement agency whatever assistance is required to remove the individual.

E. Visitors, including parents/guardians, who are registered sex offenders, are required to so notify the School Leader before they visit the Academy and to strictly comply with all applicable school safety legislation. The School Leader may impose conditions on the presence of registered sex offenders on Academy premises, or at Academy functions, as he or she deems reasonable and appropriate.

F. Parents/Guardians, who are registered sex offenders, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The School Leader may allow additional access to school grounds for registered sex offenders who are parents/guardians of a registered student under the following conditions:

1. Prior permission from the School Leader is required.
2. The offender must check in at the school office immediately upon arrival.
3. May not observe or visit a classroom when students are present except for specified family events. During these family events, the offender must stay in view of a staff member at all times.
4. If a staff escort is assigned to them, the offender must stay with that escort during their entire stay.
5. The offender must leave school grounds immediately upon conclusion of their business.
6. The offender must leave school grounds immediately if requested to do so by the School Leader or his/her designee.

VOLUNTEERS (revised 4/24/14)

The School Leader may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. The School Leader may also establish procedures that require background checks for volunteers in order to protect the safety of students, staff, and visitors.

STUDENT POLICIES

DRESS CODE/UNIFORM

Educators have long recognized the relationship between dress, grooming, and the learning environment within the school. Uniform policies make a statement about the standards and expectations of the school. The intent of the dress code/uniform policy at the Academy is to promote optimum learning opportunities throughout the school day and to help ensure a safe environment for all.

The School Leader is responsible for making decisions and interpretations concerning the dress code/uniform policy and enforcement thereof. The dress code rules shall be included in the Family/Student Handbook.

EPINEPHRINE AUTO INJECTORS (revised 5/20/21)

The Academy shall comply with applicable law in the use of epinephrine auto-injectors in accordance with applicable law, including MCL 380.1178, MCL 380.1179 and MCL 380.1179a.

A. The Academy shall maintain a supply of epinephrine auto-injectors for use in emergency medical treatment for an anaphylactic reaction. A prior diagnosis for a student or individual requiring the use of epinephrine auto-injectors is not necessary to permit the Academy to stock epinephrine auto-injectors.

B. The Academy shall obtain a written prescription for at least two epinephrine auto-injectors.

C. Epinephrine auto-injectors shall be stored in a secure location accessible only to authorized Academy staff members and medical personnel.

D. A licensed, registered professional nurse who is contracted by the Academy and present during Academy hours or any Academy staff member who is trained in the administration of an epinephrine auto-injector is authorized to administer an epinephrine auto-injector to a student with a prescription on file at the Academy or to an individual on Academy property, in an Academy vehicle or at any Academy–sponsored event who is believed to be having an anaphylactic reaction.

E. The Academy shall designate at least 2 staff members at the Academy who have been trained and authorized to administer an epinephrine auto-injector.

F. All training shall be conducted under the supervision and evaluation of a licensed registered professional nurse. The Academy should maintain documentation of the training successfully completed by each staff member who is authorized to administer epinephrine and make such documentation available upon request.

G. Students with a diagnosis requiring the use of epinephrine auto-injectors shall follow procedures in accordance with the Medications Policy.

H. The Academy shall notify the parent or legal guardian of a student to whom an epinephrine auto-injector has been administered as soon as possible.

I. An Academy staff member who in good faith administers an epinephrine auto-injector is not liable in a criminal action or civil damages as a result of an act or omission in the administration of the injector, except if act or omission due or willful or wanton misconduct.

J. The Academy shall report to the Michigan Department of Education all instances of administration of an epinephrine auto-injector to an individual at the Academy. The reporting shall include at least all of the following:

1. The number of instances of administration of an epinephrine auto-injector to a student at the Academy in a school year;

2. The number of students who were administered an epinephrine auto-injector at the Academy who were not previously known to be severely allergic; and

3. The number of students who were administered an epinephrine auto-injector at the Academy using the Academy's stock of epinephrine auto-injectors.

K. The Academy shall attempt to obtain funding or resources from private and other sources in order to fulfill the requirements under the law.

L. The Academy can obtain through purchase or donation epinephrine auto-injectors from pharmaceutical manufacturers.

FAMILY/STUDENT HANDBOOK

The School Leader will develop and annually distribute to all students a Family/Student Handbook. This Handbook will include rules, regulations, practices and processes that are necessary for students and parents/guardians to know and understand.

