



October 24, 2019

Mr. Ron Wiens  
[ronwiens@choiceschools.com](mailto:ronwiens@choiceschools.com)  
Ms. Shatara Morris  
[shataramorris@choiceschools.com](mailto:shataramorris@choiceschools.com)  
Ivywood Classical Academy  
14356 Genoa Ct.,  
Plymouth, MI 48170

Dear Mr. Wiens and Ms. Morris:

RE: \*\* IMPORTANT: Your board policies update has been processed\*\*

On behalf of the team at the National Charter Schools Institute, thank you for engaging us for our Board Policies Update Service. It is a privilege to work with you each Spring and Fall to ensure that Ivywood Classical Academy's policies are up-to-date with changes in law, regulation, and best practices.

We have prepared the **Fall 2019** updates for the Ivywood Classical Academy's Board of Director's review and consideration. Once the Board has acted on these policies, please return the completed disposition form (attached) and any changes to me either via email at [boardpolicies@nationalcharterschools.org](mailto:boardpolicies@nationalcharterschools.org) or via fax at (989) 317-3514. Upon receipt, we will finalize these updates, as appropriate, and return them to you. We will also prepare and send an updated copy of your Board Policies Manual for your convenience.

Also, please know that your policies are available anytime through Epicenter. This ensures that everyone at your school has easy access to them so they can provide clear direction and guidance for your school. Please do not hesitate to contact us if you need help signing onto your Epicenter account, I have provided the Board login below.

Username: Ivywood  
Password: goivywoodbp

As part of our commitment to Ivywood Classical Academy, please know that we're always here to support you. If you ever need support on how to best use your policies, or if we can be of assistance with your next board retreat or planning session, please don't hesitate to call your associate, Ms. Peggy Yates or me. We would be honored to help out.

Again, thank you for your work with the Institute. We look forward to our continued work together.

Sincerely,

Michelle Wilson  
Board Services Coordinator  
National Charter Schools Institute

Enclosures  
cc: Mr. Tyler Horning

*Ivywood Classical Academy*

**DISPOSITION FORM**  
**POLICIES FOR BOARD ADOPTION – FALL 2019**

<u>Policy Number</u>	<u>ADOPTED</u>	<u>TABLED</u>	<u>REJECTED</u>
Table of Contents	_____	_____	_____
Entire Manual (Choice)	_____	_____	_____
1420	_____	_____	_____
2265	_____	_____	_____
2410	_____	_____	_____
2414	_____	_____	_____
5230	_____	_____	_____
5330.02	_____	_____	_____
5512	_____	_____	_____
6800	_____	_____	_____
7434	_____	_____	_____
8400	_____	_____	_____
8462	_____	_____	_____

Date of Board Meeting: \_\_\_\_\_

Send Final Policies to: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**AFTER BOARD ACTION, PLEASE RETURN THIS FORM TO:**

Michelle Wilson, Board Services Coordinator  
 National Charter Schools Institute  
 E-mail: [boardpolicies@nationalcharterschools.org](mailto:boardpolicies@nationalcharterschools.org)  
 Phone: (989) 317-3510 Fax: (989) 317-3514

**0000 BOARD OPERATING POLICY**

**0100 Definitions**

**0110 Official Description**

- 0111 Name
- 0112 Purpose
- 0115 Address

**0120 Powers and Philosophy**

- 0121 Authority
- 0122 Board Powers**

L

**0130 Functions**

- 0131 Legislative
- 0131.1 Charter Contract Bylaws and Board Operating Policies BP
- 0132 Executive
- 0132.1 Selection of School Leader/Educational Service Provider
- 0132.2 Administrative Procedures BP
- 0133 Judicial

**0140 Membership**

BP

- 0141 Number
- 0142 Appointment
- 0142.1 Term
- 0142.2 Oath
- 0142.3 Vacancies BP
- 0142.31 Filling a Board Vacancy BP
- 0142.4 Orientation BP
- 0143 Authority
- 0143.1 Public Expression of Board Members** L
- 0144 Operations
- 0144.1 Compensation
- 0144.11 Reimbursement of Expenses** L
- 0144.2 Board Member Ethics BP
- 0144.3 Conflict of Interest** L
- 0144.4 Indemnification BP
- 0145 Discriminatory Harassment

**0150 Organization**

- 0151 Annual Organizational Meeting
- 0152 Officers
- 0154 Annual Organizational Meeting Agenda (Motions)
- 0155 Committees

**0160 Meetings**

- 0161 Parliamentary Authority
- 0162 Quorum
- 0163 Presiding Officer
- 0164 Call
- 0164.1 Regular Meetings

**Legend:**

- L = Legally Required (if applicable)
- BP = Best Practice

0164.2	Special Meetings	
0164.3	Emergency Meetings	
0165	Notice	BP
0165.1	Posting Notice of Regular Meetings	BP
0165.2	Change of Regular Meetings	BP
0165.3	Posting Notice of Special Meetings	BP
0165.4	Posting Notice of Emergency Meetings	BP
0165.5	Recess	BP
<b>0165.6</b>	<b>Cancellation</b>	<b>L</b>
0166	Agenda	
0166.1	Consent Agenda	
0167	Conduct	
<b>0167.1</b>	<b>Voting</b>	<b>L</b>
<b>0167.2</b>	<b>Closed Session</b>	<b>L</b>
<b>0167.3</b>	<b>Public Participation at Board Meetings</b>	<b>L</b>
0167.4	Administrative Participation	BP
0167.5	Use of Electronic Mail	BP
0167.6	Use of Social Media	BP
0168	Minutes	BP
<b>0168.1</b>	<b>Open Meeting</b>	<b>L</b>
0168.2	Closed Meeting	BP
0168.3	Committee Meetings	BP
0169	Student Disciplinary Hearings	BP
0169.1	Closed Session Requested	BP
0169.2	Open Hearing	BP
<b>0170</b>	<b>Duties</b>	
0171	Officers	
0171.1	President	
0171.2	Vice-President	
0171.3	Secretary	
0171.4	Treasurer	
0172	Legal Counsel	BP
0173	Independent Auditor	BP
0175	Association Memberships	BP
0175.1	Board Conferences, Conventions, and Workshops	BP
<b>1000</b>	<b>ADMINISTRATION</b>	
1000	Educational Service Provider Statement	
1420	Academy Administrator and School Leader Evaluation	LC
<b>2000</b>	<b>PROGRAM</b>	
2105	Mission of the Academy	BP
<b>2112</b>	<b>Parent and Family Engagement</b>	<b>LR</b>
2120	School Improvement	LC
2210	Curriculum Development	LC
2210.01	Right to Inspect Instructional Materials	LC

