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## **Presque Isle Academy Academy Public Records Policy**

It is the policy of the Board to collect, maintain, and make available to the public Academy records as required by law and by charter contract. It is the policy of the Academy to cooperate fully with the free flow of public information to the public at large. The Board instructs its Administrator to develop and implement practices and procedures that control the collection, maintenance and availability of Academy records in compliance with all applicable law and the following policies:

**Collection Policy:** The Academy shall collect all required information and either physically store the documents at the Academy or make them available to on the Academy website.

**Maintenance Policy:** The Academy shall update the required information in a timely manner, but no less than semi-annually.

**Availability Policy:** All required information shall be available to the public on the Academy website. All required information that is not available to the public on the Academy website must be made available for inspection and copying in a timely manner after receipt of a Freedom of Information request.

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### References:

The Revised School Code (MCL 380.503(6)(L) & (M); 380.1280e)

The State School Aid Act (MCL 388.1618; 388.1622f)

Academy Charter Contract, Schedule 8 (Information Available to the Public and the Center)

Adopted: 9/1/17

## **Presque Isle Academy Academy Staff Policy**

The terms and conditions of employment at the Academy shall meet the requirements of all applicable federal and Michigan employment and discrimination laws, including but not limited to:

Equal Employment Opportunity Act (Title VII of the Civil Rights Act of 1964), (42 USC §2000e, et. seq.)

Equal Pay Act of 1963 (29 USC 206d)

Fair Labor Standards Act of 1938 (29 USC 201)

Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.) Section 504 of the Rehabilitation Act of 1973(29 U.S.C. 793)

Americans with Disabilities Act of 1990" as amended by the ADAAA of 2008 (42 USC 12101 et. seq.)

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.)

Veterans Re-employment Rights (20 U.S.C. 4124 et. seq.)

The Civil Rights Act of 1991 (29 USC 201 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. Student Safety Legislation, MCL §380. 1230(a)-380. 1230(h)

Drug-Free Workplace Act (41 U.S.C 8103 et. seq.)

Family and Medical Leave Act of 1993 (29 U.S.C. 2619 et. seq.)

Health Insurance Portability and Accountability Act (42 U.S.C. 1320d-1 et. seq.)

Public Health Service Act (42 U.S.C. 300gg-19)

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Effective Date: 9/10/17

## **Presque Isle Academy Admission and Enrollment Policy**

Admission to the Academy shall be open to all age-appropriate students for grade levels offered in accordance with the Academy's charter contract without charge for tuition and without discrimination on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district. Admission shall comply with all applicable federal and state laws. Admission shall be limited to those students who are residents of the state, except a foreign exchange student.

The Academy will remove barriers to the enrollment and retention in school of children and youth experiencing homelessness by developing and implementing practices consistent with the McKinney-Vento Homeless Education Assistance Act and applicable state law. The school will ensure that all identified homeless children and unaccompanied youth receive the opportunity for a free and appropriate education.

The Academy shall develop and implement procedures that control the admission and enrollment of students, including public notice, lottery and random selection drawing to be used when the number of applicants exceed the number of available spaces for grades offered. Detailed application, lottery and admission procedures shall be available to parents and the general public at the school office.

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### References:

US Constitution, Fourteenth Amendment

Title IX of Education Amendments Act (20 USC 1681 et. seq.)

The Civil Rights Act of 1964

The McKinney-Vento Homeless Education Assistance Act (42 USC §11434a[2])

Rehabilitation Act of 1973 (29 USC 791 et. seq.)

Equal Educational Opportunity Act of 1974 (20 USC 1703 et. seq.)

The Americans with Disabilities Act of 1990 (42 USC 12101 et. seq.)

Michigan Constitution

MCL 37.1101 et. seq.; 37.1402; 37.2402; 380.503 et. seq; 380.504 et. seq.; 380.1146; 380.1704

Effective Date: 9/10/13

# Presque Isle Academy

## ADMISSIONS AND ENROLLMENT PRACTICES AND PROCEDURES:

The Academy will comply with all applicable federal and state laws related to admissions and enrollment.

### **Non-Discrimination**

The Academy will not discriminate on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district.

### **Open Enrollment Period and Notice**

The “**Open Enrollment Period**” shall be from the first day of school of the current school year until 5:00 p.m. on the last day of business in February of the current school year. Notice of the Open Enrollment Period and application process will be designed to inform the persons most likely to be interested in the school.

The Academy will provide notice of open enrollment by (a) printing a legal notice of the enrollment period in a local newspaper of general circulation; (b) mailing a written notice of the open enrollment period and an application to all families who inquire about enrollment; (c) posting a written notice of the open enrollment period at the school; and (d) posting the application on the school’s website.

As part of the enrollment process, the staff will seek to meet with families, parents and students prior to the first day of school via parent and student orientation meetings. In this way, applicants and their parents will have the opportunity to become fully informed as to the nature and scope of the school, its curriculum, and requirements.

### **Application Procedures**

Interested parties may obtain applications at:

- The Academy website
- The Academy office (phone, email, or in-person)

Applications will be mailed or faxed to anyone requesting an application by telephone. Applications for the subsequent school year are received during the Open Enrollment Period. If applications received exceed offered seats in any grade level (“over-subscribed grades”), a random selection process will take place for all grade levels including under-subscribed grade levels. If applications received are fewer than offered seats in every grade level (“under-subscribed grades”), all eligible applicants will be accepted and a random selection process will not be conducted.

All applications received after the Open Enrollment Period will not be eligible to participate in the random selection process and will be added to the end of the accepted list if offered seats are still available after the random selection process, or to the resulting waiting list created at the time of the random selection process.

Accepted applicants must confirm their intent to attend the school within ten (10) business days of acceptance by returning the forms to the Academy office. The school will attempt to contact parents reminding them of this obligation in order to enroll their child. After multiple unsuccessful attempts to reach accepted applicants, the student's seat will be forfeited and the student must re-apply.

Once students are enrolled and remain enrolled, they will remain eligible to be re-enrolled at the school for successive years without having to re-enter the random selection process. However, they will be requested to complete a re-enrollment form by the end of the Open Enrollment Period showing intent to re-enroll for the subsequent school year.

All applicants on a waiting list must resubmit an application for the following school year during the next Open Enrollment Period.

### **Random Selection Process**

The random selection process shall be open to the public, and the Academy will notify all applicants of the time and place. A neutral third party will conduct the random selection process. This party will not be related to any student, staff member, or anyone applying to the school. Based on established enrollment preferences, names will be randomly selected until all offered seats have been filled. Any remaining names will be randomly selected to establish waiting list priority used to fill offered seats prior to and during the school year for which the student applied. After all eligible names have been randomly selected the Academy will add the names of applicants who submitted applications after the Open Enrollment Period in the order in which they were received, subject to established enrollment preference. The neutral third party will address any discrepancy that arises in the placement of students.

### **Class Size and Offered Seats**

The Academy Board will approve class size and offered prior to the end of Open Enrollment each year. In order to make provision for re-enrolling students who indicate that they are coming back but do not return on the first day of school (attrition), and new students who have been accepted for offered seats but are absent without excuse on the first day of school (erosion), the Academy may over-subscribe grades. In addition, course offerings and the number of course sections may fluctuate in the event the number of students enrolled warrants such adjustment. In no event will over-subscription, or fluctuations in the number of course sections result in a violation of any provision or limit contained within the school's charter or applicable law.

### **Enrollment Preferences**

Enrollment preferences are in effect at all times of the application cycle. Preference is first given to currently enrolled students. Next preference is given to the following ordered categories of applicants:

- 1) Siblings of currently enrolled students;
- 2) Children of teachers and administrators;
- 3) Students selected in the random selection process;
- 4) Siblings of students selected in the random selection process; and
- 5) All remaining applicants

If a student is selected for a grade level that still has offered seats available and the student has a sibling applying for a grade that no longer has offered seats available, the student will be

accepted for his/her grade level and the student's sibling will be placed on the waiting list for his/her grade level with sibling preference. Therefore, siblings in over-subscribed grades are not guaranteed a seat but are given preference on the wait list.

## **Procedural Steps**

### **Step 1: Setup**

A list with the name of each student who submitted an application during the Open Enrollment Period will be created. The list will include the information provided on the application form, including the student's name, grade level to which the student is applying, street address, whether the student has attended a matriculating school, and the names and grade levels of any siblings who are also applying for admission to the school or who currently attend the school.

### **Step 2: Admission of Applicants Applying for Under-Subscribed Grades**

Applicants will be accepted in the under-subscribed grade. If the accepted student has siblings who are also applying for admission in an over-subscribed grade, a list will be formed of siblings applying for over-subscribed grade(s). These students will have first priority in the admission of over-subscribed grades.

### **Step 3: Admission of Applicants Applying for Over-Subscribed Grades**

Applicants will be accepted in over-subscribed grades according to enrollment preference. If the number of applicants in a preference group exceeds the number of available seats, the applicants in this preference group will be randomly selected for admission and ranking on the wait list for the over-subscribed grade. From there, remaining applicants will continue to be drawn randomly (following remaining enrollment preference) until the wait list is complete.

