



Brighton

BOARD OF DIRECTORS
POLICIES

Table of Contents

TABLE OF CONTENTS	1
OVERVIEW	5
ADMINISTRATIVE GOVERNANCE STRUCTURE	5
AGE OR GRADE RANGE OF PUPILS	5
APPLICATION AND ENROLLMENT OF STUDENTS	5
BYLAWS	5
CURRICULUM	5
DESCRIPTION OF ADMINISTRATIVE RESPONSIBILITIES	5
DESCRIPTION OF STAFF RESPONSIBILITIES	5
EDUCATIONAL GOALS AND EDUCATIONAL PROGRAMS	5
FINANCES	5
GENERAL OPERATING REQUIREMENTS	5
METHODS OF PUPIL ASSESSMENT	6
PHYSICAL PLANT	6
SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE	6
BOARD POLICIES	6
BOARD COMPOSITION	6
BOARD MEMBER ATTENDANCE	6
BOARD MEMBER CONFLICT OF INTEREST	6
REIMBURSEMENT FOR BOARD MEMBERS EXPENSES (Policy added 5/12/15)	7
COMMUNICATION WITH THE BOARD	8
MEETINGS OF THE BOARD OF DIRECTORS	8
ROLE OF THE BOARD (revised 4/12/16)	8
ROLE OF THE SCHOOL LEADER (revised 4/12/16)	8

ACADEMY OPERATIONS	9
ANTI-BULLYING (revised 4/18/17)	9
ANTI-HARASSMENT/BULLYING/HAZING	10
APPLICATION AND ENROLLMENT OF STUDENTS (revised 4/12/16).....	10
BUDGET (revised 4/12/16).....	10
CHILD ABUSE AND NEGLECT (approved 5/12/15)	11
COMMUNICABLE DISEASE	11
CONTROL OF BLOOD–BORNE PATHOGENS	11
CROWDFUNDING (approved 4/18/17).....	11
DELEGATION OF COMPLIANCE WITH STATE AND FEDERAL LAW TO CSP (revised 4/12/16)	11
DEPOSIT POLICY (approved 4/8/14).....	12
DRUGS (INCLUDING ALCOHOL AND TOBACCO) (revised 5/8/18)	12
EMERGENCY DRILLS	13
FAMILY AND MEDICAL LEAVE ACT (approved 5/12/15)	13
HIPAA (approved 5/12/15)	13
HEALTH EDUCATION (revised 5/8/18).....	13
HOMELESS STUDENTS (revised 4/12/16)	13
INVESTMENTS (INCLUDING ACH/EFT) (approved 4/8/14).....	14
MAINTENANCE OF STUDENT RECORDS – OUT-OF-SCHOOL SUSPENSIONS AND EXPULSIONS	14
NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (revised 4/18/17)	14
ON-LINE/BLENDED LEARNING (approved 4/9/13).....	14
PARENT / FAMILY INVOLVEMENT	14
PESTICIDE NOTIFICATION.....	15
PHYSICAL EDUCATION (approved 4/9/13)	15

POST SECONDARY ENROLLMENT OPTIONS (approved 4/9/13)	15
PUBLIC RECORDS / FREEDOM OF INFORMATION ACT REQUESTS	15
PURCHASING (revised 4/12/16)	15
SCHOOL SAFETY ACT/EMERGENCY SITUATIONS/CARDIAC RESPONSE PLAN (revised 5/12/15)	18
SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA) PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY (revised 4/18/17)	19
SOCIAL SECURITY NUMBERS	20
SPECIAL EDUCATION	20
STUDENT ASSESSMENT (approved 4/9/13)	20
STUDENT RECORDS (revised 4/8/14)	20
TITLE I – PARENTAL AND FAMILY ENGAGEMENT; RIGHT TO KNOW (approved 4/18/17)	20
TITLE IX (revised 4/12/16)	22
TOXIC AND ASBESTOS HAZARDS MANAGEMENT PLAN	22
VISITORS (revised 4/8/14)	22
VOLUNTEERS (revised 4/8/14)	22
STUDENT POLICIES	22
ACADEMY SPECIFIC DRESS CODE/UNIFORM	22
EPINEPHRINE AUTO INJECTORS (approved 5/12/15)	22
EQUAL ACCESS FOR STUDENT CLUBS AND ACTIVITIES NOT SPONSORED BY THE ACADEMY; LIMITED OPEN FORUM	23
FAMILY/STUDENT HANDBOOK (approved 4/8/14)	23
FIELD TRIPS	23
IMMUNIZATIONS	23
INTERNET SAFETY POLICY (revised 4/12/16)	23
ENGLISH LEARNER (EL) (revised 4/12/16)	24