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2225	Students with Limited English Proficiency	BP
2240	Controversial Issues	BP
2250	Innovative Programs	BP
<b>2260</b>	<b>Nondiscrimination and Access to Equal Educational Opportunity</b>	<b>LR</b>
<b>2260.01</b>	<b>Section 504/ADA Prohibition Against Discrimination Based on Disability</b>	<b>LR</b>
<b>2261</b>	<b>Title I Services</b>	<b>LR</b>
<b>2261.01</b>	<b>Parent and Family Member Participation in Title I Programs</b>	<b>LR</b>
2261.02	Title I – Parent’s Right to Know	LC
<b>2261.03</b>	<b>Academy and School Report Card</b>	<b>LR</b>
<b>2265</b>	<b>Child Care Center Staff and Volunteers</b>	<b>LR</b>
2270	Religion in the Curriculum	BP
2340	Field and Other Academy-Sponsored Trips	BP
2370.01	On-Line/Blended Learning Program	LC
<b>2410</b>	<b>Prohibition of Referral or Assistance</b>	<b>LR</b>
2412	Homebound Instruction Program	LC
2413	Health Education Program	LC
<b>2414</b>	<b>Reproductive Health and Family Planning</b>	<b>LR</b>
<b>2416</b>	<b>Student Privacy and Parental Access to Information (FERPA)</b>	<b>LR</b>
<b>2418</b>	<b>Sex Education</b>	<b>L</b>
<b>2433</b>	<b>Operation of a Child Care Center or Before/After School Program</b>	<b>LR</b>
<b>2460</b>	<b>Education of Children with Disabilities</b>	<b>LR</b>
<b>2460.02</b>	<b>Least Restrictive Environment (LRE) Position Statement</b>	<b>LR</b>
2531	Copyrighted Works	BP
<b>2623</b>	<b>Student Assessment</b>	<b>LR</b>
2628	State Aid Incentives	BP
2700	P.A. 25 Annual Report	LC
3000	<b>STAFF</b>	
3000	Educational Service Provider Statement	
5000	<b>STUDENTS</b>	
<b>5111</b>	<b>Admission of Students</b>	<b>LR</b>
<b>5111.01</b>	<b>Homeless Students</b>	<b>LR</b>
<b>5111.02</b>	<b>Educational Opportunity for Military Children</b>	<b>LR</b>
<b>5111.03</b>	<b>Children and Youth in Foster Care</b>	<b>LR</b>
5112	Entrance Age	LC
<b>5114</b>	<b>Foreign and Foreign-Exchange Students</b>	<b>LR</b>
5130	Withdrawal from the Academy	LC
5136	Personal Communication Devices	BP
5200	Attendance	BP
5215	Missing and Absent Children	LC

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5230	Late Arrival and Early Dismissal	BP
<b>5310</b>	<b>Health Services</b>	<b>LR</b>
5320	Immunization	LC
<b>5330</b>	<b>Use of Medications</b>	<b>LR</b>
<b>5330.01</b>	<b>Epinephrine Auto-Injectors</b>	<b>LR</b>
5330.02	Opioid Antagonists	LC
5331	Students with Special Dietary Needs	BP
5340	Student Accidents	BP
<b>5340.01</b>	<b>Concussions and Athletic Activities</b>	<b>LR</b>
5341	Emergency Medical Authorization	BP
5410	Promotion, Placement, and Retention	BP
5420	Reporting Student Progress	BP
5421	Grading	BP
5451	Student Recognition	BP
5463	Credits from Nonpublic Schools	BP
5500	Student Conduct	LC
5510	Students-Sex Offender Registry; Criminal Convictions	BP
5511	Dress and Grooming	BP
5512	Use of Tobacco by Students	LC
5513	Care of Academy Property	BP
<b>5517</b>	<b>Anti-Harassment</b>	<b>LR</b>
<b>5517.01</b>	<b>Bullying</b>	<b>LR</b>
<b>5517.02</b>	<b>Sexual Violence</b>	<b>L R</b>
5520	Disorderly Conduct	BP
<b>5530</b>	<b>Drug Free Environment</b>	<b>LR</b>
<b>5532</b>	<b>Performance-Enhancing Drugs/Compounds</b>	<b>LR</b>
5540	Interrogation of Students	LC
5600	Student Discipline	LC
<b>5610</b>	<b>Emergency Removal, Suspension and Expulsion of Nondisabled Students</b>	<b>LR</b>
<b>5611</b>	<b>Due Process Rights</b>	<b>LR</b>
<b>5630.01</b>	<b>Student Seclusion and Restraint</b>	<b>LR</b>
5722	Academy-Sponsored Publications and Productions	LC
5730	Equal Access for Non-school Sponsored, Student Clubs and Activities	LC
<b>5771</b>	<b>Search and Seizure</b>	<b>LR</b>
<b>5772</b>	<b>Possession of Weapons</b>	<b>LR</b>
<b>5780</b>	<b>Student/Parent Rights</b>	<b>LR</b>
5830	Student Fund-Raising	LC
5850	Social Events	BP
5895	Student Employment	BP
<b>6000</b>	<b>FINANCES</b>	
6107	Authorization to Accept and Distribute Electronic Records and to Use	