FIELD TRIPS (revised 4/13/16)

The Academy recognizes the instructional value of appropriate field trips. Field trips must be approved in advance by the School Leader and follow the procedures below.

A. A field trip is defined as any approved trip involving students outside their school grounds. A field trip is approved with the understanding that it is an extension of the curricular or co-curricular program of the Academy and has instructional value. The instructional program takes priority over field trips and school-related absences shall be kept to a minimum.

B. Only trips off school grounds approved by the School Leader shall be deemed official field trips. If a field trip requires the absence of children from school during usual class hours, a written request for authorization must be made and permission received from the School Leader prior to parents/guardians and/or students being advised of the field trip. Faculty, staff or others are not to use the Academy's name or imply endorsement by the Academy without such approval.

C. Every effort shall be made to include all students in an academic class field trip; however, a student may be ineligible for a particular field trip due to academic, attendance, or behavioral considerations. Notification and explanation will be provided to the parent/guardian prior to the child's exclusion from the field trip.

D. The Academy will provide necessary accommodations to permit disabled students with an IEP or Section 504 Plan to attend field trips. A disabled student will only be excluded from the field trip if a determination is made, on an individual basis, which will include consultation with the parents/guardians, that the student's participation poses an unacceptable risk to his/her safety or health. The School Leader must notify the Special Education Director at CS Partners before excluding a special education student from a field trip.

E. Planned activities that will occur outside the State of Michigan or out of the United States shall be forwarded to the Academy Board for approval. All travel agent contracts must be co-signed by the School Leader.

F. Students shall not typically be required to participate in a field trip and the participation of any student shall not be related to successful completion of any class nor affect the grade or marks received in that class. When participation in a field trip is part of a curriculum, parents/guardians and students will be notified prior to course selection.

G. All field trips will be funded by the Academy and/or funds raised through fund-raising, and/or charging a participation fee. A student shall not be denied an opportunity to participate due to an inability to pay.

H. Alternate educational activities must be provided for students not participating.

I. Written authorization for participation by a parent or guardian on Academy-approved forms must be furnished to all students and received by the Academy prior to the field trip.

J. The use of chaperones contributes to the safety and well-being of all field trip participants; therefore, adequate supervision of students should be carefully planned. The actual number of chaperones depends on the nature of the trip, the age and number of students, and whether or not the trip includes an overnight stay. The Academy may conduct proper background checks on chaperones according to procedures set for volunteers in the Academy and persons interested in serving must provide all requested information and comply with all Academy requests.

K. An Academy administrator, teacher, or other Academy staff member designated by the School Leader will be responsible for dispensing any required medications.

INTERNET SAFETY POLICY (revised 6/13/24))

It is policy of the Academy to comply with the Children's Internet Protection Act (CIPA), which requires Internet safety policies and technology protection measures. The School Leader shall be responsible for establishing procedures in alignment with current law.

A. The Academy will implement technology protection measures which block or filter Internet or other forms of electronic communications access to inappropriate information by both staff and students.

B. As required by CIPA, blocking or filtering shall be applied to visual depictions of material that is obscene, child pornography, or to any material deemed harmful to minors.

C. The Academy will also monitor on-line activity of minors in an effort to restrict access to child pornography and other material that is obscene and harmful to minors.

D. The School Leader shall be responsible for establishing procedures for the effective implementation of this policy. These procedures must address, at a minimum, the following:

1. Access by students to inappropriate material on the Internet and World Wide Web;
2. The safety and security of students when using e-mail, chat rooms, social media and other forms of direct electronic communications;
3. The consequences of unauthorized access, such as "hacking", harvesting, digital piracy, data mining, cyberbullying and other unlawful or inappropriate activities by staff and students online;
4. Unauthorized disclosure, use and dissemination of personal identification information regarding students; and
5. Measures designed to restrict students' access to materials harmful to minors.

E. The Academy will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

F. Student and staff use of the Academy's computers, network and Internet connection and services will be governed by this policy, administrative guidelines, Academy procedures, staff and student handbooks and network and Internet acceptable use agreements.

G. In order for staff and students to use the local and wireless networks, Internet connection and/or data and exchange servers and obtain a user name and password, they must sign a Network and Internet Acceptable Use Agreement.

H. Subject to School Leader approval, technology protection measures may be disabled for adults, or, in the case of minors, minimized only to allow for bona fide research or other lawful purpose by an adult.