### **Step 4: Applications Received After the Close of Open Enrollment**

Applications received after the Open Enrollment Period will be added to the end of the waiting list for the appropriate grade in the order in which they were received. Enrollment preference will continue to be in effect for wait list formation after the close of Open Enrollment. For example, if a qualifying student in an over-subscribed grade applies after the random selection process, his/her name will be inserted into the waiting list behind siblings of students selected in the random selection process but before remaining applicants on the wait list.

When a seat becomes available in a particular grade with a waiting list at any point in the application cycle, the available seat will be offered to the first student on the waiting list for that particular grade. The student on the wait list will have ten (10) business days to complete the enrollment process (with multiple contact attempts by the school) before the seat is forfeited and offered to the next student on the wait list.

## **Appeals**

Any parent or guardian who wishes to contest or appeal any aspect of the random selection process may do so in writing to the Academy's board of directors sent to the school's address. Following receipt of the parent's written appeal, a representative of the school board of directors will contact the parent to discuss the nature of the concern or objection. Final decisions will be made by the Academy board of directors or its designee.

## **Presque Isle Academy Anti-Bullying Policy**

### **Prohibition against bullying, harassment, retaliation and false accusation**

The Academy prohibits all acts of harassment, bullying and intimidation (including cyber-bullying) of students at school. Bullying is equally prohibited without regard to its subject matter or motivating animus. The Academy also prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All students are protected under this policy.

### **Definitions**

**"Bullying"** means any written, verbal, or physical act, or any electronic communication, including but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. substantially interfering with educational opportunities, benefits, or programs of one or more students; or
2. adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; or
3. having an actual and substantial detrimental effect on a student's physical or mental health; or
4. causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

**"Cyberbullying"** means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

1. substantially interfering with educational opportunities, benefits, or programs of one or more pupils; or
2. adversely affecting the ability of a pupil to participate in or benefit from the Academy's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress; or
3. having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

**"At school"** means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the Academy. The Board's Technology Use and Internet Safety Policy and the Academy's Parent and Student Handbook contain additional provisions regarding proper use of technology and prevention of cyber bullying.



**“Restorative Practices”** means practices that emphasize repairing the harm to the victim and the school community caused by a pupil’s misconduct.

### **Authority**

The Board delegates to its Principal the following responsibilities:

1. Ensuring that this policy is implemented;
2. Dissemination of this policy;
3. Conducting a prompt investigation of a report of violation of this policy or a related complaint, or alternatively, designating another employee to conduct the investigation;
4. Developing procedures to safeguard the confidentiality of the individuals who report acts of bullying;
5. Documenting all reported prohibited incidents and annually reporting all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board;
6. Developing a bullying prevention initiative involving staff, students, parents and other stakeholders as the Principal deems appropriate;
7. Developing and providing training for administrators, staff, and volunteers who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying;
8. Developing an educational program for students and parents on preventing, identifying, responding to, and reporting incidents of bullying;
9. Developing and implementing restorative practices;
10. Developing procedures that ensure both the appropriate consequences and remedial responses to a verified incident of prohibited conduct under this policy. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions, restorative practices, suspension or expulsion.

### **Reporting**

The Administrator or his/her designee is responsible for receiving complaints alleging violations of this policy. All Academy staff is required to report alleged violations of this policy to the Administrator or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. The identity of any person who reports an act of bullying shall remain confidential.

### **Investigation**

The Administrator or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be complete within three school days after a report or complaint is made. The investigator shall complete an investigation report, which shall serve to document all reported prohibited incidents.

### **Notification**

Within 2 days of receiving a report of a prohibited act of bullying, the Administrator or his/her designee shall notify the parent/legal guardian of the victim of the act and the parent/legal guardian of the perpetrator of the act. Upon completion of the investigation report, the

Administrator or his/her designee shall notify the parent/legal guardian of both the victim and perpetrator of the result of the investigation.

### **Use of Restorative Practices to Address Bullying and Harassing Behavior**

The Academy delegates to the Administrator the responsibility to design and implement restorative practices to correct bullying behavior. Restorative practices must be the first consideration to remediate offenses such as interpersonal conflicts, bullying, cyberbullying, harassment, verbal and physical conflicts, theft, damage to property and class disruption.

Restorative practices may include victim-offender conferences to provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm. A victim-offender conference may occur only if initiated by the victim and approved by the victim's parent or legal guardian (unless the victim is at least 15 years old). Potential consequences may include an apology, participation in community service, restoration or counseling, payment of restitution.

### **Documentation/Reports**

All reports of prohibited incidents shall be documented through an investigation report. All verified incidents of bullying and the resulting consequences, including discipline and referrals, shall be compiled in an annual report to the Board.

### **Dissemination of Policy**

This policy shall be disseminated to all staff, students, and parents/guardians via the Academy's website and parent and student handbook.

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#### References:

The Revised School Code, MCL 380.1310b

Effective Date: 9/1/17

## **Presque Isle Academy Board Member Qualification Policy**

It is the policy of the Board to recruit and nominate qualified directors to serve on the Board. The Board's primary responsibility is to act in the best interests of every student in the school. The Board also has commitments to parents/guardians, the staff, the community, the authorizer, and the state. To maximize Board effectiveness and public confidence in the school's governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct. The Board expects its members to work with each other and the school's administration to ensure that a high-quality education is provided to each student. Each individual Board member shall comply with the following qualifications and expectations:

### **Qualifications:**

The Board may consist of members of the community, parents, and educators. Qualifications for Board membership shall include but not be limited to:

1. United States citizenship
2. Michigan residency
3. Completion of BMCC candidate application materials
4. Passionate, unwavering belief in the school's mission and core values
5. Demonstration of a clear understanding of the difference between governance and management
6. Willingness to give time and energy to the school
7. Special skills that may benefit the Board in providing school leadership
8. Willingness to accept and support decisions democratically made
9. Willingness to represent the school in the community

### **Disqualifications:**

Board members may not be:

1. an employee of the Academy
2. a director, officer, or employee of a company or other entity that contracts with the Academy
3. a BMCC employee, representative or Board of Trustees' member.

### **Expectations:**

1. Sign an oath of office
2. Advance the Academy's mission and vision
3. Provide oversight of the authorizing contract
4. Monitor the Academy's progress toward educational goals with a focus on results
5. Develop and adopt policies
6. Enhance the Academy's public image and develop community relationships
7. Avoid conflicts of interest and disclose potential conflicts to the board
8. Participation in board training

9. Attend and participate in all board meetings<sup>1</sup>
10. Be informed, prepared and professional
11. Enhance the partnership between the Board and the school leadership team
12. Adhere to the “one-voice” principle

**Board Member Application Process:**

BMCC’s policies shall govern the Board member nomination and appointment process. Individuals interested in being considered for a board vacancy shall complete the Board Member Candidate Application, which is available on BMCC website. The candidate shall also undergo a personal background check, the consent for which is part of the authorizer’s application.

**Board Member Nomination Process:**

When a vacancy occurs, the Board shall follow the following procedure:

1. Create a board nomination committee to solicit applications and review all existing applications.
2. Receive recommendations from the board nomination committee at a board meeting
3. Interview the recommended candidate(s) at a board meeting
4. Adopt the Nomination Resolution at a board meeting and submit it to BMCC for consideration.
5. The BMCC’s Director selects a nominee and forwards the recommendation to BMCC’s Board of Trustees for appointment.
6. In exigent circumstances, the Director has authority to appoint a board member, pending the Board of Trustee’s next regular meeting.
7. The BMCC Board of Trustees has the sole right to appoint board members.
8. Upon appointment, the new Board member will take the public oath of office at the next board meeting.

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Effective Date: 9/1/17

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<sup>1</sup> PLEASE NOTE: More than two unexcused absences per academic year is cause for removal from the Board. If a board member misses more than two meetings, the Board President will contact the board member to determine whether resignation or removal is warranted.

# **Presque Isle Academy**

## **Board Powers, Delegation and Communication Policy**

### **Board Powers**

The Board shall have the power and authority to:

1. Establish bylaws, contracts and policies that it considers necessary and proper to conduct the affairs of the Board, for conducting the affairs and business of the corporation and for the essential public purposes and governmental functions as set forth in the applicable federal and state constitutions and statutes, the articles of incorporation and bylaws of the non-profit corporation and as permitted by the charter contract.
2. Adopt policies in accordance with the articles of incorporation and bylaws and the charter contract.
3. The Board shall not adopt any policy that shall violate the U.S. Constitution, Michigan Constitution, applicable federal and state laws, its articles of incorporation or bylaws, or the charter contract.
4. Transact all business necessary for carrying out the purposes of the corporation, or which is incidental to these purposes, as fully and effectually as any natural person or body politic or corporation.