MEDICATIONS (revised 4/8/14) 24

PERFORMANCE ENHANCING SUBSTANCES (approved 4/8/14) 24

PUBLICATIONS -- SCHOOL-SPONSORED, CURRICULUM-RELATED PUBLICATIONS..... 25

SEARCHES OF STUDENT’S PERSON, LOCKERS AND LOCKER CONTENTS, AND MOTOR VEHICLES (revised 4/8/14) 25

STUDENT DISCIPLINE (revised 5/8/18) 25

STUDENT SECLUSION AND PHYSICAL RESTRAINT (revised 4/18/17) 28

TECHNOLOGY / INTERNET USE (revised 5/12/15) 28

WEAPONS (revised 4/18/17) 28

OVERVIEW

The Board of Directors adopts and incorporates by reference herein the following Policies set forth in the Charter Contract approved by the Authorizer and the Board:

ADMINISTRATIVE GOVERNANCE STRUCTURE (Schedule 7 of the Charter Contract)

AGE OR GRADE RANGE OF PUPILS (Schedule 7 of the Charter Contract and the Management Agreement with CSP)

APPLICATION AND ENROLLMENT OF STUDENTS (Schedule 7 of the Charter Contract and the Management Agreement with CSP)

BYLAWS (Board Operations Policy and General Governance, Schedule 2)

CURRICULUM (Schedule 7 of the Charter Contract and the Management Agreement with CSP)

DESCRIPTION OF ADMINISTRATIVE RESPONSIBILITIES: Administration shall have the responsibilities and requirements set forth in the Description of Staff Responsibilities. (Schedule 5 of the Charter Contract)

DESCRIPTION OF STAFF RESPONSIBILITIES (Non-Administrative) (Schedule 5 of the Charter Contract)

EDUCATIONAL GOALS AND EDUCATIONAL PROGRAMS (Article VI and Schedule 7 of the Charter Contract; and the Management Agreement with CSP), and will contain the curriculum content required by applicable law.

FINANCES of the Academy shall be controlled by Article III, Article VI, Article XI of the Charter Contract; the Management Agreement with CSP; the State School Aid Act, MCL 388.1601 *et seq.*; the financial requirement of the Revised School Code relative to Public School Academies set forth in MCL 380.501 *et seq.*

GENERAL OPERATING REQUIREMENTS (Article VI of the Charter Contract and the Management Agreement with CSP)

METHODS OF PUPIL ASSESSMENT (Article VI and Schedule 7 of the Charter Contract; and the Management Agreement with CSP)

PHYSICAL PLANT (Article XI and Schedule 6 of the Charter Contract, and the Management Agreement with CSP)

SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE (Schedule 7 of the Charter Contract and the Management Agreement with CSP)

BOARD POLICIES

BOARD COMPOSITION

Directors of the Academy enthusiastically endorse and support the Academy’s mission of preparing each student for success in career, life, and higher education by providing an opportunity to earn a high school diploma in an engaging program with flexible scheduling and authentic learning experiences. FTHS will provide a personal and caring environment where students become active participants in their learning and in their planning for the future.

Directors should possess the highest personal and professional ethics, integrity and values, and be committed to representing the long-term interests of the Academy and the students it serves. They must also have an inquisitive and objective perspective, practical wisdom and good judgment.

We endeavor to have a board representing diverse experience at policy-making levels in business, education, government and in other areas that are relevant to the Academy’s mission. The board recognizes that parental involvement is a valued addition to the governance of the organization and may recommend parent membership on the Board of Directors.

BOARD MEMBER ATTENDANCE

Consistent board member attendance at regular and special board meetings is crucial to the operation of the board. If a board member fails to attend three consecutive board meetings and fails to communicate to the Board President or designee regarding such absences or fails to provide the Board President with a reasonable explanation of such absences, then the remaining board members shall have the authority to take appropriate action up to and including removal of the Board member from the Board consistent with CMU Policy, the Charter Contract and Board Bylaws.