I. The use of the Internet is a privilege, not a right. Users who violate this policy, administrative guidelines, Academy procedures and/or Network and Internet Acceptable Use Agreements may have their accounts suspended or revoked and disciplinary action may be taken, including, but not limited to suspension, expulsion and/or legal action.

ENGLISH LEARNER (EL) (revised 4/13/16)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra–curricular programs of an academy. It is, therefore, the policy of the Academy that those students identified as having limited English proficiency will be

provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra–curricular programs offered by the Academy.

A. No later than 30 days after the beginning of the school year, or two weeks during the school year after the student enrolls, the Academy shall provide written notification to the parents/guardians of an English Learner (EL) child that the child has been identified for, or is participating in a language instruction educational program. If the child has a disability, the letter shall inform the parents/guardians how the language instruction educational program meets the objectives of the child's individualized educational program (IEP).

B. The notice will include:

   1. Parents/guardians' rights regarding program content and participation including the right to choose among programs if alternatives are available;
   2. An explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards;
   3. An explanation of the right to remove the child from an EL program and to place the child in the regular program.

C. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

D. For children who have not been identified as limited English proficient prior to the beginning of the school year, the Academy shall notify parents/guardians prior to the child being placed in a language instruction educational program.

E. In the event that a child fails to meet annual measurable objectives for the EL program, the Academy shall provide written notification to the parent within 30 days that the student has not made such progress.

MAINTENANCE OF STUDENT RECORDS – OUT-OF-SCHOOL SUSPENSIONS AND EXPULSIONS

Records of student discipline shall be maintained in accordance with state and federal law, including required provisions relating to confidentiality.

A. Student disciplinary records will be collected, maintained, and disclosed in strict compliance with current federal and State laws, including the Family Education Rights and Privacy Act (FERPA).

B. Transfer of records to other school systems in which the student intends to enroll will be made with or without prior consent. If consent has not been given, the Academy will make a reasonable attempt to contact the parent/eligible student regarding the disclosure.

MEDICATIONS (revised 6/9/22)

The Academy shall comply with applicable law in the administration of medication for students, including MCL 380.1178a and MCL 380.1179.

A. The Academy shall not be responsible for the diagnosis and treatment of student illness.

B. The administration of prescribed medication and/or medically-prescribed treatments to a student during Academy hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

C. The definition of "medication" is prescription and U.S. Food and Drug Administration (FDA) approved non–prescription medications, preparations, and/or remedies, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. This policy also applies to any medically-prescribed "treatments". "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

D. The Academy requires medication permission forms be completed and renewed every school year.

E. Any adverse reaction must be reported to the parent/guardian immediately.

F. Parents/guardians are required to notify the Academy if a medical action plan for medical conditions that may require intervention during the school day. Examples of medical conditions may include but are not limited to life-threatening allergies (i.e., the need for an epinephrine auto injector, i.e., EpiPen®), diabetes, epilepsy, asthma or any condition of a serious nature affecting the health of the student.

G. Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures are not intended to violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Prescription Medication/Treatments

A. Any student (both elementary and secondary age) who requires prescription medications must have written instructions from a physician, a certified physician's assistant or a certified nurse practitioner which include the name of the student, name of the medication, dosage of the medication, route of administration, and time any prescription medication and/or treatment, along with the parent/guardian's written permission.

B. All prescription medication must be in its original container, labeled with the date, student's name, and exact dosage to be administered.

C. Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the student.

D. All medications administered need to be recorded on a log that includes the student's name and the date and time of administration. The log should be initialed by both witnesses.

E. Medication shall be stored in a secure location that is kept locked. Emergency medications may be stored in a readily available area for ease of administration.

F. All staff authorized to administer medication or treatment will receive training in the appropriate procedures for administering the medication or treatment as necessary.

G. Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

   1. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and

   2. The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

H. These students should be instructed by their parents/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is recommended that an extra inhaler be kept in the Academy Office.

I. Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, providing that they meet the conditions established in the medical action plan.

Non-prescription Medications/Treatments

A. Non-prescription (over the counter) medications are those that are approved by the Food and Drug Administration (FDA) and sold directly to the consumer without a prescription from a physician or health care professional. Non-prescription medications may include, but are not limited to, acetaminophen, ibuprofen, cough syrups, antihistamines, etc.

B. Before any medication or treatment may be administered to any student during Academy hours, the Academy requires that the student's parent/guardian give the Academy written permission and a request to administer medication(s) and/or treatment(s) to their child.

