



October 5, 2020

Portia Mann
mannp@wsc-academy.org
WSC Academy
855 Jefferson
Ypsilanti, MI 48197

Dear Ms. Mann:

RE: Final Spring 2020 Board Policies Updates

It has been a pleasure working with you and WSC Academy's Board of Directors to prepare the Spring 2020 Board Policies updates for your school. We know that each update takes time and thoughtful review to make sure that every policy is the right fit. At the Institute, we believe that this is time well-spent. We hope that you share in this belief and that the experience was valuable to you.

Our team at the Institute has finalized your Board's policies for you. Final copies of updated policies are attached, as well as an updated copy of your complete Board Policies Manual for your convenience. Also, to ensure that everyone at your school has easy access to them so they can provide clear direction and guidance for your school, your policies are available anytime through Epicenter. Please do not hesitate to contact us if you need help signing onto your Epicenter account, I have provided the Board login below.

Username: wscacademy
Password: gowsc1!

As always, please know that we're always here to support you. Please don't hesitate to call your associate, Dr. Angie Melhado, or me if you ever need our support or if we can be of assistance with your next board retreat or planning session. We would be honored to help out.

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

Sincerely,

A handwritten signature in black ink that reads "Michelle Wilson". The signature is written in a cursive, flowing style.

Michelle Wilson
Board Services Coordinator
National Charter Schools Institute

Enclosures

**WSC ACADEMY
FINAL SPRING 2020 UPDATES**

REMOVE (and discard):

Table of Contents, all

Index 2000, all
Policy #2210, all
Policy #2412, all

Index 6000, all
Policy #6107, all

Index 8000, all
Policy #8210, all
Policy #8400, all
Policy #8462, all

ADD

Table of Contents, all revised 6/22/20

Index 2000, all, revised on 6/22/20
Policy #2210, all, revised on 6/22/20
Policy #2412, all, revised on 6/22/20

Index 6000, all, revised on 6/22/20
Policy #6107, all, revised on 6/22/20

Index 8000, all, revised on 6/22/20
Policy #8210, all, revised on 6/22/20
Policy #8400, all, revised on 6/22/20
Policy #8462, all, revised on 6/22/20

If you have any questions, please feel free to call me. Thank you for the opportunity to be of service.

0000 **BOARD OPERATING POLICY¹**

0100	Definitions	LC
0110	Official Description	
0111	Name	BP ¹
0112	Purpose	BP
0115	Address	BP
0120	Powers and Philosophy	
0121	Authority	BP
0122	Board Powers	LC
0130	Functions	
0131	Legislative	BP
0131.1	Charter Contract Bylaws and Board Operating Policies	BP
0132	Executive	BP
0132.1	Selection of School Leader/Educational Service Provider	BP
0132.2	Administrative Procedures	BP
0133	Judicial	BP
0140	Membership	BP
0141	Number	BP
0142	Appointment	BP
0142.1	Term	BP
0142.2	Oath	BP
0142.3	Vacancies	BP
0142.31	Filling a Board Vacancy	BP
0142.4	Orientation	BP
0143	Authority	BP
0143.1	Public Expression of Board Members	LR
0144	Operations	BP
0144.1	Compensation	BP
0144.11	Reimbursement of Expenses	LR
0144.2	Board Member Ethics	BP
0144.3	Conflict of Interest	LC
0144.4	Indemnification	BP
0145	Discriminatory Harassment	LC
0150	Organization	
0151	Annual Organizational Meeting	LR
0152	Officers	BP
0154	Annual Organizational Meeting Agenda (Motions)	BP
0155	Committees	BP

¹ Many of the board operating policies are also required by the Charter Contract, and are generally contained in the bylaws in the Charter Contract. The bylaws enshrined the Charter Contract always take precedence over these board operating policies. Each contract should be reviewed to consider whether these policies are required by contract, even if not required by law.