### **Board Delegation of Authority**

The Board has the authority to delegate powers, functions and responsibilities not reserved to the Board by applicable federal or state law. The Board may delegate duties, functions or responsibilities it deems necessary and appropriate for the effective administration of the school. The Board shall not delegate the authority to:

1. develop and amend Board policies or
2. approve the Academy's budget.

### **Development of Administrative Procedures**

The Board hereby delegates to the Administrator the function of designing and implementing guidelines, practices and procedures under which the Academy will operate, including a Parent and Student Handbook. These administrative procedures shall be consistent with all policies adopted by the Board.

### **Board - Administrator Communication**

The Academy Administrator shall keep the Board 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.

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### **References:**

Michigan Constitution 1963, Art. XI, §1

The Revised School Code, MCL 380.501, et. seq., MCL 380.1201 et. seq.

Michigan Nonprofit Corporation Act, MCL 450.2101, et. seq.

Effective Date: 9/10/17

## **Presque Isle Academy Board Reimbursement Policy**

It is the policy of the Board to reimburse its volunteer directors for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions or in connection with the discharging of official duties or in performing functions authorized by the Board.

In order to obtain reimbursement for an allowable expense, directors of the Board must, at an open meeting, either: 1) obtain Board approval of the expense and reimbursement prior to incurring the expense, or 2) obtain Board approval of the expense and reimbursement prior to payment.

Prior to payment of an allowable expense, the director of the Board must submit supporting receipts or other evidence of actual expenses to the educational service provider for processing and payment.

Allowable Expenses include, but are not limited to the following:

- Conference/Event Registration
- Air travel at coach rate
- Automobile mileage at the Federal IRS prescribed mileage rate, plus tolls
- Lodging
- Meals, including tip, limited to the standard per diem rate published by the U.S General Services Administration.
- Taxi or rental car allowances

Limitations on Allowable Expenses:

- Reimbursement applies only to directors of the Board. Expenses for spouses, family members, or others accompanying Board members as companions, are not reimbursable.
- There shall be no reimbursement for the purchase of any alcohol, gifts, tobacco, or personal products or services.
- There shall be no reimbursement for entertaining guests, including fees for golf.
- There shall be no reimbursement for loss of pay incurred by directors of the Board in performance of their official duties.

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References:

The Revised School Code, MCL 380.1254  
State School Aid Act, MCL 388.1764b

Effective Date: 9/1/17

# Presque Isle Academy Cardiac Response Plan

## Definition

The cardiac emergency response plan shall be implemented when a person on Academy property becomes *unresponsive* and is not breathing, as this could be a cardiac related medical condition.

For an unresponsive person that is not breathing, those certified in Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED) shall provide care consistent with their level of training and activate the Crisis Response Team. Those not certified in CPR/First Aid/AED are not prohibited from providing care, as long as their actions are consistent with how a reasonable and prudent person would react in such an emergency.

As a component of the cardiac emergency response plan, a member of the crisis response team (or designee) shall conduct monthly inspections of the schools AED(s) if applicable. AED batteries, pads and the general condition of the AED are to be included in the monthly inspections. Batteries and pads will also be replaced as required by the manufacturer.

## Crisis Response Team

1. Check to make sure the scene is safe.
2. Check for victim responsiveness. If victim is unresponsive and not breathing, direct someone to contact 911 (dial 8 to access outside line) and retrieve an AED (if available).
3. Assign a staff member to greet emergency responders.
4. Clear the area of people who do not have a specific purpose for remaining in the area.
5. CPR should be administered until victim begins to breath or until emergency personnel arrive and takeover.
6. If the emergency involves a student with emergency medication in the office, the medicine should be obtained from the office and taken directly to the area with the student's emergency card and parent contact information.
7. After care has been assumed by advanced personnel, complete an incident report or student injury report.
8. Notify staff members as needed.

## Academy Staff Response

1. Notify a member of the crisis team or front office immediately.
2. Do not move the person unless the scene is unsafe or movement is required due to imminent life threatening danger that appears to outweigh the risks of injuries to the victim.
3. If asked to do so, be prepared to retrieve the nearest AED (if available) and ensure 911 (dial 8 to access outside line) has been called.
4. If certified in CPR/ First Aid/ AED, provide care that is consistent with level of training.
5. Attempt to calm students and move them to another location away from the incident.
6. Be prepared to assist with other tasks as requested by the Crisis Response Team.
7. Always take universal precautions to prevent contact with bodily fluids.

This plan is reviewed and evaluated annually.

Effective: 9/1/17

**Presque Isle Academy**

## **Conflict of Interest Policy**

### **General Conflicts of Interest**

The Board prohibits family relationships between members of the Board, individuals who have an ownership interest in or who are officers or employees of an educational service provider involved in the operation of the Academy, and employees of the Academy. Specifically, no person shall be appointed or reappointed to serve as an Academy Board member if the person's mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, spouse or same-sex domestic partner 1) is employed by the Academy; 2) works at or is assigned to the Academy; or 3) has an ownership interest, managerial, administrative, or other significant role with an educational service provider.

### **Specific Conflicts of Interest**

The following shall be deemed prohibited conflicts of interest:

1. An individual simultaneously serving as an Academy Board member and as an owner, officer, director, employee or consultant of or independent contractor to an educational service provider, or a subcontractor to an educational service provider that has an agreement with the Academy;
2. An individual simultaneously serving as an Academy Board member and an Academy employee;
3. An individual simultaneously serving as an Academy Board member and an independent contractor to the Academy;
4. An individual simultaneously serving as an Academy Board member and a member of the governing board of another public school; and
5. An individual simultaneously serving as an Academy Board member and an official, employee, or paid consultant, as a representative of the Academy's authorizer.

### **Substantial Conflict of Interest**

Board members and administrators shall perform their duties in a manner free from conflict of interest to assure the proper performance of Academy business as well as to earn and keep public confidence. Therefore, no employee, officer, Board member or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. A conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

If a Board member or administrator has a substantial financial conflict of interest in a proposed contract for services, supplies or equipment, the Board shall not enter into that contract. A "substantial conflict of interest" is one of such substance as to induce action on his or her part to promote the contract for his or her own personal benefit. An administrator is prohibited from entering into a contract if the administrator has a substantial conflict of interest. Excluded from substantial conflict of interest are situations as specifically excluded in section 380.634(5) of the Revised School Code.

### **Duty to Disclose Conflict of Interest**



A Board member, administrator or employee involved in the contracting process who is employed by or under contract with a business enterprise with which the Academy or its educational service provider is considering entering into a contract, or knows that he or she has a family member who has an ownership interest or is employed by that business enterprise, the Board member, administrator, or employee is required to disclose this information to the Board at a public meeting before the Board enters into the contract. The Board is required to vote at the public meeting on whether or not it considers the relationship to be a conflict of interest. A "family member" means " ... a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse and includes these relationships as created by adoption or marriage."

### **Process After Disclosure of Potential Conflict of Interest**

After disclosing a potential conflict of interest, the Board member shall leave the Board meeting while the Board discusses the conflict. Determination of the existence of a conflict of interest, real or apparent, prohibits the interested director from participating in the selection, award, and administration of a contract, but it does not prohibit the Board from entering into the contract. The Board shall formally discipline any officer, employee or agent of the Academy who violates this policy.

### **Acceptance of Nominal Gifts**

Academy officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from a person who does business or seeks to do business of any kind with the Academy, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value.

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### References:

The Revised School Code, MCL 380.634; 380.503(6)(k)  
Contracts of Public Servants with Public Entities Act, MCL 15.321-15.330  
U.S. Education Department Administrative Regulations (EDGAR), 34 CFR Part 74, §74.42; 34 CFR Part 80, §80.36(b)(3)  
20 U.S.C. 1221e-3, 3474; OMB Circular A-II0

Effective Date: 9/1/17

## **Presque Isle Academy Criminal History Record Check Policy**

Before the Board of Directors hires any employee (full or part-time) or allows any individual under contract with a third party to continuously and regularly work in the School, a criminal history records check and an unprofessional background check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the Board or with a third party vendor, educational service provider, or similar contracting entity to provide any service including but not limited to, instruction, special education, food, custodial, transportation, counseling, administrative or auxiliary services, on more than an intermittent or sporadic basis.

All applicants and employees on staff must submit a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the School, the School shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030, regardless of whether the individual will work directly for the School or be contracted through a third-party vendor, educational service provider or similar contracting entity ("Private Contractors"). Except as provided by law, the report from the MSP must be received, reviewed and approved by the School or its designee prior to the individual commencing work.

Provisional hires to maintain continuity of the program prior to receipt of the criminal history report are permitted only on the following grounds:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another school in the State, the Board or Designee may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple schools may authorize the release of a prior criminal history records check with another school in lieu of an additional check for either direct employment or working regularly and consistently under contract in the school.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school within the State may have their previous record check sent to the Board or Designee in lieu of submitting to a new criminal background check. If this method is used, the Board or Designee must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

All criminal history record check reports received from the State Police or produced by the State Police and received by the Board or Designee from another proper source will be maintained in the individual's personnel record.