C. The Academy may choose to allow students enrolled in secondary education to possess and self-administer non-prescription (over the counter) medications as defined above with written permission granted by a parent or guardian and signed by the student, without additional instructions from a physician.

D. Students may use a U.S. Food and Drug Administration (FDA) approved, over-the-counter topical substances at school, if both of the following conditions are met:

   1. If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.

   2. The School Leader has received a copy of the written approval, if any were required.

PERFORMANCE ENHANCING SUBSTANCES

It is the policy of the Academy to strongly discourage a student's use of performance enhancing substances. A student's eligibility for participation in interscholastic athletics will be affected by the use of any performance–enhancing substance prohibited by law or MHSAA regulation.

A. A student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by law or MHSAA regulation. This includes, but is not limited, to those performance-enhancing substances banned by the National Collegiate Athletic Association, those identified on any list developed by the Michigan Department of Community Health, and any other such substances listed by the State Board of Education.

B. A list of these banned substances will be available at the School Office.

C. A loss of eligibility imposed pursuant to this policy shall be in addition to any other discipline that may be determined to be appropriate pursuant to the Family/Student Handbook.

D. An Academy staff member, volunteer or student shall not knowingly:

   1. Sell, market, distribute, or promote the use of a dietary supplement that contains a performance–enhancing compound to a student with whom the staff member or volunteer has contact as part of his or her duties as a staff member or volunteer, or
   2. Endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance–enhancing compound by a student with whom the staff member or volunteer has contact as part of his or her duties as a staff member or volunteer.

E. A violation of this section shall subject the person to discipline. In the case of a staff member this may include termination of employment.

F. Student-athletes who are under a physician's care and who have been directed by a physician to use anabolic steroids due to a medical condition requiring such treatment must present proof of the physician's order to the School Leader.

PUBLICATIONS -- SCHOOL-SPONSORED, CURRICULUM-RELATED PUBLICATIONS (revised 4/24/14)

The Academy may impose reasonable time, place and manner restrictions on the distribution of all student publications and communications and may prohibit any speech or publication which may be reasonably anticipated to cause substantial disruption.

School Sponsored Publications:

A. The purpose of school-sponsored, curriculum related publications, including newspapers and other expressive activities such as radio, television, and theatrical productions, is education. School sponsored, curriculum related publications are non-public forums.

B. The Academy, through its administration and staff, retains the right to review and control content over school sponsored, curriculum related publications to assure that student participants learn the lessons the educational activity is designed to teach; that readers, listeners, or viewers are not

exposed to material that may be inappropriate for their level of maturity; and that the views of the individual speakers are not erroneously attributable to the schools or the Academy.

C. The Academy, through its administration and staff, also retains the right to review and control speech or expressive material that is ungrammatical, poorly written, or inadequately researched, biased or prejudiced, or promotes vulgarity, profanity, nudity, sexuality, drug use, violence, or other inappropriate themes, or otherwise adversely impacts upon the interests and good order and functioning of the schools or the Academy.

D. Any speech or expressive materials which are obscene, defamatory, an invasion of a person's privacy, or otherwise plainly offensive, are prohibited in Academy sponsored, curriculum related publications.

SEARCHES OF STUDENT'S PERSON, LOCKERS AND LOCKER CONTENTS (revised 6/13/24)

Searches of lockers, motorized vehicles and a student's person may be conducted where necessary to maintain the safety and security of the Academy community. Any such searches will strictly follow applicable legal standards.

A. All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy to prevent examination by a School official of lockers, cubbies, desks, computers, tablets, iPads, or other electronic and digital equipment owned, leased, or provided by the Academy to the student or other school-supplied storage areas.

B. The School Leader or his/her designee may search lockers, locker contents, cubbies, desks, computers, tablets, iPads, or other electronic and digital equipment owned, leased, or provided by the Academy to the student, or other school-supplied storage areas, as well as open lockers for repairs, at any time and for any reason, without notice and without parent/guardian or student consent.

C. The Academy assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by the School Leader or his/her designee, in advance of students bringing the items to the Academy.

D. Students are solely responsible for the contents of their lockers, cubbies and other storage places and should not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the School Leader or his/her designee.

E. The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee.

F. The School Leader or his/her designee may search a student and/or student's personal items in the student's possession when there is a reasonable suspicion that the search will produce evidence

that the particular student has violated, is violating, or is about to violate either the law, Board policies, or Academy student code of conduct.