Legend:

L = Legally Required (if applicable)
LC = Legal Content
BP = Best Practice

0160	Meetings		
	0161	Parliamentary Authority	BP
	0162	Quorum	LC
	0163	Presiding Officer	BP
	0164	Call	BP
	0164.1	Regular Meetings	LC
	0164.2	Special Meetings	LC
	0164.3	Emergency Meetings	LC
	0165	Notice	LC
	0165.1	Posting Notice of Regular Meetings	LC
	0165.2	Change of Regular Meetings	LC
	0165.3	Posting Notice of Special Meetings	LC
	0165.4	Posting Notice of Emergency Meetings	LC
	0165.5	Recess	BP
	0165.6	Cancellation	LC
	0166	Agenda	LC
	0166.1	Consent Agenda	LC
	0167	Conduct	
	0167.1	Voting	LR
	0167.2	Closed Session	LR
	0167.3	Public Participation at Board Meetings	LR
	0167.4	Administrative Participation	BP
	0167.5	Use of Electronic Mail	BP
	0167.6	Use of Social Media	BP
	0168	Minutes	BP
	0168.1	Open Meeting	LR
	0168.2	Closed Meeting	LC
	0168.3	Committee Meetings	LC
	0169	Student Disciplinary Hearings	LC
	0169.1	Closed Session Requested	LC
	0169.2	Open Hearing	LC
0170	Duties		
	0171	Officers	
	0171.1	President	LC
	0171.2	Vice-President	LC
	0171.3	Secretary	LC
	0171.4	Treasurer	LC
	0172	Legal Counsel	BP
	0173	Independent Auditor	BP
	0175	Association Memberships	BP
	0175.1	Board Conferences, Conventions, and Workshops	BP
1000	ADMINISTRATION		
	1130	Conflict of Interest	LR
	1217	Weapons	LR
	1400	Job Descriptions	BP

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1420	Academy Administrator Evaluation	LC
1421	Criminal History Record Check	LR
1422	Nondiscrimination and Equal Employment Opportunity	LR
1422.01	Drug-Free Workplace	LR
1439	Administrator Discipline	LC
1615	Use of Tobacco by Administrators	LR
1623	Section 504/ADA Prohibition against Disability Discrimination in Employment	LR
1662	Anti-Harassment	LR
2000	PROGRAM	
2112	Parent and Family Engagement	LR
2210	Curriculum Development – Approved Courses	LC
2260	Nondiscrimination and Access to Equal Educational Opportunity	LR
2260.01	Section 504/ADA Prohibition against Discrimination Based on Disability	LR
2261	Title I Services	LR
2261.01	Parent and Family Member Participation in Title I Programs	LR
2261.03	Academy and School Report Card	LR
2266	Nondiscrimination on the Basis of Sex in Education Programs Or Activities	LR
2271	Postsecondary (Dual) Enrollment Option Programs	LC
2370.01	Online/Blended Learning Program	LC
2410	Prohibition of Referral or Assistance	LR
2412	Homebound Instruction Program	LC
2414	Reproductive Health and Family Planning	LR
2416	Student Privacy and Parental Access to Information (FERPA)	LR
2460	Education of Children with Disabilities	LR
2460.02	Least Restrictive Environment (LRE) Position Statement	LR
2461	Recording of Academy Meetings Involving Students and/or Parents	BP
2623	Student Assessment	LR
2628	State Aid Incentives	BP
2700	P.A. Annual Report	LC
3000	STAFF	
3000	Educational Service Provider Statement	
3110	Conflict of Interest	LR
3121	Criminal History Record Check	LR
3217	Weapons	LR
3220	Teacher Evaluation	LC

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5000 STUDENTS

5111	Admission of Students	LR
5111.01	Homeless Students	LR
5111.02	Educational Opportunity for Military Children	LR
5111.03	Children and Youth in Foster Care	LR
5114A	Foreign Students on Visa	LR
5130	Withdrawal from the Academy	LC
5136	Personal Communication Devices	BP
5215	Missing and Absent Children	LC
5223	Absences for Religious Instruction	LC
5230	Late Arrival and Early Dismissal	BP
5310	Health Services	LR
5320	Immunization	LC
5330	Use of Medications	LR
5330.01	Epinephrine Auto-Injections	LR
5340	Student Accidents	BP
5341	Emergency Medical Authorization	BP
5420	Reporting Student Progress	BP
5460	Graduation Requirements	LC
5463	Credits from Nonpublic Schools	BP
5510	Students-Sex Offender Registry; Criminal Convictions	BP
5512	Use of Tobacco by Students	LC
5513	Care of School Property	BP
5516	Student Hazing	LC
5517	Anti-Harassment	LR
5517.01	Bullying	LR
5530	Drug Free Environment	LR
5540	Interrogation of Students	LC
5600	Student Discipline	LC
5610	Emergency Removal, Suspension and Expulsion of Nondisabled Students	LR
5611	Due Process Rights	LR
5630.01	Student Seclusion and Restraint	LR
5722	Academy-Sponsored Publications and Productions	LC
5771	Search and Seizure	LR
5772	Possession of Weapons	LR
5780	Student/Parent Rights	LR
5830	Student Fund-Raising	LC