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	Electronic Signals	LC
<b>6110</b>	<b>Grant Funds</b>	<b>LR</b>
<b>6111</b>	<b>Internal Controls</b>	<b>LR</b>
6112	Cash Management of Grants	LC
6114	Cost Principles – Spending Federal Funds	LC
6116	Time & Effort Reporting	LC
<b>6144</b>	<b>Investments</b>	<b>LR</b>
6151	Bad Checks	BP
6152	Student Fees, Fines, and Supplies	BP
6210	Fiscal Planning	BP
6220	Budget Preparation	LC
6230	Budget Hearing	LC
6231	Budget Implementation	BP
<b>6320</b>	<b>Purchasing</b>	<b>LR</b>
6321	New School Construction, Renovation	LC
<b>6325</b>	<b>Procurement – Federal Grants/Funds</b>	<b>LR</b>
6420	Conflict of Interest – Legal Counsel, Advisors, or Consultants	LC
6423	Use of Credit/Debit Cards	BP
6424	Purchasing Cards	BP
6440	Cooperative Purchasing	BP
6460	Vendor Relations	LC
6470	Payment of Claims	BP
6510	Payroll Authorization	BP
6520	Payroll Deductions	LC
<b>6550</b>	<b>Travel Payment &amp; Reimbursement</b>	<b>LR</b>
6605	Crowdfunding	BP
6620	Petty Cash	BP
6670	Trust and Agency Fund	BP
6680	Recognition	LC
<b>6700</b>	<b>Fair labor Standards Act (FLSA)</b>	<b>LR</b>
6800	System of Accounting	LC
<b>6850</b>	<b>Public Disclosure and Reporting</b>	<b>LR</b>
<b>7000</b>	<b>PROPERTY</b>	
<b>7217</b>	<b>Weapons</b>	<b>LR</b>
7230	Gifts, Grants, and Bequests	BP
<b>7310</b>	<b>Disposition of Surplus Property</b>	<b>LR</b>
7410	Maintenance	BP
7420	Hygienic Management	BP
7430	Safety Standards	LC
<b>7434</b>	<b>Use of Tobacco on Academy Premises</b>	<b>LR</b>

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7440	Facility Security	BP
<b>7450</b>	<b>Property Inventory</b>	<b>LR</b>
7455	Accounting System for Fixed Assets	BP
7460	Conservation of Natural and Material Resources	BP
7510	Use of Academy Facilities	BP
7530	Lending of Board-Owned Equipment	BP
7530.02	Staff use of Personal Communication Devices	LC
7540	Technology	LC
7540.01	Technology Privacy	LC
7540.02	Web Accessibility, Content, Services, Apps and Services	BP
<b>7540.03</b>	<b>Student Technology Acceptable Use and Safety</b>	<b>LR</b>
<b>7540.04</b>	<b>Staff Technology Acceptable Use and Safety</b>	<b>LR</b>
7540.07	Personal Internet Account Privacy – Students	LC
7540.08	Personal Internet Account Privacy – Staff	LC
7542	Access to Academy Technology Resources and/or Information Resources from Personal Communication Devices	BP
7544	Use of Social Media	LC
8000	<b>OPERATIONS</b>	
<b>8120</b>	<b>Iran Economic Sanctions Act Compliance</b>	<b>LR</b>
<b>8142</b>	<b>Criminal History Record Check</b>	<b>LR</b>
<b>8142.01</b>	<b>Weapons</b>	<b>LR</b>
8210	Academy Calendar	LC
8220	School Day	BP
8305	Information Security	BP
<b>8310</b>	<b>Public Records</b>	<b>LR</b>
<b>8310.01</b>	<b>Enhanced Access to Public Records</b>	<b>LR</b>
8315	Information Management	BP
8320	Personnel Files	BP
<b>8321</b>	<b>Criminal Justice Information Security (Non-Criminal Justice Agency)</b>	<b>LR</b>
<b>8330</b>	<b>Student Records</b>	<b>LR</b>
<b>8340</b>	<b>Letters of Reference</b>	<b>LR</b>
<b>8350</b>	<b>Confidentiality</b>	<b>LR</b>
8351	Breach of Confidential Information	BP
<b>8390</b>	<b>Animals on Academy Property</b>	<b>LR</b>
<b>8400</b>	<b>Academy Safety Information</b>	<b>LR</b>
<b>8401</b>	<b>Fire Safety and Fire Department Notification</b>	<b>LR</b>
<b>8402</b>	<b>Emergency Operations Plan</b>	<b>LR</b>
8405	Environmental Health and Safety Issues	LC
8405.01	Integrated Pest Management	LC
8410	Crisis Intervention	BP
8420	Emergency Situations at the Academy	LC
<b>8431</b>	<b>Preparedness for Toxic Hazards and Asbestos Hazard</b>	<b>LR</b>
8442	Reporting Accidents	BP
8450	Control of Casual-Contact Communicable Diseases	BP
8450.01	Pediculosis (Head Lice)	BP