BOARD MEMBER CONFLICT OF INTEREST

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

REIMBURSEMENT FOR BOARD MEMBERS EXPENSES (Policy added 5/12/15)

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 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. 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.
- D. 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.
- E. When attending a Board-approved conference, meeting, or workshop, all registration fees, parking, and mileage will be reimbursed.
- F. Lodging may be reimbursed for conferences, meetings, or workshops that occur over 90 miles away from the Academy at a reasonable rate.
- G. 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; and
6. The itemized listing of purchases.

H. 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.

COMMUNICATION WITH THE BOARD

The School Leader shall keep the Board of Directors informed of Academy operations by contributing to the preparation of the monthly Board agendas and by providing oral and/or written reports as the Board deems necessary.

MEETINGS OF THE BOARD OF DIRECTORS

The Board shall conduct all meetings in accordance with the Michigan Open Meetings Act, MCL 15.261 *et seq.*

ROLE OF THE BOARD (revised 4/12/16)

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 4/12/16)

The School Leader (Principal) shall serve as the administrative head of the Academy, authorized by the Board to manage all educational and business functions. The Board delegates to CSP and the School Leader the authority and responsibility to implement administrative guidelines that are consistent with these policies as adopted by the Board of Directors. These administrative guidelines are to be consistent with Federal and Michigan law, the Board Policies, and the Charter Contract.

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.

ACADEMY OPERATIONS

ANTI-BULLYING (revised 4/18/17)

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.

Under state law (MCL 380.1310b), 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:

- Substantially interfering with educational opportunities, benefits or programs.
- 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.
- Having an actual and substantial detrimental effect on a student’s physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

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

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.

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

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.

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.

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.

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.

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.

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

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

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/BULLYING/HAZING

It is the Academy’s policy to maintain learning and working environments that are free from all forms of harassment, including sexual harassment, physical assault and threats of imminent harm. Bullying/hazing or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents/guardians, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition extends to bullying/hazing in any form, including physical, verbal, and psychological abuse, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

APPLICATION AND ENROLLMENT OF STUDENTS (revised 4/12/16)

Enrollment of student will be completed in accordance with the charter contract and applicable law.

The Academy reserves the right to refuse a student for enrollment and attendance if the student has previously been expelled or suspended from residence previous school for any reason or if at any time before enrolling has been convicted of a felony as allowed by Michigan law.

BUDGET (revised 4/12/16)

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.

CHILD ABUSE AND NEGLECT (approved 5/12/15)

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

COMMUNICABLE DISEASE

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.

CONTROL OF BLOOD–BORNE PATHOGENS

The Board of Directors seeks to protect those staff members and volunteers who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties. As such, the Board directs CSP to develop a Blood-borne Pathogen Exposure Control Plan to limit and/or prevent the risk of occupational exposure to blood and other infectious body fluids and the transmission of blood-borne disease.

CROWDFUNDING (approved 4/18/17)

“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 a 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.

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

DELEGATION OF COMPLIANCE WITH STATE AND FEDERAL LAW TO CSP (revised 4/12/16)

The Academy has entered into a Management Agreement with CS Partners (“CSP”) to, in part, provide and employ all personnel and labor necessary for the operation of the Academy. The terms and conditions of employment shall meet the requirements of all applicable Federal and Michigan employment and discrimination laws, including but not limited to the following:

Title VII of the Civil Rights Act of 1964, 42 §USC 2000 *et seq.*

Age Discrimination in Employment Act of 1967, as amended, 29 USC §621 *et seq.*

Americans With Disabilities Act, as amended by the ADAAA of 2008, 42 §USC 12101 *et seq.*

Section 504 of the Rehabilitation Act of 1973
Title IX of the Education Amendments Act of 1972, 20 USC §1701 *et seq.*
Family Medical Leave Act of 1993, 29 USC 2601 *et seq.*
Michigan’s Elliott-Larsen Civil Rights Act, MCL 37.2201 *et seq.*
Michigan’s Persons With Disabilities Act, MCL 37.1101 *et seq.*
Criminal History & Unprofessional Conduct Checks, MCL 380.1230 *et seq.* and
Student Safety Legislation, MCL 380.1230(a)-(h)
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.

DEPOSIT POLICY (approved 4/8/14)

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 ESP the responsibility for making such deposits in a timely manner in the account(s) identified by the Board.

DRUGS (INCLUDING ALCOHOL AND TOBACCO) (revised 5/8/18)

The Academy maintains zero tolerance for the use, possession, or distribution of any alcohol, tobacco or the illegal use, possession or distribution of drugs on Academy property, in an Academy vehicle or at any Academy–sponsored event.