6000 FINANCES

6107	Authorization to Accept and Distribute Electronic Records and to Use	
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	Electronic Signatures	LC
6110	Grant Funds	LR
6112	Cash Management of Grants	LC
6114	Cost Principles - Spending Federal Funds	LC
6116	Time and Effort Reporting	LC
6144	Investments	LR
6320	Purchasing	LR
6321	New School Construction	LC
6325	Procurement - Federal Grants/Funds	LR
6420	Conflict of Interest – Legal Counsel, Advisors, or Consultants	LC
6470	Payments of Claim	BP
6550	Travel Payment & Reimbursement	LR
6700	Fair labor Standards Act (FLSA)	LR
6800	System of Accounting	LC
6850	Public Disclosure and Reporting	LR
7000	PROPERTY	
7217	Weapons	LR
7310	Disposition of Surplus Property	LR
7434	Use of Tobacco on Academy Premises	LR
7450	Property Inventory	LR
7540	Technology	LC
7540.01	Technology Privacy	LC
7540.02	Web Content, Services and Apps	LC
7540.03	Student Technology Acceptable Use and Safety	LR
7540.04	Staff Technology Acceptable Use and Safety	LR
7540.05	Academy-Issued Staff E-Mail Account	BP
7540.07	Personal Internet Account Privacy – Students	LC
7540.08	Personal Internet Account Privacy – Staff	LC
8000	OPERATIONS	
8120	Iran Economic Sanctions Act compliance	LR
8142	Criminal History Record Check	LR
8142.01	Weapons	LR
8210	Academy Calendar	LC
8300	Continuity of Organizational Operations Plan	BP
8305	Information Security	BP
8310	Public Records	LR

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8310.01	Enhanced Access to Public Records	LR
8321	Criminal Justice Information Security	LR
8330	Student Records	LR
8340	Letters of Reference	LR
8390	Animals on Academy Property	LR
8400	Academy Safety Information	LR
8401	Fire Safety and Fire Department Notification	LR
8402	Emergency Operations Plan	LR
8405	Environmental Health and Safety Issues	LC
8405.01	Integrated Pest Management	LC
8420	Emergency Situations at the Academy	LC
8462	Student Abuse and Neglect	LC
8510	Wellness	LR
9000	RELATIONS	
9160	Public Attendance at Academy Events	LC
9211	Academy Support Organizations	BP
9250	Parent/Guardian Review of Instructional Materials and Observation of Instructional Activities	LR

Adopted 3/24/14

Revised 10/27/14; 11/24/14; 6/22/15; 1/25/16; 4/16/16; 1/23/17; 6/26/17; 10/27/17; 1/22/18; 6/25/18; 3/25/19; 8/26/19; 4/27/20; 6/22/20

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2000 **PROGRAM**

2112	Parent and Family Engagement	LR
2210	Curriculum Development – Approved Courses	LC
2260	Nondiscrimination and Access to Equal Educational Opportunity	LR
2260.01	Section 504/ADA Prohibition against Discrimination Based on Disability	LR
2261	Title I Services	LR
2261.01	Parent and Family Member Participation in Title I Programs	LR
2261.03	Academy and School Report Card	LR
2266	Nondiscrimination on the Basis of Sex in Education Programs Or Activities	LR
2271	Postsecondary (Dual) Enrollment Option Programs	LC
2370.01	Online/Blended Learning Program	LC
2410	Prohibition of Referral or Assistance	LR
2412	Homebound Instruction Program	LC
2414	Reproductive Health and Family Planning	LR
2416	Student Privacy and Parental Access to Information (FERPA)	LR
2460	Education of Children with Disabilities	LR
2460.02	Least Restrictive Environment (LRE) Position Statement	LR
2461	Recording of Academy Meetings Involving Students and/or Parents	BP
2623	Student Assessment	LR
2628	State Aid Incentives	BP
2700	P.A. Annual Report	LC

Adopted 3/24/14

Revised 10/27/14; 11/24/14; 6/22/15; 4/16/16; 1/23/17; 10/27/17; 1/22/18; 3/25/19; 8/26/19; 4/27/20; 6/22/20

CURRICULUM DEVELOPMENT – APPROVED COURSES

Reference: MCL 380.1282, 380.1166a
Pupil Accounting Manual 2019-2020, Michigan Department of Education

The Board of Directors recognizes its responsibility for the quality of the educational program of the Academy. To this end, the Academy's curriculum shall be developed, evaluated, aligned and adopted on a continuing basis, following the plan for curriculum growth established by the Michigan Curriculum Framework.