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8452	Automatic External Defibrillators (AED)	LC
8453	Direct Contact Communicable Diseases	BP
8453.01	Control of Blood-Borne Pathogens	LC
8462	Student Abuse and Neglect	LC
<b>8500</b>	<b>Food Services</b>	<b>LR*</b>
<b>8510</b>	<b>Wellness</b>	<b>LR</b>
	<b>8510 Appendix A: Specific Goals for Nutrition</b>	
	<b>8510 Appendix B: Specific Goals for Physical Activity</b>	
	<b>8510 Appendix C: Specific Goals for Other Academy-Based Activities Designed to Promote Student Wellness</b>	
	<b>8510 Appendix D: Specific Goals for Nutrition Promotion</b>	
	<b>8510 Appendix E: Nutrition Guidelines for All Foods Available On Campus During the School Day</b>	
	<b>8510 Appendix F: Wellness Policy Board Resolution</b>	
8531	Free and Reduced–Priced Meals	LC
8640	Transportation for Field and Other Academy- Sponsored Trips	BP
8660	Transportation by Private Vehicle	BP
8710	Insurance	LC
8740	Bonding	BP
8760	Student Accident Insurance	BP
8800	Religious/Patriotic Ceremonies and Observances	LC
8900	Anti-Fraud	BP
<b>9000</b>	<b>RELATIONS</b>	
9120	Academy Information Program	BP
9130	Public Complaints	BP
9150	Academy Visitors	BP
9160	Public Attendance at Academy Events	LC
9211	Academy Support Organizations	BP
<b>9250</b>	<b>Parent/Legal Guardian Review of Instructional Materials and Observation of Instructional Activities</b>	<b>LR</b>
9500	Relations with Educational Institutions and Organizations	BP
9555	Partnerships with Business	BP
9700	Relations with Special Interest Groups	BP
9710	Volunteers	BP

**L\* These policies are only legally required if the Academy serves food to students and receives direct or indirect federal aid for the program.**

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1000 **ADMINISTRATION**

1000 Educational Service Provider Statement

1420 Academy Administrator and School Leader Evaluation

LC

For Board Approval

## **NEW POLICY FOR IVYWOOD CLASSICAL ACADEMY**

**– FALL 2019**

### **ACADEMY ADMINISTRATOR AND SCHOOL LEADER EVALUATION**

Reference: MCL 380.1249(3)

The ESP shall conduct an annual evaluation of the School Leader in accordance with all the requirements of MCL 380.1249(3) and applicable law.

The ESP shall conduct annual evaluations of all other academy administrators in accordance with MCL 380.1249(3) and applicable law.

2000 **PROGRAM**

2105	Mission of the Academy	BP
<b>2112</b>	<b>Parent and Family Engagement</b>	<b>LR</b>
2120	School Improvement	LC
2210	Curriculum Development	LC
2210.01	Right to Inspect Instructional Materials	LC
2225	Students with Limited English Proficiency	BP
2240	Controversial Issues	BP
2250	Innovative Programs	BP
<b>2260</b>	<b>Nondiscrimination and Access to Equal Educational Opportunity</b>	<b>LR</b>
<b>2260.01</b>	<b>Section 504/ADA Prohibition Against Discrimination Based on Disability</b>	<b>LR</b>
<b>2261</b>	<b>Title I Services</b>	<b>LR</b>
<b>2261.01</b>	<b>Parent and Family Member Participation in Title I Programs</b>	<b>LR</b>
2261.02	Title I – Parent’s Right to Know	LC
<b>2261.03</b>	<b>Academy and School Report Card</b>	<b>LR</b>
<b>2265</b>	<b>Child Care Center Staff and Volunteers</b>	<b>LR</b>
2270	Religion in the Curriculum	BP
2340	Field and Other Academy-Sponsored Trips	BP
2370.01	On-Line/Blended Learning Program	LC
<b>2410</b>	<b>Prohibition of Referral or Assistance</b>	<b>LR</b>
2412	Homebound Instruction Program	LC
2413	Health Education Program	LC
<b>2414</b>	<b>Reproductive Health and Family Planning</b>	<b>LR</b>
<b>2416</b>	<b>Student Privacy and Parental Access to Information (FERPA)</b>	<b>LR</b>
<b>2418</b>	<b>Sex Education</b>	<b>L</b>
<b>2433</b>	<b>Operation of a Child Care Center or Before/After School Program</b>	<b>LR</b>
<b>2460</b>	<b>Education of Children with Disabilities</b>	<b>LR</b>
<b>2460.02</b>	<b>Least Restrictive Environment (LRE) Position Statement</b>	<b>LR</b>
2531	Copyrighted Works	BP
<b>2623</b>	<b>Student Assessment</b>	<b>LR</b>
2628	State Aid Incentives	BP
2700	P.A. 25 Annual Report	LC

## **NEW POLICY – FALL 2019** **CHILD CARE CENTER STAFF AND VOLUNTEERS**

Reference: M.C.L. 722.111, et seq

### **Background Checks**

All staff members employed by the Educational Service Provider whose job responsibilities include working with children in the Academy's:

- A. pre-school programs,
- B. before or after academy programs,
- C. child or day care center,

and all other persons eighteen (18) years or older who provide unsupervised care or have unsupervised access to the children in the program(s) must consent to and complete a comprehensive background check compliant with the requirements of the Child Care Organizations Act.

Volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s).

All staff members and any volunteers who have contact with children in the program(s) at least four (4) hours per week for more than two (2) consecutive weeks must have test results on file with the Academy indicating that they are free from communicable tuberculosis. The test results must have been verified within one (1) year before employment or volunteering.

### **Supervision of Volunteers**

All persons who volunteer in the program(s), including the parents or guardians of a child receiving care or services, will be supervised by the Academy staff member(s) who are working in the program(s). Academy staff members will be informed of their supervisory roles including the requirement that volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s).

Academy staff members must report any issues or concerns of any nature relating to volunteers to the Educational Service Provider at the first available opportunity. The Educational Service Provider will promptly address all issues or concerns and determine whether any instruction, changes, corrective action or other remedies should be implemented.

All volunteers must comply with Board policies and Academy guidelines while acting as a volunteer and are subject to removal or prohibition from participating as a volunteer in the program(s).