When the Board or Designee receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Board or Designee shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education. Verified convictions may result in termination of employment or rejection of an application. The Board will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the school, who has been convicted of a "listed" offense as defined in MCL 28.722. The Board will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the school, who has been convicted of any felony other than a "listed" offense unless the Board provides written approval.

The Board must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the Board with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

### Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Board or its Designee. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Criminal history reports may be released with the written authorization of the individual. Records may also be released, in accordance with statute, upon the request of a school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

The School Administrator shall develop Administrative Procedures to ensure full compliance with this policy.

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References: MCL 380.1230, et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Effective Date:

## **Presque Isle Academy Discipline Reporting Policy**

The Academy Board delegates to its Administrator the authority to discipline students. The Board retains oversight responsibility and is required by law to receive reports of certain student behavior. It is the policy of this Board to require its Administrator to provide the following reports to the Board and to the State as required by law:

### **1. Student on Student Physical Assault reporting (MCL 380.1310 Report)**

Physical assault\* at school by a student in grade six or above against another student.

\*NOTE: "Physical Assault" is defined by the Michigan Revised School Code as *intentionally causing or attempting to cause physical harm to another through force or violence*. It does not require actual physical injury.

### **2. Expulsion Report (MCL 380.1310a(1) Report)**

An annual report stating the number of pupils expelled from the school during the immediately preceding school year, with a brief description of the incident that caused each expulsion. At least annually, the school must submit this report to the superintendent of public instruction.

### **3. Crime Report (MCL 380.1310a(2) Report)**

An annual report identifying all crimes occurring at school during the immediately preceding school year, with a brief description of the incident. The report must include:

1. Physical violence
2. Gang-related activity
3. Illegal possession of a controlled substance or analogue
4. Illegal possession of another intoxicant
5. Trespassing
6. Property crimes including but not limited to theft and vandalism.

At least annually, the school shall make a copy of the most recent cumulative crime report available to the parent or legal guardian of each pupil enrolled in the School and shall publish it to the school's website.

### **4. Bullying Report (MCL 380.1310b Report)**

An annual report of all verified incidents of bullying and the resulting consequences, including discipline and referrals.

### **5. Student on Staff/Volunteer/Contractor Physical or Verbal Assault Report (MCL 380.1311a Report)**

Physical or verbal assault\* at school by a student in grade six or above against a staff member, volunteer or contractor.

"**Physical Assault**" is defined by the Michigan Revised School Code as *intentionally causing or attempting to cause physical harm to another through force or violence*. It does not require actual physical injury.

"**Verbal Assault**" is defined in the Student Code of Conduct as "an intentional display of force or communication that gives the victim reason to fear or expect immediate bodily harm. A bomb threat (or similar threat) directed at a school building, other school property or a school-related event is also viewed as a verbal assault

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References:

The Revised School Code, MCL 380.1310 – 1311a; MCL 380.1561; MCL 380.1586

Effective Date: February \_\_, 2019

# Presque Isle Academy

## Drug, Alcohol and Nicotine Free Environment Policy

The School shall maintain a drug-free, alcohol-free, and nicotine-free environment at all times. Smoking, chewing, vaping and tobacco use are prohibited throughout the building and on the premises (including building, parking lot, sidewalk, etc.) at all times. Tobacco advertising or promotion, including on clothing, is prohibited.

Students found in possession of alcohol, unauthorized controlled substances or illegal drugs (including drug paraphernalia), vape or juul pens/pods or electronic nicotine delivery systems (ENDS) or found to be under the influence of such substances, shall be subject to discipline pursuant to the School Code of Conduct.

The School Administration shall establish a drug-free awareness program consistent with this policy and all applicable law. Students shall be provided with a copy of this policy and shall be informed that compliance with these standards is mandatory.

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### References:

MCL 37.1211(a)

20 USC §§ 5812, 7114

41 USC § 702

42 USC §§ 12114, 12210

28 CFR § 35.131

29 CFR §§ 825.112, 1630.3

49 CFR §§ 382.121, 382.401, 382.601

Pro-children Act of 2001 (20 USC 7181 et. seq.)

The Michigan Penal Code, MCL 750.473

Michigan State Board of Education Policy on Tobacco-Free Schools

Effective Date:

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## **Presque Isle Academy Dual Enrollment Policy**

The Board of Directors recognizes the value to students and to the School for students to participate in courses offered by accredited and degree-granting colleges and universities in Michigan. The Board will allow eligible high school students who meet the criteria established in guidelines/procedures to enroll in eligible postsecondary courses while in attendance at the School.

The School shall allow a student, upon written request of his/her parent, to take approved readiness assessment(s) in order to establish eligibility for postsecondary enrollment. Any tests are to be administered free of charge in accordance with the School's testing schedule. Students will be eligible to receive appropriate credit for completing any of these courses providing they meet all requirements for the type of credit they wish to earn.

The School Administrator shall establish the necessary administrative procedures to ensure that such courses are in accord with State law and are properly communicated to both the students and their parents. The School Administrator shall also establish procedures/guidelines for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

Upon receipt of a bill from the postsecondary institution itemizing the charges for a student's participation in a particular course, the School shall either pay the bill or the prorated percentage of the State portion of the foundation allowance for that student, whichever is lower. If charges exceed such payment, the student and his/her parents are responsible for the remaining charges.

If a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the School for such charges incurred by the School for such enrollment.

The School Administrator is to submit annually to the Board the following information:

- A. the amount of money paid to postsecondary institutions for this program;
- B. the number of students in the high school and the number who participated in at least one (1) postsecondary program and received payment for all or part of the eligible charges under this program both in the aggregate and by grade level;
- C. the percentage of the School's enrollment represented by eligible students both in the aggregate and by grade level; and
- D. the total number of postsecondary courses for which the School made payment, the number of courses for which postsecondary credit was granted, the number of courses for which high school credit was granted, and the number of courses that were not completed by eligible students.

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References: MCL 380.1279g, 380.1473, 380.1481, 388.1621(b), 388.513, 388.513a, 388.514, 388.1930a

Effective Date:

## **PRESQUE ISLE ACADEMY Emergency Operations Plan Policy**

The Board of Directors is committed to providing a safe learning and work environment. Unfortunately natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning. The School Administration shall develop emergency preparedness procedures that address the following goals and/or objectives:

1. the health and safety of students and staff are safeguarded;
2. the time necessary for instructional purposes is not unduly diverted;
3. minimum disruption to the educational program occurs;
4. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of School facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. School personnel, including teachers, shall provide for unrestricted emergency egress during school hours and when the school is open to the public.

The Emergency Operations Plan shall include procedures that cover:

1. School violence and attacks and threats of school violence and attacks
2. Bomb threats
3. Fire
4. Weather-related emergencies
5. Intruders
6. Parent and pupil reunification
7. Threats to a school-sponsored activity or event whether or not it is held on school premises
8. A plan to train teachers on mental health and pupil and teacher safety
9. A plan to improve school building security
10. Active violence protocol
11. Continuity of operations after an incident
12. A vulnerability assessment

The school shall adopt the State of Michigan model policy for Emergency Plan Operations. It will review the plan biannually.

### **Fire Safety**

It is the policy of the Board to maintain a fire and emergency safety operations plan that complies with state and federal law. The Board directs its Administration to develop and implement a plan that addresses:

1. Fire safety inspections;
2. Equipment testing;
3. Use of fire alarms, extinguishers, and detection and suppression systems;
4. Designation of safe areas inside and outside the building for all classrooms;
5. Fire evacuation plan for all students, staff, and other present in the building;
6. Emergency exit drills involving full evacuation of the School as identified below;
7. Local fire department notification of all School emergency drills;
8. Cardiac emergency response; and
9. Fire incident reporting to local authorities as required by law.



## Drills

1. The School shall conduct a minimum of five (5) fire drills each school year. Three (3) of the fire drills shall be held by December 1<sup>st</sup> of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.
2. The School shall conduct a minimum of two (2) tornado safety drills each school year. At least one (1) of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.
3. The School shall conduct a minimum of three (3) drills in which the occupants are restricted to the interior of the building and the building secured each school year. At least one (1) of these drills shall be conducted by December 1<sup>st</sup> of the school year, and at least one (1) shall be conducted after January 1<sup>st</sup> of the school year, with a reasonable spacing interval between each drill. Such drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The Administration and/or ESP shall seek input from local public safety officials on the nature of the drills to be conducted under this subsection.
4. The School shall conduct at least one (1) of the required drills during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom.
5. The School shall not conduct a required drill at a time that would interfere with the conduct of a state-mandated assessment.
6. Not later than September 15<sup>th</sup> of each school year, the School Administrator shall provide a list of the scheduled drill days to the county emergency management coordinator.
7. If a drill is not conducted on a scheduled drill day due to conditions not within the control of school administrators, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or state health authorities, the school shall reschedule the drill to occur within ten (10) school days after the scheduled date of the cancelled drill. The School Administrator shall notify the county emergency management coordinator of the rescheduled date for the drill.