Across all academic and nonacademic content areas, the Academy's curriculum shall prepare a student to achieve the following:

- A. *Gather Information:* Research and retrieve information from a wide range of primary and secondary sources in various forms and contexts.
- B. *Understand Information:* Understand, synthesize, and evaluate information in an accurate, holistic, and comprehensive fashion.
- C. *Analyze Issues:* Review a question or issue by identifying, analyzing, and evaluating various considerations, arguments, and perspectives.
- D. *Draw and Justify Conclusions:* Draw and justify conclusions, decisions, and solutions to questions and issues by using reason and evidence; specifying goals and objectives; identifying resources and constraints; generating and assessing alternatives; considering intended and unintended consequences; choosing appropriate alternatives; and evaluating results.
- E. *Organize and Communicate Information:* Organize, present, and communicate information through a variety of media in a logical, effective, and comprehensive manner.
- F. *Think and Communicate Critically:* Read, listen, think, and speak critically about any subject, with clarity, accuracy, precision, relevance, depth, breadth, and logic.
- G. *Learn and Consider Issues Collaboratively:* Engage in shared inquiry processes, in a collaborative and team-based fashion with persons of diverse backgrounds and abilities.
- H. *Learn Independently:* Engage in learning in an active, exploratory, independent, and self-directed fashion.
- I. *Create Knowledge:* Create knowledge by raising and identifying previously unconsidered or unidentified questions and issues; creating new primary knowledge; and creating new approaches to solving or considering questions and issues.
- J. *Act Ethically:* Adhere to the highest intellectual and ethical standards in conducting all of the above.

The Board directs that all courses of study contained in the curriculum of this Academy accomplish the following:

- A. provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th;
- B. provide instruction in the curriculum required by statute and State Department of Education regulations;
- C. ensure, to the extent feasible, that special learning needs of students are considered in the context of the regular program or classroom and provide for effective coordination with programs or agencies needed to meet those needs that cannot be met in the regular program or classroom;
- D. convey consistency with the Academy's philosophy and goals and ensure the possibility of their achievement;
- E. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for all areas of the Academy's core curriculum;
- F. at the high school level, consider alternatives to the Carnegie Unit as a method to determine student progress toward receiving course credit;
- G. foster the development of individual talents and interest, recognizing that learning styles of students differ;
- H. foster continuous and cumulative learning through effective communication at all levels of those skills identified as essential and life-role skills;
- I. utilize a variety of learning resources to accomplish the educational goals;
- J. encourage students to utilize guidance and counseling services in their academic and career planning.

The Educational Service Provider and/or School Leader shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Educational Service Provider and/or School Leader shall make progress reports to the Board annually.

The Educational Service Provider and/or School Leader may conduct innovative programs deemed necessary to the continuing growth of the instructional program. Such programs should also improve the accomplishment of the Academy's educational goals and alignment with Michigan Curriculum Frameworks.

Prior to initiation, the Educational Service Provider and/or School Leader shall report each such innovative program to the Board along with its objectives, evaluative criteria, alignment with Michigan Curriculum Frameworks, and costs. The Educational Service Provider and/or School Leader shall not initiate any new program without approval of the Board.

Any and all changes in curriculum guides and alignments of the curriculum must be approved by the Board.

Approved Courses

The Board shall adopt a list of the individual courses that have been approved. The list shall include courses offered by the Academy for credit or grade promotion and shall be used when determining which courses may be included in membership for State aid purposes and for auditing purposes when examining the membership counted for State school aid on the count days. The list of approved courses shall include traditional offerings and courses offered through other means, such as experiential learning courses, online courses, and all courses offered in shared time programs under appropriate provisions of the State School Aid Act. (M.C.L. 388.1766b). The list of approved courses shall include all extended learning opportunities associated with each course and a description of each such opportunity. The list shall also include a description of the content of each approved course and documentation related to course approval (including the list of approved courses for membership purposes).

The Board encourages participation in programs of educational research that is feasible and conducive to the best interests of the Academy.

The Board directs the Educational Service Provider and/or School Leader to actively pursue State and Federal aid in support of the Academy's innovative activities.