## **REVISED POLICY – SPECIAL RELEASE - FALL 2019** **PROHIBITION OF REFERRAL OR ASSISTANCE**

Reference: M.C.L. 388.1766

In accordance with Michigan statute, any academy official, member of the Board of Directors, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Any academy official, member of the Board, or employee of the Board who violates this policy is subject to disciplinary action.

Any alleged violation of this policy shall be reported to the Educational Service Provider, who shall follow the procedures set out in Policy 1439, Policy 3139, or the current negotiated bargaining agreement, whichever is applicable, to investigate the allegation. If the allegation relates to an academy official, member of the Board, or employee of the Board to whom Policy 1439, Policy 3139 or a current negotiated bargaining agreement does not apply, the Educational Service Provider shall conduct an investigation, as appropriate to the situation, including providing the person with reasonable notice and the opportunity to respond. All disciplinary measures available may be utilized, as appropriate, if the Educational Service Provider determines that a violation of this policy occurred.

For Board Approval

## **REVISED POLICY – SPECIAL RELEASE – FALL 2019** **REPRODUCTIVE HEALTH AND FAMILY PLANNING**

Reference: MCL 380.1169, 380.1507, 388.1766  
AC Rule 388.273 et seq.

The Board of Directors directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in an Academy or on Academy property a family planning drug or device. **Additionally, any academy official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion.**

Each person who teaches students in grades K to 12 about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The Academy shall notify parents/guardians, in advance of the instruction, about the content of the instruction, give the parents/guardians an opportunity, prior to instruction, to review the materials to be used (other than tests), and observe the instruction. The Academy shall further advise the parents/guardians of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

5000 **STUDENTS**

<b>5111</b>	<b>Admission of Students</b>	<b>LR</b>
<b>5111.01</b>	<b>Homeless Students</b>	<b>LR</b>
<b>5111.02</b>	<b>Educational Opportunity for Military Children</b>	<b>LR</b>
<b>5111.03</b>	<b>Children and Youth in Foster Care</b>	<b>LR</b>
5112	Entrance Age	LC
<b>5114</b>	<b>Foreign and Foreign-Exchange Students</b>	<b>LR</b>
5130	Withdrawal from the Academy	LC
5136	Personal Communication Devices	BP
5200	Attendance	BP
5215	Missing and Absent Children	LC
5230	Late Arrival and Early Dismissal	BP
<b>5310</b>	<b>Health Services</b>	<b>LR</b>
5320	Immunization	LC
<b>5330</b>	<b>Use of Medications</b>	<b>LR</b>
<b>5330.01</b>	<b>Epinephrine Auto-Injectors</b>	<b>LR</b>
5330.02	Opioid Antagonists	LC
5331	Students with Special Dietary Needs	BP
5340	Student Accidents	BP
<b>5340.01</b>	<b>Concussions and Athletic Activities</b>	<b>LR</b>
5341	Emergency Medical Authorization	BP
5410	Promotion, Placement, and Retention	BP
5420	Reporting Student Progress	BP
5421	Grading	BP
5451	Student Recognition	BP
5463	Credits from Nonpublic Schools	BP
5500	Student Conduct	LC
5510	Students-Sex Offender Registry; Criminal Convictions	BP
5511	Dress and Grooming	BP
5512	Use of Tobacco by Students	LC
5513	Care of Academy Property	BP
<b>5517</b>	<b>Anti-Harassment</b>	<b>LR</b>
<b>5517.01</b>	<b>Bullying</b>	<b>LR</b>
<b>5517.02</b>	<b>Sexual Violence</b>	<b>L R</b>
5520	Disorderly Conduct	BP
<b>5530</b>	<b>Drug Free Environment</b>	<b>LR</b>
<b>5532</b>	<b>Performance-Enhancing Drugs/Compounds</b>	<b>LR</b>
5540	Interrogation of Students	LC
5600	Student Discipline	LC
<b>5610</b>	<b>Emergency Removal, Suspension and Expulsion of Nondisabled Students</b>	<b>LR</b>
<b>5611</b>	<b>Due Process Rights</b>	<b>LR</b>
<b>5630.01</b>	<b>Student Seclusion and Restraint</b>	<b>LR</b>
5722	Academy-Sponsored Publications and Productions	LC
5730	Equal Access for Non-school Sponsored, Student Clubs and Activities	LC



<b>5771</b>	<b>Search and Seizure</b>	<b>LR</b>
<b>5772</b>	<b>Possession of Weapons</b>	<b>LR</b>
<b>5780</b>	<b>Student/Parent Rights</b>	<b>LR</b>
5830	Student Fund-Raising	LC
5850	Social Events	BP
5895	Student Employment	BP

For Board Approval

## **REVISED POLICY – FALL 2019** **LATE ARRIVAL AND EARLY DISMISSAL**

It is necessary that a student be in attendance throughout the school day to benefit fully from the educational program of the Academy.

However, the Board recognizes that compelling circumstances occasionally require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of the Academy, the School Leader shall require that the Academy be notified in advance of such absences by written or personal request of the student's parent stating the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Leader.

If one parent has been awarded custody of the student by the courts, the custodial parent shall provide the Academy with a copy of the custody order and inform the Academy in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the Academy will presume that the student may be released into the care of either parent.

No student who has a medical disability that may be incapacitating will be released without a person to accompany him/her. No student shall be released to anyone who has not been authorized such custody in writing by the parents.

**Presentation of photo identification is required of anyone authorized such custody. (See Form 5230 F1)**

The Educational Service Provider shall develop Administrative Procedures to ensure the proper implementation of this policy.