G. The School Leader or his/her designee shall supervise the search. In the course of a search, the School Leader or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against Academy policy and rules.

H. A search prompted by the reasonable belief that health and safety are immediately threatened may be conducted with as much speed and dispatch as may be required to protect persons and property. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If it is believed that contraband is hidden in a student's intimate apparel, the student's parents/guardians and law enforcement shall be contacted and the situation described to them.

M. Reasonable suspicion shall not be required for the use of canines to search a student's possessions as part of a random drug sweep.

N. The School Leader or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search.

I. When conducting searches, the School Leader or his/her designee may seize any illegal or unauthorized items, items in violation of board policy, Academy rules, or any other items reasonably determined by the School Leader or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

J. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the School Leader or his/her designee shall be removed and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the School Leader or his/her designee of items removed from the storage area.

Student's Person

The Board acknowledges the privacy rights of students and thereby requires that students not be subjected to unreasonable searches and seizures. In order to protect the health, safety, or welfare of the students under Academy jurisdiction, the School Leader is authorized to search a student's person or a student's personal items in the student's possession when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either the law, Board policies, Academy procedures as outlined in the Family Handbook or an Academy rule. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. All searches shall be carried out in the presence of an adult witness. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. The search of a student does not extend to a strip search. No strip searches shall be conducted.

SECLUSION AND PHYSICAL RESTRAINT / CORPORAL PUNISHMENT (revised 5/17/18)

The Academy shall follow the procedures adopted by the State Board of Education for seclusion and physical restraint; for notification requirements and for required training. Corporal punishment, as defined by applicable law, is prohibited at all times.

The Michigan Department of Education (MDE) requires schools to implement a system of school wide positive behavior intervention and strategies (e.g. TST, Smart Character Choices, etc.) with the expectation that this approach will ensure seclusion and physical restraint are used only as a last resort in emergency situations for the safety of the student or for the safety of another. The Academy shall follow the procedures adopted by the MDE regarding seclusion and physical restraint, including procedures regarding notification and training requirements.

For purposes of this Policy, the following definitions will apply.

Seclusion

Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student. It is a last resort emergency safety intervention that is necessitated by an ongoing emergency situation and that provides an opportunity for the student to regain self-control while maintaining the safety of the student and others. A room or area used for seclusion:

1. Must not be locked;
2. Must not prevent the student from exiting the area should staff become incapacitated or leave that area; and
3. Must provide for adequate space, lighting, ventilation, viewing, and the safety and dignity of the student and others.

Seclusion does not include the general confinement of students if that confinement is an integral part of an emergency lockdown drill or another emergency or security procedure that is necessary to protect the safety of students.

Restraint

There are three types of restraint:

A. Physical restraint involves direct physical contact that prevents or significantly restricts a student's movement. It is a last resort emergency safety intervention that is necessitated by an ongoing emergency situation and that provides the student the opportunity to regain self-control while maintaining the safety of the student and others. This policy does not forbid actions taken to:

   1. Break up a fight;
   2. Stop an assault;
   3. Take a weapon away from a student;
   4. Brief hold by an adult in order to calm or comfort;
   5. Use the minimum contact necessary to physically escort a student from one area to another;
   6. Assist a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration;

7. Hold a student for a brief time in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car);
8. Administer medication prescribed by and administered in accordance with the directions of a physician;
9. Use an adaptive or protective device recommended by a physician or therapist when used as recommended;
10. Use safety equipment that is used by the general student population as intended (e.g., seat belt or safety harness on school transportation);
11. Be an integral part of a sporting event (e.g., a referee pulling football players off of a pile).

B. Chemical restraint is the administration of medication for the purpose of restraint. Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician.

C. Mechanical restraint means the use of any device or material attached to or adjacent to a student's body that restricts normal freedom of movement and which cannot be easily removed by a student. Mechanical restraint does not include:

1. An adaptive or protective device recommended by a physician or therapist (when it is used as recommended).
2. Safety equipment used by the general student population as intended (e.g., seat belts, safety harness on school transportation).

Mechanical restraint, chemical restraint, restraint that negatively impacts breathing or prone restraint are all prohibited. Physical restraint is only to be used in emergency situations and only if essential to providing for the safety of the student or for the safety of another.

Corporal Punishment

Corporal punishment is the deliberately inflicting, or causing to be inflicted, physical pain by hitting, paddling, spanking, slapping, or making use of any other kind of physical force as a means of disciplining a student. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. Corporal punishment is prohibited at all times.