The Academy prohibits the use, sale, possession, or distribution of any alcohol, 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.

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, 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.

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 or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

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).

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.

EMERGENCY DRILLS

The Academy shall conduct emergency drills as required by State law.

FAMILY AND MEDICAL LEAVE ACT (approved 5/12/15)

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.

HIPAA (approved 5/12/15)

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)

HEALTH EDUCATION (revised 5/8/18)

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. 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. Violation of this prohibition may lead to disciplinary action, including, but not limited to any financial penalties required by the State of Michigan.

HOMELESS STUDENTS (revised 4/12/16)

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. The Board will appoint a Liaison for Homeless Children who will perform the duties as required under the law.

INVESTMENTS (INCLUDING ACH/EFT) (approved 4/8/14)

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

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.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (revised 4/18/17)

No applicant for admission, student or parent shall, on the basis of race, color, religion, ethnicity, national origin, creed or ancestry, age, gender, sex (including sexual orientation or transgender identity or expression), marital status, pregnancy, mental or physical disability, height, weight, 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. 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. A person who believes they have been subjected to discrimination based on any of the above should immediately report the alleged violation to the School Leader or other designated Compliance Officer.

ON-LINE/BLENDED LEARNING (approved 4/9/13)

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 in the student handbook.

PARENT / FAMILY INVOLVEMENT

The Academy recognizes that a child's education is a responsibility shared by both the school and the child's parents and family. In order to provide the most effective education for all students, the Academy believes that teachers and parents must work as knowledgeable partners. The Academy, in collaboration with parents, has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families.

The Academy believes that parent/family participation is essential to improved student achievement. To this end, the Academy is committed to establishing effective two-way communication; connecting students and families with community organizations that provide education enrichment and support, and providing parents with opportunities for input into their child's education. The Academy shall also insure that parents and legal 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, and permit

parents and legal guardians, subject to reasonable restrictions and limits, to observe instructional activity in a class or course in which their child is enrolled.

The School Leader, or his/her designee, shall develop administrative guidelines to implement this policy.

The Academy also supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The administrative leadership also helps to set expectations and create a climate conducive to parental participation.

PESTICIDE NOTIFICATION

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

PHYSICAL EDUCATION (approved 4/9/13)

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.

POST SECONDARY ENROLLMENT OPTIONS (approved 4/9/13)

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

PUBLIC RECORDS / FREEDOM OF INFORMATION ACT REQUESTS

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. The Academy shall designate a FOIA Coordinator.

In responding to a FOIA request, the Academy may charge for any and all costs, including a good faith deposit, allowable under applicable law.

PURCHASING (revised 4/12/16)

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:

- a. Ensure the best possible price and quality to meet student needs; and
- b. Ensure compliance with state law and Board policy.

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.

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

For purposes of this policy, 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.

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 and limb or to preserve valuable property. Board notification, where needed, will be sought after the fact as soon as it is reasonably possible.

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)
Supplies, Materials and Equipment Purchases

- A. As required by Michigan law, the purchase of an 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.

SCHOOL SAFETY ACT/EMERGENCY SITUATIONS/CARDIAC RESPONSE PLAN (revised 5/12/15)

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 emergency preparedness procedures.
- C. Emergency preparedness procedures should include but are not limited to fire, bus accidents, weather related emergencies, bomb threats, presence of intruders on Academy premises, hazardous materials spills, physical injury and other emergencies.
- 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 emergency preparedness procedures 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.
- I. The School Leader shall:
1. Develop and implement procedures for prompt and effective action as a response to a crisis or any reported incident at the Academy.
 2. Review Academy safety provisions and make modifications as necessary.
 3. 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.
 4. At least annually, report incidents of crime occurring at the Academy on the Academy’s website as required.

SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA) PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY (revised 4/18/17)

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 websites shall be accessible to all. While not all web pages can be made totally accessible, the Board will strive, to the extent technologically and economically feasible, to make its website(s) as accessible as possible. Individuals responsible for designing, developing and producing web pages, including any third party providers engaged by the Board, are expected to employ universal design principles to create websites that allow persons with disabilities to access the information and content.

SOCIAL SECURITY NUMBERS

No Social Security number or portion of a Social Security number will be used in the conduct of the 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, 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 4/9/13)

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 4/8/14)

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.

