



CHARYL STOCKWELL ACADEMY

BOARD OF DIRECTORS POLICIES

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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 providing a safe enriching environment for young children to grow to adolescence while providing learning activities that will allow each of them to meet and exceed the minimum academic standards set by the state and federal governments. 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 CONFLICT OF INTEREST (approved 4/10/14)

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

REIMBURSEMENT FOR BOARD MEMBER EXPENSES (approved 5/14/15)

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 member unless 1 or both of the following conditions are met:
 - (a) The Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred; or
 - (b) The expense is consistent with a policy adopted by the Board, by a majority vote of its members at a regular board meeting, establishing specific categories of reimbursable

expenses and the Board, by a majority vote of its members at an open meeting which approves the reimbursement before it is actually paid.

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

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 (updated 5/12/22)

Regular Meetings

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

Special Meetings

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

Public Participation at Board of Director's Meetings

- A. Meetings of the Board are open to the public unless the Board convenes in Closed Session in accordance with the Open Meetings Act. At these public meetings, the Board welcomes comments concerning planning and operating the Academy in accordance with the Board approved agenda.
- B. A person may be requested, but shall not be required as a condition of attendance at a meeting, to register or otherwise provide his/her name or other information, and shall not be required to fulfill any other condition precedent to attendance.
- C. Time is set aside during each board meeting in order to receive comments from the public. Any person shall be permitted to address the Board during the "Public Comment" item on the agenda. The following procedures will be followed:
 1. He/she shall be recognized by the President.
 2. The individual will be asked to introduce himself/herself and state his/her relationship to the Academy.
 3. Individual comments may have time limitations in relation to the length of the agenda but time allowance will not be less than three (3) minutes per speaker.
 4. Time allotted cannot be transferred to another person.
 5. Comments should be directed to the Board as a whole, not to staff, to other participants, or to Board members individually.
 6. All comments should be made in a respectful, businesslike manner.

7. The Board President may terminate a person's time for comments if the statement is obscene, abusive, repetitive, or otherwise deemed inappropriate.
- D. The Board will not typically verbally respond to public comments but may follow up in the most appropriate and time-effective manner.
- E. No action will be taken on a speaker's item unless the item otherwise appears on, or is added to, the agenda.
- F. A person may be excluded or asked to leave an open meeting in the event they commit a breach of the peace at the meeting.

ROLE OF THE BOARD (updated 5/12/16)

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 (updated 5/12/16)

The School Leader 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 5/11/17)

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with law. Bullying is strictly prohibited. All students are protected under this policy while on Academy property, in an Academy vehicle, at any Academy-sponsored

event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunications access device.

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

- 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 or 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 repairing 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.

APPLICATION AND ENROLLMENT OF STUDENTS (updated 5/12/16)

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

BUDGET (updated 5/14/20)

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

Budget Preparation and Amendment

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

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

When presented for review, the ESP will follow the Uniform Budget & Accounting Act that dictates what information should be included. In short, for the original budget adoption, the 2 most recent years and subsequent year will be shown by function code. For subsequent budgets in the same fiscal year, any prior adopted budgets will be presented by function code.

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

Budget Adoption

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

Budget Implementation

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

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

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

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

CHILD ABUSE AND NEGLECT (approved 4/10/14)

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

CLASS SIZE/ STUDENT PLACEMENT

In order to fulfill the Academy's mission and for all students to achieve their optimal educational achievement, the Academy Board has determined that the number of students per class must be limited. The Board designates to the School Leader the authority to determine the placement of all students within the continuous progress/mastery learning system. The Administration shall develop guidelines to effectuate this policy.

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 5/14/20)

“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.

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

DELEGATION OF COMPLIANCE WITH STATE AND FEDERAL LAW TO CSP (updated 5/12/16)

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.

DEPOSITS (approved 4/10/14)

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

DRUGS (INCLUDING ALCOHOL AND TOBACCO) (updated 5/9/19)

The Academy prohibits the use, sale, possession, delivery or distribution of any alcohol, tobacco/nicotine, drugs, marijuana, mind altering substances (whether illegal or not) and related paraphernalia on Academy property, in an Academy vehicle or at any Academy-sponsored event. This prohibition also includes tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The Board recognizes and approves that alcohol in sealed containers may be stored on Academy grounds for the limited purpose of participation in a Consortium approved fundraiser. In no case can alcohol be consumed on Academy grounds without additional Board approval.