STUDENT DISCIPLINE (revised 6/13/24)

An orderly school environment is necessary to promote learning. The Academy has outlined the expectations of all students and the disciplinary consequences for non-compliance in the Family/Student Handbook in accordance with the Revised School Code and applicable law. All students and parents/guardians will be provided a copy of the Family/Student Handbook and will be expected to acknowledge and sign their agreement to adhere to its provisions.

The Board hereby authorizes the School Leader to suspend students for up to ten (10) days and to conduct due process hearings for such suspensions. Mitigating factors must be considered and documented. Appeals of suspensions for ten (10) days or less shall be directed to the School Leader and the School Leader's decision shall be final.

A Discipline Committee consisting of the School Leader, a Board member and a third member (either the Social Worker, Counselor or a teacher) will be created to consider the suspension of a student for more than ten (10) days or to expel a student. The Discipline Committee must operate under a rebuttable presumption that suspension or expulsion is not justified and should consider mitigating factors and options before suspending or expelling a student. The rebuttable presumption does not apply when a student possesses a firearm on Academy property, in an Academy vehicle or at an Academy sponsored event.

When the school administration recommends expulsion or suspension for more than ten (10) days, a hearing by the Discipline Committee must be conducted within ten (10) days.

Appeals of suspensions for more than ten (10) days or expulsion shall be directed to the entire Board and are only allowed for alleged violations of due process.

The Family/Student Handbook will set forth conduct which is prohibited and the disciplinary consequences. The following procedural protections are included:

Suspensions of 10 School Days or Less

The student will be provided:

1. Oral and written notice of the charges
2. An opportunity for the student to present his/her position
3. Parent Notification

Suspensions of more than 10 School Days and Expulsions

The student will be provided:

1. Oral and written notice of the charges
2. An opportunity for the student to present his/her position
3. Parent Notification

Where a recommendation is made for a long-term suspension or expulsion, a letter will be sent to the parent/guardian of the student which shall inform them of the following:

1. The alleged act of misconduct.
2. Recommended disciplinary action.
3. The applicable provision of the Code of Conduct and/or pertinent section of the Revised School Code.
4. The length of the proposed long-term suspension and/or expulsion.
5. The date, time and location of the scheduled hearing (if known).
6. Copy of the Academy Student Code of Conduct
7. The hearing will be closed to the public unless the parent and/or student request the hearing be open to the public.
8. That the hearing is not a formal legal proceeding and will not be conducted in accordance with court rules or rules of evidence.
9. Attendance at the hearing is not required but the Discipline Committee will take action based on the information presented.
10. That the student, at the hearing, may:

a. Be represented by legal counsel
b. Present evidence and call witnesses on his/her own behalf
c. Cross-examine witnesses who testify for the Academy administration

11. The right to appeal to the Academy Board for alleged due process violations only.
12. That if legal counsel is retained by the student/parent, the School Leader must be notified at least 48 hours prior to the hearing, so the Academy can make arrangements to have its own attorney present.

Restorative Practices

Restorative Practices shall be considered as an alternative or in addition to suspension or expulsion. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by student's misconduct. Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment and cyberbullying.

The following information is also offered concerning matters involving student discipline:

A. The Academy generally follows progressive discipline in determining the severity of the consequence to be imposed for violations of the Family/Student Handbook. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student; not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the age; the student's disciplinary record; whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff member; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used; development and maturity of the students involved; and the context in which the alleged incident(s) occurred.

B. Under Section 1309 of the Revised School Code (MCL 380.1309), if a teacher has good reason to believe that the conduct of a student in a class, subject or activity constitutes conduct for which the student may be suspended pursuant to the Academy Code of Conduct, the teacher may suspend the student from the class, subject or activity for up to one full school day. The procedures required by Section 1309 shall be followed.

C. During a period of suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after the school day Academy activities. This includes, but is not limited to, the student's attendance as a spectator, participant in sport activities, or weekend activities.

D. Suspension and/or expulsion will be listed as an authorized absence within the student's attendance record.

E. Pursuant to the Statewide School Safety Information Policy (MCL 380.1308), Academy administration and staff shall report and share information with local law enforcement agencies regarding student misconduct which may also constitute reportable offenses under the law and local agreement.