For Board Approval

## **REVISED POLICY – FALL 2019** **OPIOID ANTAGONISTS**

Reference: M.C.L. 380.1179b  
**Administration of Opioid Antagonists Act**

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel. Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures and limitations.

**The Academy shall purchase opioid antagonists and distribute the opioid antagonists to an employee or agent of the Academy who has been trained in the administration of that opioid antagonist. An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.**

**An Academy employee or agent may possess an opioid antagonist distributed to that employee or agent and may administer that opioid antagonist to an individual only if both of the following apply:**

- A. The employee or agent has been trained in the proper administration of that opioid antagonist.**
- B. The employee or agent has reason to believe that the individual is experiencing an opioid-related overdose.**

**Each K-12 Academy shall possess at least one package of an opioid antagonist on site. The opioid antagonist may be administered by a trained Academy employee or agent to a student or other individual on Academy grounds who is believed to be having an opioid-related overdose.**

An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that **a reasonable person** would believe to be an opioid-related overdose that requires medical assistance.

Any Academy personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

Any person who administers an opioid antagonist to a student shall promptly notify the **School Leader, who shall be responsible for promptly notifying the student's parents/guardian that an injection has been administered.**

## **REVISED POLICY – FALL 2019** **USE OF TOBACCO BY STUDENTS**

Reference: MCL 333.12601 et seq.  
MCL 750.473

The Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on **Academy** premises, in **Academy** provided transportation, and in all **Academy** buildings owned and/or operated by the Academy.

The Board prohibits the use or possession of tobacco product by students in **Academy** buildings, on **Academy** property (owned or leased), on **Academy** provided transportation, and at any **Academy**-related event.

For purposes of this policy:

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
- B. "use of a tobacco product" means any of the following:
  - 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
  - 2. the inhaling or chewing of a tobacco product
  - 3. the placing of a tobacco product within a person's mouth
  - 4. and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

**The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.**

**In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.**

**This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:**

- A. academy grounds,**
- B. athletic facilities,**
- C. any academy-related event, and**

**Advertising/Promotion**

**In accordance with Policy 9700.01, tobacco advertising is prohibited on academy grounds, in all academy-sponsored publications, and at all academy-sponsored events.**

For Board Approval

6000 **FINANCES**

6107	Authorization to Accept and Distribute Electronic Records and to Use Electronic Signals	LC
<b>6110</b>	<b>Grant Funds</b>	<b>LR</b>
<b>6111</b>	<b>Internal Controls</b>	<b>LR</b>
6112	Cash Management of Grants	LC
6114	Cost Principles – Spending Federal Funds	LC
6116	Time & Effort Reporting	LC
<b>6144</b>	<b>Investments</b>	<b>LR</b>
6151	Bad Checks	BP
6152	Student Fees, Fines, and Supplies	BP
6210	Fiscal Planning	BP
6220	Budget Preparation	LC
6230	Budget Hearing	LC
6231	Budget Implementation	BP
<b>6320</b>	<b>Purchasing</b>	<b>LR</b>
6321	New School Construction, Renovation	LC
<b>6325</b>	<b>Procurement – Federal Grants/Funds</b>	<b>LR</b>
6420	Conflict of Interest – Legal Counsel, Advisors, or Consultants	LC
6423	Use of Credit/Debit Cards	BP
6424	Purchasing Cards	BP
6440	Cooperative Purchasing	BP
6460	Vendor Relations	LC
6470	Payment of Claims	BP
6510	Payroll Authorization	BP
6520	Payroll Deductions	LC
<b>6550</b>	<b>Travel Payment &amp; Reimbursement</b>	<b>LR</b>
6605	Crowdfunding	BP
6670	Trust and Agency Fund	BP
6680	Recognition	LC
<b>6700</b>	<b>Fair labor Standards Act (FLSA)</b>	<b>LR</b>
6800	System of Accounting	LC
<b>6850</b>	<b>Public Disclosure and Reporting</b>	<b>LR</b>

## **REVISED POLICY – FALL 2019** **SYSTEM OF ACCOUNTING**

Reference: MCL 41.422 et seq., 141.421 et seq.  
A.C. Rule R340.351 et seq.  
GASB #34  
GASB #54

It is the policy of the Board that a chart of accounts be established in accordance with the requirements of the State Department of Education for the accounting of all Academy funds. The Educational Service Provider is responsible for an accounting of all capital assets to protect the financial investment of the Academy against catastrophic loss. Further, the Educational Service Provider will establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the Academy's capital assets are properly insured.

### **GASB 84**

**The Academy's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the Academy will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and academy-related activity funds held in a bank account maintained by the Academy. These funds shall be subject to the accounting and requirements specified in the Michigan Public Schools Accounting Manual. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.**

### **GASB 54**

The Academy's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the Academy will report its fund balances in the following categories:

- A. Nonspendable fund balance—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- B. Restricted fund balance—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation
- C. Committed fund balance—amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint
- D. Assigned fund balance—amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority
- E. Unassigned fund balance—amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes the auditors and directs its Educational Service Provider to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

The Educational Service Provider shall be responsible for the proper accounting of all Academy funds. The Educational Service Provider shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

The Educational Service Provider and the Treasurer of the Board of Directors is responsible to implement procedures and practices that will determine:

- A. Capitalization policies for Academy assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase);
- B. Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology;
- C. Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to Academy insurance providers.

A report of the revenues and expenditures in the fund reporting categories established above shall be made to the Board on a monthly basis by the Educational Service Provider.

The Board's annual financial statements will include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation, 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g. straight line or other method).

Before implementing procedures or changing procedures, the Educational Service Provider will review the proposed procedure with the CPA appointed by the Board to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.