EMERGENCY DRILLS

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

FAMILY AND MEDICAL LEAVE ACT (approved 5/14/15)

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

TITLE IX (Updated 5/12/22)

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

- A. Sexual harassment is defined as:
 - 1. An employee conditioning the provision of an aid, benefit, or service of the public-school academy on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); or
 - 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive **and** objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity; or
 - 3. Any incident of sexual assault, dating violence, domestic violence, and stalking as defined under federal law.
- B. Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.
- C. Staff members, students, third-party vendors, visitors, Board members and other members of the Academy community who commit sexual harassment are subject to this policy.
- D. Sexual harassment is a serious violation of the Academy's policies, and will subject the student or staff member to discipline, up to and including discharge from employment, or suspension or expulsion from the Academy.
- E. A Title IX Coordinator shall be designated each year at the annual organizational meeting.
- F. The Board prohibits sexual harassment that occurs within its education programs and activities. When the Academy has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. The Academy is deemed to have "actual notice" once any staff member has notice.
- G. Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim), in person, by mail, by email or by any other means that results in the Title IX Coordinator receiving the person's written or verbal report. The report may be made at any time, including during non-business hours.
- H. The Academy will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the Academy's education programs and activities.

- I. The Academy is committed to promptly and equitably resolving complaints alleging sexual harassment.
- J. Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity.
- K. Sexual conduct/relationships with students by Academy staff or any other adult member of the Academy community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to Academy staff or other adult members of the Academy community.
- L. This policy applies to sexual harassment that occurs within the Academy's education programs and activities and that is committed by a member of the Academy community or a third party. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, outside the scope of the Academy's education programs and activities or outside the United States. Such sexual misconduct/sexual activity may be prohibited by the student code of conduct if committed by a student, or by Board policies, applicable state and/or federal laws and/or staff handbook.
- M. The Academy prohibits intentionally making a false report of alleged sexual harassment, submitting a false formal complaint, or making or submitting false statements or information during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.
- N. Retaliation against a person who makes a report or files a complaint alleging sexual harassment and /or discrimination/retaliation, or participates as a witness in an investigation is prohibited.

HEALTH EDUCATION (Updated 9/12/19)

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

obtaining an abortion. Violations of these prohibitions may lead to disciplinary action, including, but not limited to any financial penalties required by the State of Michigan.

HIPAA (approved 5/14/15)

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

HOMELESS STUDENTS (updated 5/12/16)

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. No homeless student will be denied enrollment based on a lack of required enrollment information. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children. The Board will appoint a Liaison for Homeless Children who will perform the duties as required under the law.

INVESTMENTS (updated 5/14/20)

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

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

1. Bonds, bills, or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the State;
2. Certificates of deposit issued by a state or nationally-chartered bank or a state or federally-chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office in Michigan under Michigan and Federal laws;
3. Certificates of deposit of a public corporation(s) (CDs) in insured depository institutions in accordance with the following conditions:
 - a. the funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this State under MCL 21.146;
 - b. the financial institution arranges for the investment of the funds in certificates of deposit in one or more insured depository institutions, as defined in 12 U.S.C. § 1813, or one or more insured credit unions, as defined in 12U.S.C. § 1752, for the account of the Academy;
 - c. the full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States;

- d. the financial institution acts as custodian for the Academy with respect to each certificate of deposit; and
 - e. at the same time that the funds are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions equal to or greater than the amount of the funds initially invested by the Academy through the financial institution
4. Commercial paper rated prime 1 or prime 2 at the time of purchase and maturing not more than 270 days after the date of purchase;
 5. Securities issued or guaranteed by agencies or instrumentalities of the United States government;
 6. United States government or federal agency obligation repurchase agreements;
 7. Bankers' acceptances issued by a bank that is a member of the Federal Deposit Insurance Corporation;
 8. Mutual funds composed entirely of investment vehicles that are legal for direct investment by a school district;
 9. Investment pools, as authorized by the Surplus Funds Investment Pool Act, Act 367 of 1982, being sections 129.11 to 129.118 of the Michigan Compiled Laws, composed entirely of instruments that are legal for direct investment by an Academy.

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

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

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

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

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

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

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

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

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

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

AUTOMATIC CLEARING HOUSE (ACH)/ELECTRONIC FUND TRANSFER (EFT) (updated 5/12/22)

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

1. The Academy Treasurer or ETO is responsible for the Academy's ACH agreements, including payment approval. The Board designates CS Partners the responsibility for accounting, reporting, and generally for overseeing compliance with the ACH policy;
2. That the Treasurer or ESP, CS Partners, shall submit to the Academy documentation detailing the goods and services purchased; the cost of the good or services; the date of the payment; and the department levels serviced by the payment. This report can be contained in the electronic general ledger software system of the Academy or in a separate report to the Board;
3. A system of internal accounting controls to monitor the use of ACH transactions made by the Academy; and
4. Any other matters necessary.