Adopted 8/26/19

Revised 6/22/20

HOMEBOUND INSTRUCTION PROGRAM

Reference: MCL 388.1606, 388.1709
Pupil Accounting Manual 2019-2020, Michigan Department of Education

Pursuant to requirements of the Michigan Department of Education, the Academy shall provide individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability and/or shall arrange through the Washtenaw Intermediate School District to provide such instruction.

Applications for individual instruction shall be made by a parent, a student, other care giver, or a physician or physician's assistant (licensed to practice in Michigan). The physician or physician's assistant must do the following:

- A. certify the nature and existence of a medical condition;
- B. state the probable duration of the confinement;
- C. request such instruction;

Applications must be approved by the School Leader.

The Academy will provide homebound instruction only for those confinements expected to last at least five (5) days.

The Academy shall recommend that the instruction begin within three (3) days from the date of notification for non-special education students. In the case of students under an Individualized Education Plan (I.E.P.), the instruction shall begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P., if necessary.

The program of homebound or hospitalized instruction given a student shall be in accordance with regulations of the Michigan State Department of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by the I.E.P. Teachers of non-disabled students must hold a valid teaching certificate.

The Academy reserves the right to withhold recommendation for homebound instruction under the following condition(s):

- A. when the teacher's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- B. when a parent or other adult in authority is not at home with the student during the hours of instruction;
- C. when the condition of the student prevents the student from benefiting from the instruction.

The School Leader shall develop Administrative Procedures for implementing this policy.

Adopted 6/22/20

6000 **FINANCES**

6107	Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures	LC
6110	Grant Funds	LR
6112	Cash Management of Grants	LC
6114	Cost Principles - Spending Federal Funds	LC
6116	Time and Effort Reporting	LC
6144	Investments	LR
6320	Purchasing	LR
6321	New School Construction	LC
6325	Procurement - Federal Grants/Funds	LR
6420	Conflict of Interest – Legal Counsel, Advisors, or Consultants	LC
6470	Payments of Claim	BP
6550	Travel Payment & Reimbursement	LR
6700	Fair labor Standards Act (FLSA)	LR
6800	System of Accounting	LC
6850	Public Disclosure and Reporting	LR

Adopted 3/24/14
Revised 1/25/16; 4/16/16; 3/25/19; 8/26/19; 6/22/20

AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURES

Reference: 15 U.S.C. 7001 et seq
M.C.L. 450.831-450.849

Unless a provision of law specifically prohibits the use of an electronic record for the specified purpose, the Board of Directors authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from School staff and other persons, as well as between School staff members. The Board further authorizes School staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures. The Educational Service Provider shall put in place measures to protect the integrity, security, and accessibility of electronic signatures and electronic records to comply with mandates of State and Federal agencies or programs, including Medicaid.

All Academy staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all Academy staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

The Educational Service Provider is authorized to develop administrative guidelines concerning the acceptance and distribution/transmission of electronic records and electronic signatures. After giving due consideration to security, the Educational Service Provider may specify the following:

- A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes.
- B. If electronic records must be signed by electronic means, the type of electronic signature that is required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by any third party used by a person filing a document to facilitate the process.
- C. Control processes and procedures as appropriate to provide for adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records.
- D. Any other required attributes for electronic records that are specified for nonelectronic records or reasonably necessary under the circumstances.

Adopted 3/24/14
Revised 6/22/20

8000 **OPERATIONS**

8120	Iran Economic Sanctions Act compliance	LR
8142	Criminal History Record Check	LR
8142.01	Weapons	LR
8210	Academy Calendar	LC
8300	Continuity of Organizational Operations Plan	BP
8305	Information Security	BP
8310	Public Records	LR
8310.01	Enhanced Access to Public Records	LR
8321	Criminal Justice Information Security	LR
8330	Student Records	LR
8340	Letters of Reference	LR
8390	Animals on Academy Property	LR
8400	Academy Safety Information	LR
8401	Fire Safety and Fire Department Notification	LR
8402	Emergency Operations Plan	LR
8405	Environmental Health and Safety Issues	LC
8405.01	Integrated Pest Management	LC
8420	Emergency Situations at the Academy	LC
8462	Student Abuse and Neglect	LC
8510	Wellness	LR

Adopted 3/24/14

Revised 10/27/14; 11/24/14; 6/22/15; 1/25/16; 5/16/16; 1/23/17; 10/27/17; 1/22/18; 3/25/19;
8/26/19; 4/27/20; 6/22/20