## Drill Result Publication

1. The School Administrator shall provide that documentation of a completed school safety drill is posted on the school's website within thirty (30) school days after the drill is completed and is maintained on the website for at least three (3) years.
2. The documentation posted on the website shall include at least all of the following:
  - a. Name of the School
  - b. School year of the drill
  - c. Date and time of the drill
  - d. Type of drill completed
  - e. Number of completed drills for that school year for each type of drill required above
  - f. Signature of the School Administrator or his/her designee acknowledging the completion of the drill.
  - g. Name of the individual in charge of conducting the drill, if other than the School Administrator.

References:

Fire Prevention Code, MCL 29.19(5)

A.C. 1301:7-7-01, 3301-35-03 (D), 3301-83-15

HB No. 4713 (2013)

MCL 380.1308b

Effective Date:

**PRESQUE ISLE ACADEMY**  
**EMERGENCY MANAGEMENT SYSTEM**  
**A GUIDE FOR EMERGENCY LOCK DOWN**

**Lockdown:** The term lockdown, when used throughout the manual, is the process used when there is a major incident that could possibly cause serious injury or worse to students. There are two types of lockdowns:

**Lockdown Inside** : means the problem or the incident is already inside the building and staff should follow the procedure for a lockdown inside; that being, get into a classroom, lock the doors, turn the lights off, position students in a location inside the classroom where it is made difficult to be seen from the hallway. Keep students secure in the room unless it is safer to evacuate (then exit the school).

RELEASE FROM ALL LOCKDOWNS WILL BE MADE BY A UNIFORM POLICE OFFICER ONLY.

**Lockdown Outside**: means there is a major incident or safety issue outside the building. The lockdown procedure will be that all exterior doors are locked. Depending on the type of incident outside, class may be conducted. This will be a decision made by the principal or Incident Commander.

RELEASE FROM OUTSIDE LOCKDOWN MAY BE MADE BY THE PRINCIPAL OR INCIDENT COMMANDER, ON THE APPROVAL OF A UNIFORM POLICE OFFICER.

## **PRESQUE ISLE ACADEMY**

### **INCIDENT COMMANDER (IC)**

Incident Commander: \_\_\_\_\_

Designee: \_\_\_\_\_

Designee: \_\_\_\_\_

Every emergency situation must have one person in charge. This person is called the Incident Commander or IC. The Incident Commander is solely responsible for emergency/disaster operations and should remain at the Command Post (Principals Office) to direct all emergency operations. At a school site the IC should normally be the building principal. If the situation dictates that the Incident Commander must leave the Command Post, he/she must delegate someone to take over command responsibilities.

The Incident Commander is responsible for the following tasks:

- Go to the command center location immediately, take control, and be available for problem solving and decision-making.
- Assess the type and scope of the emergency situation- determine the threat to human life and structures.
- Authorize the alert signal (building lockdown, building evacuation). Notify the police. The signal communicates to the staff and students that an emergency situation is occurring and they need to take appropriate action. It also signals that the building staff must implement the appropriate emergency action until further notice.
- If the situation demands, authorize the evacuation signal to be given- this signal will alert all staff and students that they must leave the building immediately and move to the assigned evacuation area. The evacuation signal is a verbal direction from the Incident Commander or designee.
- When the emergency situation is over, authorize that the all-clear signal be given.
  - Inside Lockdown- will be done by a uniform police officer, which will unlock the classroom door and notify the lockdown is over. At that time other instructions can be passed on if evacuation is needed etc.
  - Outside Lockdown- can be made by announcement from the IC, principal, or uniformed police officer.
- Implement the appropriate emergency plan responsibilities and/or specific hazard procedures.
- Know what resources are available.
- Adjust the plan to meet the realities of the emergency situation.
- Contact the police department about press releases, parent or community contacts or other emergency message notifications.
- Authorize the early release of students before school ends or a late release of students if the building is still in an emergency situation after the close of the normal school day.
- Authorize the release of students to parents or guardians during and after the emergency.
  
- Determine when to release staff after the emergency situation.
- Ensure that the emergency response is being fully documented for legal and financial reasons.
- Monitor how well or poorly the plan worked.

## LOGISTICS:

Designee: \_\_\_\_\_

Designee: \_\_\_\_\_

Personnel under this heading have the following responsibilities :

- Report to the command center location immediately
- Upon authorization by the Incident Commander, give the emergency building lock down signal, evacuation signal or the all clear signal.

### Emergency Lock Down Signal:

1. If the danger is outside the building (Outside Lockdown) secure the doors and notify each classroom of the situation. Notify other staff not present.
  2. If the danger is inside the building (Inside Lockdown) Signal by yelling inside lockdown. The use of the phone and page all classrooms with "Lockdown Inside" is an option as well.
  3. Building Evacuation Signal: Fire Alarm Signal or in person by a uniformed police officer; Incident Commander
  4. All clear signal: All clear
- Contact emergency personnel (if not already done by the Incident Commander) Emergency number 9-1-1. or Sheriff's Dept. 989-734-2156 . Advise the emergency dispatch that you are in a "[lockdown and the code 39](#)"

### Other contact Information if needed:

- Onaway City Hall : 989-733- 4166
  - Onaway School 989-733-2700
  - Onaway Area Schools bus garage. 989-733-4970 ext 518
  - Presque Isle County Sheriff's Dept. 989-734-2156
  - Rogers City, City Police Dept 989-734-2330
- Remove all students who are assigned to answer phones and replace them with adult personnel.
  - Restrict the use of building phones to authorized personnel- open telephone lines are essential for emergency communication.
  - Hand out supplies and equipment, as needed
  - Keep track of available resources.
  - If a student reports the emergency incident, keep the student located in the command center until police arrive and speak with the student. If the situation allows, have the student write down the information that he she witnessed. Depending on the situation, do not leave the student alone.

## LIAISON:

Designee: \_\_\_\_\_

Designee: \_\_\_\_\_

The Liaison reports directly to the Incident Commander. Emergency responsibilities include:

- go to the command center location immediately to determine what type of emergency has occurred and where.
- Seal off the area involved in the emergency and keep unauthorized persons from entering, i.e. Media, parents, staff, students etc. The emergency area may be a crime scene and no one should be allowed in this area without police approval except school and emergency first aid personnel.
- Serve as a point of contact and coordinate with representatives from outside Agencies involved in the emergency incident such as law enforcement, paramedics, fire department.
- Attend incident briefings with the Incident Commander.
- Maintain an accurate site map, building blue prints, and floor plan.
- Provide blueprints, floor plans and site maps to police and fire department if needed.
- During an Outside Lockdown post a note on the front school doors advising people that the doors are locked and the school is in a Outside Lockdown and to call the school if they have any questions.
- Assign staff and support personnel to supervise and communicate with parents; assign a location for parents to assemble
- Assume Incident Commander responsibilities when the IC leaves the command post.

## OPERATIONS:

### ***TEACHERS, STAFF, PARENT VOLUNTEERS***

#### Responsibilities

Take care of students during the emergency situation.

Follow appropriate emergency procedures when an emergency situation is signaled; i.e. execute "Inside lockdown" or "Outside Lockdown" procedures upon direction.

Take attendance and report attendance information to personnel in charge of documentation when safe to do so.

Give first aid to students, if appropriate and you are trained

**In a building lock down situation ("Inside Lockdown" – situation inside the building or "Outside Lockdown" – situation outside of the building), as soon as the emergency signal is given:**

#### **INSIDE LOCKDOWN**

- Tell all students to remain in the room and not leave
- If safe, quickly survey the hallway, restrooms near your classroom and bring any students found into your classroom immediately.
- Secure and lock classroom doors and move students away from outside/inside windows.
- Take written attendance as soon as possible after the emergency signal is given.
- Put a RED card under the door if there is a medical emergency or a danger in your classroom.
- If the safety of the locked room is no longer safe or the threat makes staying in the room a greater risk, exit students out of the building by fire door or nearest exit.
- The all clear signal is a uniformed police officer personally unlocking classroom doors and notifying of the status of the lockdown (practice drill, evacuation, or cancellation of the lockdown) the officer may collect your attendance record at that time. (This will help account for students not directly involved in the emergency situation)

Do not let students leave the classroom unless one of the following signals is given:

- building evacuation signal has been given.
- Released from the classroom from a uniformed police officer.
- All clear signal is given and notification of further instruction given by a uniformed police officer or from the Incident Commander.
- It is no longer safe to remain in the room and evacuating is the safer option.

### EVACUATION:

If the evacuation signal is given during a lockdown, exit the building and supervise students when they leave the building, as you would in a fire drill. If directed to the evacuation site, walk students to that location. Take written attendance when students arrive at the evacuation site. The attendance will be gathered to keep account for students not directly involved in the emergency situation.

Keep all students with you at the evacuation site. No students will be released to parents until authorized by the Incident Commander. Students/Staff will go to a Reunification site where releasing to parents will take place as directed by the Incident Commander.