7000 **PROPERTY**

<b>7217</b>	<b>Weapons</b>	<b>LR</b>
7230	Gifts, Grants, and Bequests	BP
<b>7310</b>	<b>Disposition of Surplus Property</b>	<b>LR</b>
7410	Maintenance	BP
7420	Hygienic Management	BP
7430	Safety Standards	LC
<b>7434</b>	<b>Use of Tobacco on Academy Premises</b>	<b>LR</b>
7440	Facility Security	BP
<b>7450</b>	<b>Property Inventory</b>	<b>LR</b>
7455	Accounting System for Fixed Assets	BP
7460	Conservation of Natural and Material Resources	BP
7510	Use of Academy Facilities	BP
7530	Lending of Board-Owned Equipment	BP
7530.02	Staff use of Personal Communication Devices	LC
7540	Technology	LC
7540.01	Technology Privacy	LC
7540.02	Web Accessibility, Content, Services, Apps and Services	BP
<b>7540.03</b>	<b>Student Technology Acceptable Use and Safety</b>	<b>LR</b>
<b>7540.04</b>	<b>Staff Technology Acceptable Use and Safety</b>	<b>LR</b>
7540.07	Personal Internet Account Privacy – Students	LC
7540.08	Personal Internet Account Privacy – Staff	LC
7542	Access to Academy Technology Resources and/or Information Resources from Personal Communication Devices	BP
7544	Use of Social Media	LC

## **REVISED POLICY – FALL 2019** **USE OF TOBACCO ON ACADEMY PREMISES**

Reference: MCL 333.12601 et seq.  
MCL 380.1170  
MCL 750.473  
20 USC 6081 et seq.  
USDOE. Memorandum, 1995  
MDE Board Policy on 24/7 Tobacco-Free Schools

**The Board of Directors believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.**

The use of tobacco products of any kind, including but not limited to cigarettes, cigars, pipes, and chewing tobacco, and by any person, is prohibited on **Academy** property (including grounds, buildings, and vehicles) and during any **Academy**-sponsored activity or event.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on **Academy** premises (owned or leased), in **academy** vehicles, at all **academy**-sponsored events and in all **academy** buildings owned and/or operated by the Academy.

For purposes of this policy,

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
- B. "use of a tobacco product" means any of the following:
  - 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
  - 2. the inhaling or chewing of a tobacco product
  - 3. the placing of a tobacco product within a person's mouth
  - 4. and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

**The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.**

**In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times (twenty-four (24) hours a day, seven (7) days a week) within any enclosed facility owned or leased or contracted for by the Board, and in the areas**

**directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:**

- A. academy grounds,**
- B. athletic facilities,**
- C. any academy-related event,**

Tobacco advertising or promotion is prohibited on signs, clothing (including hats or bags), or sponsorship of Academy events.

The School Leader shall:

- A. Communicate the Academy's Tobacco-Free Policy to students, staff, family members, and visitors, at Academy events, through signage, and in the student code of conduct;
- B. Develop and implement procedures for consistent and fair enforcement;
- C. Develop educational alternatives to suspension;
- D. Treat violators who are students or staff with disciplinary action in the same magnitude and manner as violations of other Academy policies;
- E. Ensure that visitors who violate the policy discontinue using the tobacco product or leave the premises;
- F. Include the expectation that the prohibition will be enforced in contracts with outside groups who use the building; and
- G. Coordinate with local law enforcement agencies on enforcement of the Youth Tobacco Act and the Michigan Penal Code related to tobacco use.

The Academy may provide access to developmentally-appropriate tobacco cessation programs or information about community cessation programs.

**Violations of this policy may result in removal from academy property or the academy activity in accordance with Policy 9150 – Academy Visitors.**

**The Educational Service Provider shall designate the individuals and the methods to monitor compliance with this policy.**

8000 **OPERATIONS**

<b>8120</b>	<b>Iran Economic Sanctions Act Compliance</b>	<b>LR</b>
<b>8142</b>	<b>Criminal History Record Check</b>	<b>LR</b>
<b>8142.01</b>	<b>Weapons</b>	<b>LR</b>
8210	Academy Calendar	LC
8220	School Day	BP
8305	Information Security	BP
<b>8310</b>	<b>Public Records</b>	<b>LR</b>
<b>8310.01</b>	<b>Enhanced Access to Public Records</b>	<b>LR</b>
8315	Information Management	BP
8320	Personnel Files	BP
<b>8321</b>	<b>Criminal Justice Information Security (Non-Criminal Justice Agency)</b>	<b>LR</b>
<b>8330</b>	<b>Student Records</b>	<b>LR</b>
<b>8340</b>	<b>Letters of Reference</b>	<b>LR</b>
<b>8350</b>	<b>Confidentiality</b>	<b>LR</b>
8351	Breach of Confidential Information	BP
<b>8390</b>	<b>Animals on Academy Property</b>	<b>LR</b>
<b>8400</b>	<b>Academy Safety Information</b>	<b>LR</b>
<b>8401</b>	<b>Fire Safety and Fire Department Notification</b>	<b>LR</b>
<b>8402</b>	<b>Emergency Operations Plan</b>	<b>LR</b>
8405	Environmental Health and Safety Issues	LC
8405.01	Integrated Pest Management	LC
8410	Crisis Intervention	BP
8420	Emergency Situations at the Academy	LC
<b>8431</b>	<b>Preparedness for Toxic Hazards and Asbestos Hazard</b>	<b>LR</b>
8442	Reporting Accidents	BP
8450	Control of Casual-Contact Communicable Diseases	BP
8450.01	Pediculosis (Head Lice)	BP
8452	Automatic External Defibrillators (AED)	LC
8453	Direct Contact Communicable Diseases	BP
8453.01	Control of Blood-Borne Pathogens	LC
8462	Student Abuse and Neglect	LC
<b>8500</b>	<b>Food Services</b>	<b>LR*</b>
<b>8510</b>	<b>Wellness</b>	<b>LR</b>
	<b>8510 Appendix A: Specific Goals for Nutrition</b>	
	<b>8510 Appendix B: Specific Goals for Physical Activity</b>	
	<b>8510 Appendix C: Specific Goals for Other Academy-Based Activities Designed to Promote Student Wellness</b>	
	<b>8510 Appendix D: Specific Goals for Nutrition Promotion</b>	
	<b>8510 Appendix E: Nutrition Guidelines for All Foods Available On Campus During the School Day</b>	
	<b>8510 Appendix F: Wellness Policy Board Resolution</b>	
8531	Free and Reduced–Priced Meals	LC
8640	Transportation for Field and Other Academy- Sponsored Trips	BP
8660	Transportation by Private Vehicle	BP
8710	Insurance	LC