TITLE I – PARENTAL AND FAMILY ENGAGEMENT; RIGHT TO KNOW (approved 4/18/17)

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, 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 family members
- B. Develop jointly, and in agreement with parents and family members, a written parent and family engagement plan. The Academy will distribute a copy of the written plan to all parents and family members annually.
- C. Provide information to each individual parent on their child's level of academic achievement on the State's assessments.
- D. Support professional development opportunities for staff members to enhance understanding of effective parent involvement strategies.
- 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 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.
- 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.
- J. Conduct an annual evaluation of the content and effectiveness of the parent and family engagement plan.

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.

TITLE IX (revised 4/12/16)

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.

The Academy does not discriminate based on sex in employment or any educational program of activity it operates.

Complaints regarding discrimination based on sex should be delivered in writing to the School Leader or his/her designee. The Administration shall develop guidelines to effectuate this policy.

TOXIC AND ASBESTOS HAZARDS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act (AHERA) requires the Academy to annually notify parents, 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 and are on file in the school office.

VISITORS (revised 4/8/14)

While parents and other adults are encouraged to visit the Academy, 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 School Leader may impose additional restrictions to ensure that visits do not disrupt the educational program.

VOLUNTEERS (revised 4/8/14)

While parents and other adults are encouraged to volunteer at the Academy, 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 guidelines that require background checks for volunteers in order to protect the safety of students, staff, and visitors.

STUDENT POLICIES

ACADEMY SPECIFIC DRESS CODE/UNIFORM

The Board empowers the Administration to make decisions and interpretations concerning the dress code and enforcement thereof in accordance with the requirements of applicable law.

EPINEPHRINE AUTO INJECTORS (approved 5/12/15)

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.

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.

FAMILY/STUDENT HANDBOOK (approved 4/8/14)

The School Leader will develop and annually distribute to all students a 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

Only trips off school grounds approved by the School Leader shall be deemed official field trips. Faculty, staff or others are not to use the Academy's name or imply endorsement by the Academy without such approval.

IMMUNIZATIONS

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.

INTERNET SAFETY POLICY (revised 4/12/16)

The Academy certifies their compliance 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.

The Academy will implement technology protection measures which block or filter Internet access by both adults and minors to visual depictions that are 1) obscene, 2) child pornography, or with respect to use of the computer by minors, 3) harmful to minors. 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.

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 minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including so-called "hacking" and other unlawful activities by minors online;

4. Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

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.

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 use agreements.

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.

The School Leader must approve any disabling of the technology protection measures to allow for bona fide research or other lawful purpose by an adult.

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 4/12/16)

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.

MEDICATIONS (revised 4/8/14)

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

PERFORMANCE ENHANCING SUBSTANCES (approved 4/8/14)

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.

PUBLICATIONS -- SCHOOL-SPONSORED, CURRICULUM-RELATED PUBLICATIONS

The Administration 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.

SEARCHES OF STUDENT'S PERSON, LOCKERS AND LOCKER CONTENTS, AND MOTOR VEHICLES (revised 4/8/14)

Searches of lockers, motorized vehicles and 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. Strip searches are prohibited.

All lockers, cubbies and other storage areas assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these areas. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas.

The School Leader or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas at any time, without notice and without parental/guardianship or student consent.

Cell Phones/Electronic Devices: Possession of cell phones or any electronic devices on Academy property shall serve as consent to the search of those devices.

Notice of Policy: A copy of this policy regarding searches shall be provided annually to each student and parent/guardian of the student.

STUDENT DISCIPLINE (revised 5/8/18)

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

The Board hereby authorizes the School Leader or designee to suspend students for up to ten (10) days and to conduct due process hearings for such suspensions. Mitigating factors must be considered. Appeals of suspension 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 a 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 other 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 expulsions shall be directed to the entire Board and are only allowed for 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. The applicable provision of the Code of Conduct and/or pertinent section of the Revised School Code
3. The length of the proposed long-term suspension and/or expulsion
4. The right to a hearing before the Academy Discipline Committee
5. The date, time and location of the scheduled hearing (if known)
6. The hearing will be closed to the public unless the parent and/or student request the hearing be open to the public That the hearing is not a formal legal proceeding and will not be conducted in accordance with court rules or rules of evidence.
7. 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
8. 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; ; 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.

STUDENT SECLUSION AND PHYSICAL RESTRAINT (revised 4/18/17)

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

TECHNOLOGY / INTERNET USE (revised 5/12/15)

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

WEAPONS (revised 4/18/17)

The Academy strictly prohibits students, parents and 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.