### Classes or students that are outside of the school building but still on campus during an Inside Lockdown:

If classes or students are on the campus or field areas and the **Inside Lockdown** signal is given, immediately take those students to a safe location away from the problem (evacuation site or anywhere away from the school or problem).

If not in charge of students when the emergency situation occurs/is signaled, report to the Command Center for instructions on how to help with the emergency situation if possible.

## **OUTSIDE LOCKDOWN:**

- During an outside lockdown the buildings outside doors and windows are secured to prevent access into the school.
- Staff with outside doors in their classrooms will need to immediately secure these outside doors.
- Custodial, office staff, and any available staff will secure the entrance doors and windows into the school.
- The Incident Commander will direct further instructions on switching classrooms, lunch time and bathroom privileges etc. depending on the situation involving the Outside Lockdown.
- Classes can be conducted as normal unless directed otherwise by the Incident Commander.
- Staff with no student responsibilities during an Outside Lockdown should report to the Command Center for instructions on how to help during the situation.
- Cancellation of the Outside Lockdown will be done by the Incident Commander or designated staff via phone page.

### Classes that are outside of the school building during an **Outside Lockdown:**

- Staff should immediately bring students into the school building.
- If unable to gain entrance to the school notify the Command Center immediately.

## **OPERATIONS**

### *DOCUMENTATION :*

Designee: \_\_\_\_\_

Designee: \_\_\_\_\_

Personnel under this heading have the following emergency responsibilities:

- Record all communication contacts and maintain written documentation of all emergency phone calls, procedures and events
- document the event and all activities associated with the emergency response. Maintain a time log of the incident noting all actions and reports.
- After the immediate emergency is over, compile student attendance records and assist with identify absent/missing students. Report missing students to the Incident Commander.
- After the all clear is signal, account for all staff and personnel in the building and those absent; report missing staff and personnel to the Incident Commander.
- After the emergency is over forward copies of the written documentation to the Incident Commander.



## OPERATIONS

STAFF WITH NON STUDENT RESPONSIBILITIES AND CUSTODIAL STAFF:

Designee: \_\_\_\_\_

Designee: \_\_\_\_\_

The building engineer and/or custodial staff also are under the Operations umbrella. These personnel are responsible for:

- Report to the command center location immediately for instructions
- Take no action, which endangers you or others.
- At the direction of the IC, if an Outside lockdown (“Secure the building” –Situation outside”) is signaled, back lock all exterior access points in the building and wait for police/fire department arrival at the main school entrance. If an Inside lockdown (“Secure the Building” - Situation Inside) is signaled, lock and secure yourself wherever you are until the all clear is signaled.
- At the direction of the Incident Commander, if a building evacuation is signaled, check every classroom, restroom, and building to ensure that each area has been cleared of all staff and students.
- Report the location of injured students/staff to the Incident Commander immediately.
- Report building damage to the IC, especially gas leaks, fires and/or structural damage.
- Lock exterior and classroom doors as directed by the IC.
- Extinguish small fires immediately.
- Turn off building gas and electrical supply, if necessary, and directed by the IC
- Route and support fire, police, and rescue personnel as appropriate.

## SIGNALS

Inside Lock Down (Situation **inside** the Building)

Verbal notification **LOCKDOWN INSIDE** or **LOCKDOWN OUTSIDE**.  
Phone page all with verbal notification.

Outside Lock Down (Situation **outside** the Building)

Verbal notification by the IC.

Evacuation Signal : The school fire alarms are an evacuation signal, if not in a lockdown follow normal fire alarm procedures.

Fire alarm  
Verbal Direction from the IC.

All Clear Signal : When an incident is resolved during a “**Inside lock down**” and the “all Clear” signal will be given. Classrooms will be notified by a uniformed police officer which will unlock the classroom door. That officer will give further instructions if needed. If the

**“Outside Lock Down”** is “all clear” the Incident Commander will notify classrooms the situation is clear and give further instructions if needed.

Red Card: When there is an inside lockdown place a Red card under the door if there is an emergency (injuries, medical issues etc.) in your room.

### **EVACUATION SITE:**

Presque Isle Academy will evacuate to a designated off site location. When the order to evacuate is given, students and staff will be notified to walk to the evacuation site. Staff will also be notified of the form of transportation that will be used to get to the evacuation site if walking is not an option. Staff should take student attendance and rosters, note any injuries, or problems and pass the information on to the IC. All students and staff should remain at the evacuation site until directed by the IC or police. **NO students shall be released to parents at the evacuation site. Students will be released to parents at the Reunification site.**

### **REUNIFICATION SITE :**

Presque Isle Academy will designate a Reunification site when needed. The students and staff will be transported by bus from the evacuation site, to the reunification site. At the reunification site staff will retake attendance. When the order is given by the IC that students can be released to parents, a release plan will be given. The students will then be released to their parents or guardians **only** and checked off from a release sheet.

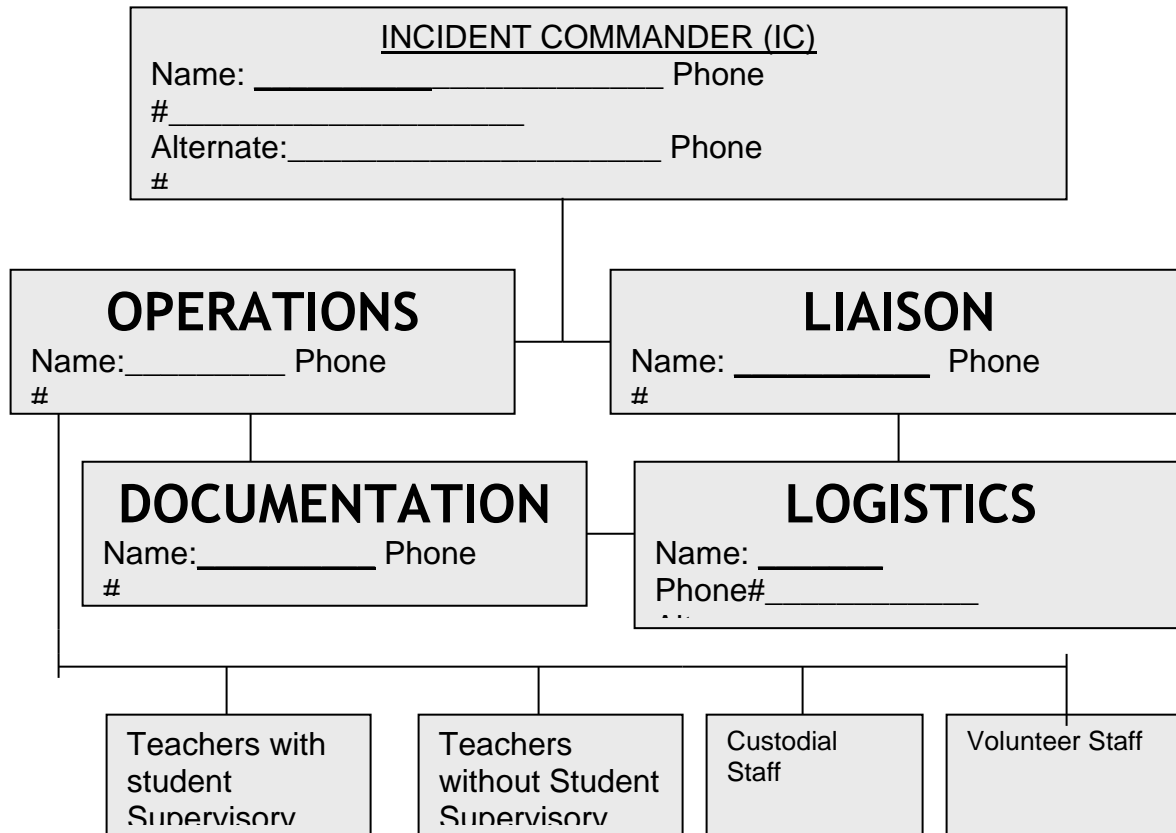
### **COMMAND POST:**

The command post is where the Incident Commander (IC) over sees the incident. The designated Command Post for Presque Isle Academy is the principal’s office. If for some reason this location is unsafe or not possible for a command post an alternative location will be decided.

### **INCIDENT COMMANDER “IC”:**

The Incident Commander is in charge of the school during an emergency situation. The IC is generally the school principal. If the principal is not available the Superintendent or next designated staff will assume the IC position.

**PRESQUE ISLE ACADEMY  
EMERGENCY MANAGEMENT SYSTEM  
CONTROL STRUCTURE**



**QUICK DUTY GUIDE\_** (See each section on complete duties for each section)

**INCIDENT COMMANDER: or IC:** Generally the principal. In charge of the incident and should remain at the Command Post.

**OPERATIONS:** Teachers, Classified Staff, Parent Volunteers, Custodial Staff. They are in charge of taking care of students during an emergency situation; they will follow the emergency procedures; keep track of student attendance; notify the Command Post of problems (if possible).

**LIAISON:** Designated staff member. Liaison is Second in line to the Incident Commander. They are in charge of sealing off the building during an emergency. The liaison will help to determine what type of emergency exists and assist in the lockdown procedure. Liaison will also relay information to the IC.