ACADEMY CREDIT CARD (approved 12/8/22)

The Board authorizes the use of Academy credit cards

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

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

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

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

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

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 (updated 5/13/21)

No applicant for admission, student or parent shall, on the basis of race, color, ethnicity, national origin, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against, excluded from participation in or

denied the benefits of any program, activity or service for which the Board is responsible. In fulfillment of these responsibilities, the Board shall appoint two Civil Rights Representatives/Compliance officers – one male and one female. 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 Civil Rights Representative/Compliance Officer.

ON-LINE/BLENDED LEARNING (approved 5/9/13)

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 5/14/15)

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

PLAYGROUND SAFETY (approved 4/10/14)

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

POST SECONDARY ENROLLMENT OPTIONS (approved 5/9/13)

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.

PROHIBITION AGAINST PERFORMANCE-ENHANCING SUBSTANCES

It is the policy of the Academy to prohibit student 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.

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 (updated 5/11/23)

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

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

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

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

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

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

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

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

The Educational Service Provider is authorized to purchase all items within budget allocations in accordance with the requirement of this policy.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase

- A. was not contemplated during the budgeting process;
- B. exceeds the line item by 10%;

The ESP, Board members, and staff working at the Academy 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 supplies, materials, 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/VIOLENCE AND CRISIS PLAN (updated 5/9/19)

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

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

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.

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

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

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

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.

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.

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.

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

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

The School Leader shall:

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

SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA) PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY (updated 5/11/17)

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 required 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 5/9/13)

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 (approved 4/10/14)

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.

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 (approved 6/13/13)

In order to ensure the safety and security of Academy students and staff, only visitors who have a legitimate purpose for their visit will be permitted on Academy grounds. The School Leader has the authority to prohibit the entry of any person to the Academy or expel any person where there is reason to believe the presence of such person would be detrimental to the good order of the Academy or a disruption to the academic environment.

VOLUNTEERS (approved 6/13/13)

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.

ALCOHOL POLICY (approved 6/13/13)

The Board recognizes and approves that alcohol in sealed containers may be stored on Academy grounds for the limited purpose of participation in a Consortium approved fundraiser. In no case can alcohol be consumed on Academy grounds without additional Board approval. The Administration shall develop guidelines to effectuate this policy.

EPINEPHRINE AUTO INJECTORS (approved 5/14/15)

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

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.

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.

ENGLISH LEARNER (updated 5/12/16)

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 (approved 4/10/14)

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

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, CELL PHONES AND MOTOR VEHICLES (approved 4/10/14)

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under Academy jurisdiction, the School Leader is authorized to search a student's person. 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 to prevent examination by the School Leader of 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.

Possession of cell phones or any electronic devices on Academy property shall serve as consent to the search of those devices.

Student use of a motorized vehicle on Academy property is a privilege. Motorized vehicles brought onto Academy property by students are subject to search by the School Leader or designee, without notice or consent.

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 (updated 12/12/19)

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 the Family/Student Handbook.

The Board delegates to each Building Principal or his/her designee the authority to impose short-term suspensions up to 10 school days and to hear all appeals regarding those short-term suspensions at his/her building. Mitigating factors must be considered. The Building Principals' or designee's decision shall be final.

A Discipline Committee consisting of the Building School Leader (from the campus where the incident did not occur), a Board member and a staff member will be created to consider the suspension of a student for more than ten (10) days or to expel a student. The Discipline Committee must operate under a rebuttable presumption that suspension or expulsion is not justified and should consider mitigating factors and options before suspending or expelling a student. The rebuttable presumption does not apply when a student possesses a firearm on Academy property, in an Academy vehicle or at an Academy-sponsored event. In the case of long-term suspensions or expulsions, the Board will consider an appeal only where a violation of due process is alleged.

STUDENT SECLUSION AND PHYSICAL RESTRAINT (update 5/11/17)

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

The Administration shall develop a technology use policy in accordance with the requirements of applicable law.

WEAPONS (updated 5/11/17)

The Academy strictly prohibits students, parents, volunteers, visitors 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.

The term “weapon,” for purposes of this policy, means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Weapons include, but are not limited to, firearms, guns of any type that will expel a BB, pellet or paintball, including spring, air and gas powered guns (whether loaded or unloaded), electric weapons, martial arts weapons, ammunition, and portable devices that use electro-muscular disruption to incapacitate temporarily, injure or kill. The term “firearm” is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term “destructive device” means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than a quarter ounce, mine or similar device, daggers, dirks, stilettos, knives with blades over three (3) inches, pocket knives opened by a mechanical device, razors, clubs, iron bars and brass knuckles.

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

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

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

Exceptions to this policy include:

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

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