8740	Bonding	BP
8760	Student Accident Insurance	BP
8800	Religious/Patriotic Ceremonies and Observances	LC
8900	Anti-Fraud	BP

**L\* These policies are only legally required if the Academy serves food to students and receives direct or indirect federal aid for the program.**

For Board Approval

## **REVISED POLICY – FALL 2019** **ACADEMY SAFETY INFORMATION**

Reference: Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended  
MCL 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

The Board is committed to maintaining a safe academy environment. The Board believes crime and violence at the Academy are potential, multifaceted problems that need to be addressed by utilizing the best resources and coordinated efforts of Academy personnel, law enforcement agencies, and families. The Board further believes the Academy and local law enforcement officials must work together to provide for the safety and welfare of students while at the academy, at an academy-sponsored activity or while en route to or from the academy or an academy sponsored activity. The Board also believes the first step in addressing academy crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote safety and minimize the likelihood of crime and violence at the Academy.

**In furtherance of its commitment to a safe academy environment, the Board has prohibited weapons on academy property and at academy-sponsored events, except in very limited circumstances. See Board Policy 3217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on academy property or at academy-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses, which disrupt the educational process and learning environment for students.**

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any academy property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on academy property, within the Student Safety Zone, or at any academy-related event.

The Academy will work with local officials in arranging signage defining the 1,000 foot boundary.

The **Educational Service Provider** shall hold a meeting for the purpose of conferring regarding the School Safety Information Policy Agreement and making modifications deemed necessary and proper; **discussing** additional training **that might be** needed; and, **discussing** any other such related matters **as may be deemed to be necessary by the participants**. Participants in this meeting shall include the School Leader, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement agencies. **The following** may also be invited to participate in the meeting:

- A. building administrators;**
- B. representative(s) from county emergency management service agency;**

The **Educational Service Provider** shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions.

### Academy Contact Person

Furthermore, in accordance with state law, the Board hereby designates the School Leader as the Academy contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for School Leader shall be provided to the Michigan State Police in the manner and frequency required by law.

The Academy contact person shall notify the School Leader of the academy of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The School Leader shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The Educational Service Provider shall notify the appropriate law enforcement officials when an eligible student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 USC 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

**If a student is involved in an incident that is reported to law enforcement officials pursuant to the Academy's *School Safety Information Policy Agreement*, then, upon request by academy officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow academy officials access to academy, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.**

### Required Reporting

The **Educational Service Provider** shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the Academy during the preceding school year and the reason for the expulsion.

The **Educational Service Provider** shall also submit a report, at least annually, to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at the Academy. At least once annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the Academy. This report will minimally include crimes involving any of the following:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;

- E. property crimes, including, but not limited to, theft and vandalism, as well as an estimate of the cost to the Academy that results from the property crime.

The Educational Service Provider shall collect weekly and keep current the information required for the report on incidents of crime, and must provide that information, within seven (7) days, upon request.

Each Academy building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request. Law Enforcement Information Network (LEIN)

The Board authorizes the Educational Service Provider to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

Additionally, the Academy shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

#### Law Enforcement Information Network (LEIN)

The Board authorizes the Educational Service Provider to request vehicle registration information for suspicious vehicles within 1,000 feet of academy property through the Law Enforcement Information Network (LEIN).

#### Persistently Dangerous Schools

The Board recognizes **that** State and Federal law **requires that** the Academy **report** annually incidents **which meet** the statutory definition of violent criminal offenses that **occur** in the Academy, on academy grounds, on an academy conveyance, or at an academy -sponsored activity. **It is further understood that the** State Department of Education will then use this data to determine **whether or not** an academy is considered "persistently dangerous," as defined by State policy.

Pursuant to the Board's stated intent to provide a safe academy environment, Academy administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in the Academy exceed the threshold number established in State policy, the Educational Service Provider shall **convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.**

The **Educational Service Provider** shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.



## **REVISED POLICY – FALL 2019** **STUDENT ABUSE AND NEGLECT**

Reference: MCL 722.621 et. seq.

The Board is concerned with the physical and mental well-being of the students in the Academy and will cooperate in identifying and reporting cases of child abuse or neglect, in accordance with law.

Any staff **and all other persons employed by the Educational Service Provider who are mandatory reporters under the law** with reasonable cause to suspect child abuse or neglect shall be responsible for immediately reporting every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The staff member **or other mandatory reporter** shall immediately call the local office of the Department of Human Services. S/he shall also notify the appropriate administrator, according to the Academy's Reporting Procedure for Student Abuse or Neglect.

The identity of the reporting person shall be confidential, subject to disclosure only by consent or court order. A reporting Educational Service Provider employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the **Academy** is a violation of law and subjects the disseminator to civil liability for any resulting damages.

The Educational Service Provider should be mindful of the possibility of physical or mental abuse inflicted on a student by a staff member. Any such instances, whether real or alleged, should be handled in accordance with the Administrative Procedures established by the Educational Service Provider.