**LOGISTICS:** Designated staff member. Logistics reports to the Command Post. Logistics upon authorization by the IC gives the emergency building lockdown signal; hand out supplies and equipment; keep track of available resources; contact emergency personnel of the incident; keep a time log of recorded events.

**DOCUMENTATION:** Designated Operations member. Documentation is in charge of recording communications contacts and maintains written documentation of events. Documentation will keep track of written attendance turned in by staff after the all-clear signal is given.

PRESQUE ISLE ACADEMY  
 STAFF NAME \_\_\_\_\_

**ATTENDANCE**

**LOCATION** \_\_\_\_\_ **DATE** \_\_\_\_\_

STUDENTS/STAFF PRESENT	TIME	GRADE	INJURY
1			
2			
3			
4			
5			
6			
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9			
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28			
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30			
31			
<b>STUDENTS MISSING</b>			

## **Presque Isle Academy Family Educational Rights and Privacy Act (FERPA) Policy**

The Academy shall protect the privacy of students and their parents by observing all laws pertaining to the confidentiality of Covered Data and Information (“CDI”), which includes paper and electronic student education record information and includes, without limitation, “education records” as defined under Family Educational Rights and Privacy Act (FERPA), 34 CFR § 99.1. CDI also includes any new records created and maintained by the Academy.

The Academy shall also allow parents access to their child's educational records in accordance with the provisions of FERPA.

The Administration shall require written consent from a parent before asking a student to submit to a survey, analysis, or evaluation that reveals personal information concerning matters that are statutorily protected.

The Board delegates to its Administrator the authority and responsibility to

1. Develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all CDI received from, or on behalf of, the Academy or its students. Such measures shall include reporting requirements in the event of unauthorized use or disclosure of such CDI in violation of FERPA; and
2. Develop and implement procedures for FERPA notices, consent, disclosures, educational record transfers, challenges, and record keeping as required by law.

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### References:

Family Educational Rights and Privacy Act of 1974 (20 USC 1232(g))

Effective Date: 9/1/17

# **Presque Isle Academy First Amendment Policy**

## **Introduction**

It is the Academy's policy to comply with all the constitutional protections of the First Amendment of the United States Constitution. The First Amendment prohibits religious indoctrination by the public schools. The Supreme Court has made it clear, however, that certain religious freedoms follow individuals into school. The Academy will, to the extent permitted by law, accommodate students' and teachers' religious beliefs and rights to express those beliefs. The Court has pointed out that there is a crucial difference between government speech endorsing religion, which the Establishment Clause forbids, and private speech endorsing religion, which the Free Speech and Free Exercise Clauses protect.

While the two clauses of the First Amendment regarding free exercise and anti-establishment are designed to complement each other, they often create a tension. Constitutional analysis of the tension, however, has consistently pointed to the conclusion that the free exercise principle should be dominant in any conflict with the anti-establishment principle.

The Academy will use its best efforts to balance these interests, avoiding situations that have the appearance of Academy-sponsorship or endorsement of religion, yet accommodating students desiring to express their personal beliefs. Nothing in the Academy's policy shall be construed to prevent, or otherwise deny participation in, constitutionally protected prayer in the Academy.

Teaching about religion is permissible under the First Amendment as long as the Academy adheres to the Constitutional principles that beliefs are a matter of conviction rather than coercion. The Academy fosters learning in an atmosphere permeated by character values such as respect, responsibility, honesty, justice, courage, perseverance, and self-discipline, tolerance and responsible citizenship, and tolerance. Operating under the principle that knowledge is preferable to ignorance and recognizing the significant role religion has played in this nation's public life and culture and in the wider arena of world history, the Board supports teaching about religious history and tradition where appropriate in the curriculum.

If teachers or parents encounter a situation that they do not know how to handle under these policies, they should contact the Academy Administrator for further guidance.

## **1. Teaching about Religion**

It is the policy of the Board that with respect to matters of religion the Academy is neutral. This policy requires that there be neither a preference for anyone religion over any other nor a preference shown for religion over non-religion or for non-religion over religion.

The Academy's policy is one of neutrality not indifference. It is part of the educational mission of the Academy to teach about religion when doing so would enhance the students' understanding of the subject matter covered in the curriculum. The Academy may offer

instruction about religions and the role and influence of religion in history, literature, art, music, science or any other area of study in which religion has played a role.

Such teaching should:

1. foster knowledge about religion, not indoctrination into religion;
2. be academic. not devotional or testimonial;
3. promote awareness of religion, not sponsor its practice;
4. inform students about the diversity of religious views rather than impose one particular view; and
5. promote understanding and respect rather than divisiveness.

## **2. Students' Religious Expression**

It is the policy of the Board that with respect to matters of religion the Academy is neutral. It will show neither favoritism toward nor hostility against religious expression but will accommodate student expression of religious belief unless that expression either

1. substantially interferes with the work and/or educational mission of the Academy.  
or
2. impinges upon the rights of other students

Nothing in this policy shall be construed to prevent, or otherwise deny participation in, constitutionally protected prayer in the Academy.

## **3. Teachers' Religious Expression**

It is the policy of the Board that the Academy neither promote nor discourage individual religious expression. The Academy will accommodate teacher expression of religious belief provided that such expression occurs neither 1) during instructional hours, nor 2) in the presence of students.

The only exception to this general policy can occur if a particular student or group of students seeks out the teacher to ask a religious question.

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References:

U.S. Constitution, First Amendment; U.S. Department of Education Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Effective Date: 9/10/13

## **Presque Isle Academy Fiscal Management Policy**

Budgeting is the process of allocating limited resources to the various educational expenditure priorities of the School. The general appropriations act (or school board-adopted budget) represents the legal authority for the Educational Service Provider/school administration to spend money. The school board's vote to adopt the budget implies that a set of decisions has been made to allocate the School's limited revenues to pay, or not pay, for a certain set of educational items or services.

The annual timeline for the recommended budget preparation, approval, and amendment shall be as follows:

March/April year	Presentation to Board of proposed budget for next fiscal
May	Public hearing on the proposed budget
May/June	Board adoption of budget
October/November	Presentation to Board of proposed amended budget
November/December	Board adoption of amended budget
As required	Presentation and adoption of subsequent amended budgets

The Board authorizes expenditures in accordance with the currently approved budget as reflected in the general appropriations act. It delegates to its Administrator the responsibility of 1) proposing a budget that aligns with the Academy's mission, vision, and educational goals and 2) controlling expenditures under the budget and the general appropriations act.

### **Amendments**

The Administrator shall seek board approval to amend the general appropriations act in accordance with the amendment requirements of Section 17 of the Uniform Budget and Accounting Act.

### **References:**

Uniform Budgeting and Accounting Act, Act 2 of 1968, MCL 141.421 et. seq  
Good Government Financial Reporting Disclosure Act, MCL 15.421-425  
The Revised School Code, MCL 380.503, 380.1267; 1274; 1281  
Michigan Public School Accounting Manual, Section IV

Effective Date: 9/1/17



**Presque Isle Academy  
Freedom of Information Act Policy**

It is the policy of the Academy Board to provide the public with full and complete access to non-exempt public records pertaining to the Academy. In the spirit of transparency, the Academy Board directs its Administrator to make such documents accessible to the public either on the Academy's website or in response to a FOIA request.

For access to the Academy's non-exempt *public records* that are not available on the website, the Michigan Freedom of Information Act (FOIA) (MCL 15.231 *et. seq.*), this policy, and implementing procedures shall apply. No portion of a record protected by the Family Educational Rights and Privacy Act (FERPA) shall be disclosed in response to a FOIA request. The Board hereby adopts the attached procedures and guidelines, together with the attached written public summary. The Academy delegates to its Administrator the responsibility to implement the procedures in a manner consistent with this policy, FERPA, and FOIA.

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References:

The Revised School Code, MCL 380.503, 380.503c, 380.553, 380.553c  
The Freedom of Information Act, MCL 15.231 *et. seq.*

Effective Date: 9/1/17

## FREEDOM OF INFORMATION ACT REQUEST PROCEDURES AND GUIDELINES

The Academy has established these procedures and guidelines to help members of the public understand both their right to access to information and the process involved in accommodating their interest in particular documents. Most Academy public records are available on the website so interested parties are encouraged to look there first to see if the document in which they are interested is already available there. A copy of these procedures, together with a written summary fee schedule and any accompanying forms are available on the Academy's website as well.

The Academy Administrator designated by the Board as the FOIA Coordinator and is responsible for ensuring compliance with the FOIA and the Board's FOIA policy and responding to requests for information. The FOIA Coordinator shall determine whether the information requested is a public record subject to disclosure. The Academy is not required create new public records or to compile or summarize public records in response to a FOIA request.

### *What is a Public Record?*

The Academy's "public records" are defined as writings prepared, owned, used, in the possession of, or retained by the Academy (or its educational service provider on the Academy's behalf) in the performance of an official function, from the time of its creation. A public record does not include computer software. "Writings" include handwriting, typewriting, printing, photostating, photographing, photocopying, and other means of recording.