F. Consistent with controlling law, all matters of student out-of-school disciplinary suspensions and expulsions shall be permanently maintained in a student's permanent educational record ("CA 60"), and shall be transferred to any other private or public elementary school in which the student may seek enrollment. However, such disciplinary records may be deleted upon graduation, except for expulsions for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, volunteer or contractor.

Discipline of Students with Disabilities

The rules of conduct apply to all students attending the Academy, including students with disabilities. Suspension and/or expulsion of students with disabilities who are found to have engaged in misconduct will occur only after following the processes prescribed by state and federal law.

Permanent Expulsion and Reinstatement

The Board shall follow the expulsion and reinstatement requirements and procedures set forth in the Revised School Code for verbal assault (MCL 380.1311a), physical assault (MCL 380.1310 and 380.1311a) and possession of weapons (MCL 380.1311). Verbal assault is defined as a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy event. For purposes of this policy, the definition of assault also includes written threats.

TECHNOLOGY / INTERNET USE / CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES (revised 5/14/26)

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the technology is used appropriately and only for such purposes. The School Leader is delegated the authority to determine whether students will be permitted to possess a cellular telephone or other wireless communication device in school, on school property, at after school activities or at school-related functions. All procedures for cell phones or other electronic communication devices are outlined in the Family/Student Handbook.

The following rules and procedures shall govern technology use at the Academy:

Phones, Computers, and Internet

A. All computers, telephone systems, electronic mail systems, and voice mail systems are the Academy's property and shall only be used for educational and business purposes.

B. The use of the Internet by Academy staff and students is a privilege, not a right. The Academy shall establish computer use agreements to provide guidance to staff and students concerning the appropriate and ethical use of Academy computers, software and other equipment as well as any networks that may be established.

C. To access e-mail and/or the Internet, Academy staff and students must sign and return the Network and Internet Acceptable Use and Safety Agreement. All staff and students shall abide by the Academy's Internet Acceptable Use procedures.

D. Academy staff and students will receive an account number or password only after signing the computer use agreement.

E. The Academy will not be liable for the actions of anyone using the Internet through its connection. Staff and students shall assume full liability, legal, financial or otherwise for their actions. In addition, the Academy takes no responsibility for any information or materials that are transferred through the Internet. Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of the user's account, disciplinary action (including suspension or expulsion) and/or legal action.

F. If the Academy allows staff, students and/or visitors to use privately owned laptops on Academy property, the user must sign the appropriate Network and Internet Acceptable Use and Safety Agreement.

Wireless Communication Devices

A. "Wireless communications device" (WCD) means an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. Wireless communications device does not include a basic telephone. WCDs include, but are not limited to the following: cellular phones, Kindles, e-readers, I-pods, Wi-Fi enabled access devices, video broadcasting devices, tablets, laptops and smart watches.

B. Possession of a WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

C. If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy–sponsored event, students must only use the Academy's filtered Network for data access (either wirelessly or through a direct connection).

D. School Leader and his designee are authorized to conduct searches of WCDs possessed by students when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate the law, Board policies, Academy procedures as outlined in the Family Handbook, an Academy rule, or any technology use agreement.

E. Use of WCD's can create a distraction, disruption or interfere with the educational environment of the Academy. The Academy may prohibit students from the use or possession of any WCD on Academy property, in an Academy vehicle or at any Academy–sponsored event.

F. The Academy may choose to provide or allow students to use WCD's, such as but not limited to e-readers and laptops, as part of their course work. The user must sign the appropriate Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use and Safety Agreement as required by the Academy.

G. Academy owned devices must be returned at the end of the school year and the student will be responsible for the replacement cost of any device damaged or not returned by the student.

H. The WCD policy will be distributed in the parent-student handbook each year.

I. Staff and students are personally and solely responsible for the care and security of their WCDs. The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy sponsored activity or event, or the unauthorized use of such devices. Students and staff bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

J. Staff and students are prohibited from using WCD's to capture, record or transmit audio and/or video of any staff member, students or other person on Academy property without express prior permission.

K. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists, such as locker rooms, restrooms, and any other area where staff and students may change clothes.

L. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the discipline code of conduct.

M. Staff and students are prohibited from using WCDs in any way that might reasonably create in the mind of another person the impression of being threatened, humiliated, harassed, embarrassed or intimidated. The transmission of sexually explicit messages including "sexting" is prohibited.