ACADEMY CALENDAR

Reference: MCL 380.1284, 1284(a), 1284(b), 1175, 388.1701
AC Rule R340.10 et. seq.
Pupil Accounting Manual 2019-2020, Michigan Department of Education

The Board of Directors, shall ensure that its school calendar complies with the common calendar adopted by the Washtenaw Intermediate School District (ISD), unless the Academy is statutorily exempt from this requirement or receives a waiver from the Superintendent of Public Instruction in compliance with State law. The common calendar will identify the specific dates for each school year when the Academy will not be in session for at least a winter holiday break, and a spring break for at least the next five (5) school years, and may further describe them more generally for subsequent school years as long as the dates can be readily determined. This calendar shall be posted on the Academy's web site and distributed to the Academy's constituents. The calendar shall provide for the instructional program of the academies, for orderly educational planning, and for the efficient operation of the Academy.

The Board shall determine annually the total number of days the Academy will be in session for instructional purposes. To avoid withholding of State school aid payments, the number of days and hours will be in accordance with Michigan law. The Board shall ensure the Academy is not in session for students before Labor Day, unless the Academy is statutorily exempt from this requirement or receives a waiver from the Superintendent of Public Instruction in compliance with State law.

If the Academy receives services from the Intermediate School District and is located within the ISD, the board shall ensure that the Academy calendar complies with the common school calendar adopted by the ISD. The School Leader is authorized to work with the ISD on the development of a common calendar for all of the public schools in the Intermediate School District.

A school session shall not be held on the following public holidays in Michigan Public Schools: January 1 (New Year's Day); the last Monday of May (Memorial or Decoration Day); July 4th, Independence Day; the first Monday in September (Labor Day); the fourth Thursday of November (Thanksgiving Day); and December 25 (Christmas Day).

If any of these days falls on Sunday, the Monday following shall be a public holiday in the public schools.

The Academy shall provide at least 1,098 hours during 180 days of pupil instruction per school year, unless it obtains a waiver from this requirement.

No more than six (6) days of student instruction lost due to conditions not within the control of the Academy such as severe storms, fires, epidemics, and health conditions can be counted as a part of the required minimum hours of instruction. With the approval of the Superintendent of Public Instruction, not more than three (3) additional days or the equivalent number of additional hours for which instruction is not provided due to unusual and extenuating occurrences resulting from conditions not within the control of academy authorities (such as those conditions described above) shall be counted. Hours lost due to strikes by academy staff or to teacher conferences, unless approved as qualifying professional development in accordance with State law, shall not be counted as hours of instruction.

The Educational Service Provider shall certify to the Department of Education by no later than August 1st of each year, the number of hours of student instruction during the previous school year.

Adopted 3/25/19
Revised 6/22/20

ACADEMY SAFETY INFORMATION

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

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

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

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

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

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

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

Academy Contact Person

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

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

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

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

Required Reporting

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

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

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including, but not limited to, theft and vandalism, as well as an estimate of the cost to the Academy that results from the property crime.

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

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

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

Law Enforcement Information Network (LEIN)

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

Persistently Dangerous Schools

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

Pursuant to the Board’s stated intent to provide a safe academy environment, Academy administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature.

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

Adopted 3/24/14

Revised 6/22/15; 1/25/16; 10/27/17; 8/26/19; 4/27/20; 6/22/20

STUDENT ABUSE AND NEGLECT

Reference: MCL 380.1505, 722.621 et. seq.

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

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

The staff member or other mandatory reporter shall immediately notify the local office of the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency, by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law.

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

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

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

The Board authorizes the Educational Service Provider to develop a protocol that addresses the prevention of sexual abuse of children. The protocol shall include at least the:

- A. training for academy personnel on child sexual abuse, including, but not limited to, training on supportive, appropriate response to disclosure of abuse;
- B. available counseling and resources for students affected by sexual abuse;
- C. emotional and educational support for a student affected by sexual abuse to allow the student to continue to be successful in school;
- D. a review of the system that is in place in the Academy to education and support personnel who are required to report child abuse or neglect under Section 3 of the Child Protection Law, 1975 PA 238, M.C.L. 722.6223, and the process in place for making those mandatory reports.

This review should include an analysis of the level of compliance with the mandatory reporting requirements and suggestions to improve compliance.

Adopted 4/27/20
Revised 6/22/20