N. Staff and students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Family/Student Handbook.

O. Any WCD being used in violation of these guidelines, the Network and Internet Acceptable Use policies and wireless communication devices policies and/or containing inappropriate material (as determined by the Academy administration) shall be immediately confiscated, returned only to a parent/guardian, permission to use the network possibly permanently revoked; may result in student discipline (including suspension and/or expulsion); and possible referral to law enforcement if there is suspicion of illegal activity (e.g., child pornography).

P. Students refusing to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined according to handbook guidelines.

Q. Confiscated phones, cameras, and/or electronic devices will be discarded if not picked up by a parent or legal guardian/guardian within 30 days. A notification of that disposal will be sent to the student's mailing address on file in the School Office prior to such disposal.

R. These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

S. Disciplinary action for a WCD violation can be imposed on an escalating scale ranging from warning to an expulsion based on the nature and circumstances surrounding the violation.

Beginning the 2026-27 School Year

1. Students are prohibited from using a wireless communication device on school grounds during instructional time.
2. The Board may implement additional restrictions regarding the use of wireless communications devices.
3. Exemptions to this policy include:
    a. Medically necessary devices.
    b. District-owned devices, including, but not limited to, school-issued tablets and laptops.
    c. Devices designated by the district to be used for instructional purposes.
    d. Devices used for special education programming or devices provided as an accommodation to students as required under section 504 of title V of the rehabilitation act of 1973, 29 USC 794, or as part of an individualized education plan under title II of the Americans with disabilities act of 1990, 42 USC 12131 to 12165.
    e. Lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher.
    f. Emergency situations, as described in an emergency operations plan. Use of a wireless communications device must not interfere with school emergency protocols or the actions of first responders, and must not endanger students or faculty.

4. "School grounds" means a building, playing field, or property used for Academy purposes to impart instruction to children or used for functions and events sponsored by the Academy. School grounds does not include a building used primarily for adult education or college extension courses.
5. The wireless communications device policy shall be posted on the Academy's website.

WEAPONS (revised 5/11/17)

The Academy strictly prohibits students, parents, visitors or Academy staff from possessing, storing, making, or using a weapon on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

The term "weapon," for purposes of this policy, means any object which, in the manner in which it is used, is intended to be used, or is represented to be capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas-powered guns (whether loaded or unloaded), that will expel a BB, pellet or paintball, electric weapons, martial arts weapons, ammunition, and portable devices that use electro-muscular disruption to incapacitate temporarily, injure or kill. The term "firearm" is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term "destructive device" means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than a

quarter ounce, mine or similar device, daggers, dirks, stilettos, knives with blades over three (3) inches, pocket knives opened by a mechanical device, razors, clubs, iron bars and brass knuckles.

This policy shall encompass such situations involving look-alike weapons, false fire alarms, bomb threats or intentional calls to falsely report a dangerous condition.

The School Leader or designee shall refer parents, volunteers, visitors and staff working at the Academy who violate this policy to law enforcement. The School Leader or designee may take necessary steps to exclude the parent, volunteer, visitor or staff working at the Academy from Academy property, an Academy vehicle or an Academy-sponsored activity or event.

A student who violates this policy will be referred to law enforcement; parents/guardians will be notified and the student will be subject to disciplinary action, up to and including possible expulsion.

Exceptions to this policy include:

1. Weapons under the control of law enforcement personnel;
2. Items pre-approved by the School Leader as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.);
3. Theatrical props used in appropriate settings;
4. Starter pistols used in appropriate sporting events;
5. The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
6. The weapon was not knowingly possessed by the student;
7. The student did not know or have reason to know that that the object or instrument possessed by the student constituted a dangerous weapon;
8. The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

A person who possesses a valid concealed weapon license is also prohibited from carrying a weapon on Academy property, in an Academy vehicle or at any Academy-sponsored activity or event.

WELLNESS

The Academy is committed to providing a healthy school environment that enhances learning and development of lifelong wellness practices. The School Leader shall establish procedures to be used in the implementation of this policy.

The rules to be established by the School Leader shall address:

A. Child Nutrition Programs will comply with federal, state and local requirements.

B. Interdisciplinary nutrition education will be provided and promoted.

C. Physical education activities will be offered for lifelong learning.

D. The Academy will encourage healthy foods and beverages to be sold to students during the day. The district will consider nutrient density and portion size before permitting food and beverages to be sold to students.

E. The School Leader will continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy will be modified accordingly or not renewed.

F. Any and all school vending machines will adhere to safe food handling and county health standards.

G. The School Leader is responsible for monitoring Child Nutrition Programs, and for ensuring compliance with all other wellness regulations.