### *How to File a FOIA request with the Academy*

1. A request to inspect or receive a copy of a public record of the Academy shall be in writing **to the FOIA Coordinator at the address of the Academy** and sufficiently describe the public record to enable the FOIA Coordinator to identify and locate the public record. The requestor may use the Request for Public Records Form available at the Academy or on the Academy's website. The request may be addressed "FOIA Coordinator" and does not require a particular person's name.
2. A person or entity may subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to six (6) months and may be renewed.
3. In lieu of paper copies, a requestor may specify that the public record be provided on non-paper physical media, emailed, or otherwise electronically provided. The Academy will adhere to the request as long as it is within the technological capabilities of the Academy in the particular instance. The charge for such a request may include the actual and most reasonable cost of the computer disc(s), tape(s), or other media required.

### *How a FOIA Request is Processed*

1. Upon submitting a written request for a public record, a person or entity has the right to inspect, copy, or receive copies of the requested public record(s), unless the requested public record is exempt from disclosure pursuant to Section 13 of the Act MCL 15.243), as amended.
2. Upon receiving a request for public inspection, the FOIA Coordinator, or any other designee, shall furnish the requestor a reasonable opportunity for inspection and examination of the requested public records, subject to applicable exemptions.
3. If a public record is available on the Academy's website, the FOIA Coordinator will notify the requestor in writing and provide the direct internet address or link to obtain the public record. If the requestor still specifies that the Academy provide a copy of the public record in an alternative format, the FOIA Coordinator will do so. However, there may be a fee if providing the records in the requested format results in unreasonably high costs to the Academy.

### *Timeframe to response to FOIA request*

1. The FOIA Coordinator will respond to the request in writing within five (5) business days of the receipt of the request<sup>2</sup> by:
  - a. Granting the request;
  - b. Denying the request in whole or in part because the records are exempt from disclosure or do not exist in the form of a public record; or
  - c. Inform the requestor that circumstances exist so as to require a ten (10) business day extension to respond to the request. The Academy shall not seek more than one (1) ten (10) day extension.
  - d. If the Academy denies the request in whole or in part, the FOIA Coordinator shall provide written notice to the requestor of the right to appeal and/or seek judicial review of the denial.

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<sup>2</sup> In calculating the date of receipt, the following guidelines apply:

1. If a member of the Board or anyone at the Academy other than the FOIA Coordinator receives a written request directly he/she shall forward the request to the FOIA Coordinator. If the request is sent to a Board member, the Academy shall consider the request received one (1) business day after the FOIA Coordinator or other Academy staff member first becomes aware of the written request.
2. If a request is made by facsimile, electronic mail, or other electronic transmission, The Academy shall consider the request received one (1) business day after the electronic submission is made. If the electronic mail request is delivered to a spam or junk mail folder, the request is considered received by the Academy one (1) business day after the Academy first becomes aware of the written request.

### *Granting a FOIA request*

If the Academy grants a FOIA request, the FOIA Coordinator shall provide the requestor with a written response, together with either the link where the requested documents can be accessed on the Academy's website, copies of the documents if the request was for copies, or instructions on how to make arrangements for inspection. If a fee applies, the FOIA Coordinator will provide the requestor with a breakdown of the fees associated with complying with the request.

### *Denial of FOIA request*

If the Academy denies a FOIA request, the FOIA Coordinator shall provide the requestor with a written reason why the request is denied.<sup>3</sup> Such denial will inform the requestor of one or more of the following:

1. An explanation of the basis under the FOIA or other statute for the determination that a public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.
2. A statement that the public record does not exist under the name or description given by the requestor or by another name reasonably known to the Academy, if that is the reason for denying the request or a portion of the request.
3. A description of a public record(s) or information on a public record that is separated or deleted if such separation or deletion is made.
4. A full explanation of the requestor's right to either file an appeal with the Board or seek judicial review of the denial pursuant to the FOIA.
5. Notice that a requestor may receive attorneys' fees and damages pursuant to the FOIA if the Court determines that the Academy failed to comply with the FOIA and orders disclosure of all or a portion of a public record.

### *Right to appeal a denial of a public record(s) request*

1. If the FOIA Coordinator denies a request, in whole or in part, to inspect or copy a record, the requestor may submit a written appeal to the Board or seek judicial review of the denial pursuant to the FOIA. **The written appeal shall specifically state the word "appeal" and identify the reason(s) the denial should be reversed.**
2. The Board is deemed to have received the written appeal as of its next regular meeting after receipt of the appeal and shall have five (5) business days thereafter to do one (1) of the following:
  - a. Reverse the denial;
  - b. Issue a written notice to the requestor upholding the denial;
  - c. Reverse the denial in part and issue a written notice to the requestor upholding the denial in part; or

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<sup>3</sup> The Academy must deny the request if disclosure of the requested record would violate the Family Educational Rights and Privacy Act (FERPA).

- d. Under unusual circumstances, issue a notice extending for not more than ten (10) business days, the period during which the Board shall respond to the written appeal. The FOIA Coordinator shall not issue more than one (1) notice of extension for a particular written appeal.
3. Any failure to respond to an appeal shall be considered a decision to uphold the denial. If an appeal is denied in whole or in part by the Academy, the requestor may seek judicial review of the nondisclosure by commencing an action in Circuit Court in the County in which the Academy is located.

### Deposit/Fees

1. The FOIA permits the Academy to charge a fee to cover the cost of responding to a written request. The Academy will not charge a fee for granting a request, unless the failure to charge a fee would result in unreasonably high costs<sup>4</sup> to the Academy. In any event, the Academy will not charge more than permitted under the FOIA.
2. If the estimated cost of processing the request exceeds \$50.00, the Academy may require a good faith deposit, not to exceed 50% of the total labor and duplication costs, from the requestor. The request for a good-faith deposit will include an itemization of the fee estimates using the Academy's Standard FOIA Fee Form ("Fee Form"). The requestor will receive a copy of this form.
3. The Academy may require a 100% deposit from the requestor, prior to processing the request, if the requestor made a FOIA request and failed to pay the total amount due for processing the request.

### Fee Waivers or Reductions

Fee waivers/reductions are available for certain individuals and organizations. Such waivers/reductions will be noted on the Fee Form when calculating the estimated or charged fees for processing FOIA requests. Waivers and reductions will be consistent with FOIA.

### Fee Dispute

1. If the requestor disagrees with the estimated or charged fee amount under this Policy or the FOIA, the requestor may ask the FOIA Coordinator to reconsider. Upon receipt of the request to reconsider, the FOIA Coordinator has ten (10) business days to do one of the following:

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1. <sup>4</sup> Unreasonably high costs generally mean calculated labor costs that are estimated to exceed \$50.00, inclusive of salary, wage, and fringe benefits. Labor costs also include the cost of the search, examination, review, separation, and/or deletion of exempt information from non-exempt information in order to fulfill a request. The Academy may also charge an hourly labor cost if the failure to do so will result in an unreasonably high cost to the Academy due to the nature of the request. In such an event, the Academy shall specifically identify the nature of any unreasonably high cost.

- a. Waive the fee
  - b. Reduce the fee and notify the requestor in writing indicating the basis under the FOIA that supports the remaining fee.
  - c. Uphold the fee and notify the requestor in writing indicating the basis under the FOIA that supports the required fee.
  - d. Issue a notice extending, for not more than ten (10) business days, the period during which the FOIA Coordinator shall respond to the written appeal and include the reason for the extension. The FOIA Coordinator shall not issue more than one (1) extension.
2. If the FOIA Coordinator denies the request to reduce the fees, the requestor may appeal the fee amount to the Academy Board by submitting a written appeal. The appeal should specifically state that it is an “appeal” of the fee amount and should state how the fee imposed exceeds the amount permitted under these procedures or applicable law. Such appeals shall be governed by the procedures already identified for appeals to the Board. The requestor may, alternatively, file a civil action in the Circuit Court in the county in which the Academy is located. Such an appeal must be filed within 45 days after receiving notice of the required fee for the request or receiving a decision on the appeal to the FOIA Coordinator.

## **FREEDOM OF INFORMATION ACT PROCEDURES SUMMARY**

Pursuant to the Michigan Freedom of Information Act, MCL 15.234, (the FOIA) the Academy Board provides this written summary of the Academy's procedures and guidelines:

### How to Submit Written Requests for Public Records

To submit a request to inspect, copy, or receive copies of a public record, please submit a written request to the Academy's FOIA Coordinator at the Academy's address. You may use the Freedom of Information Act Request Form, which is available at the Academy or on the Academy's website. You may mail, email, fax or hand deliver the request.

To ensure a timely and accurate response to the request, please ensure that you:

1. Address the written request to the Academy's FOIA Coordinator or use the FOIA Request Form and return it to the Academy for processing.
2. If you are not using the FOIA Request Form, please make sure that the request clearly states that it is for a public record(s) pursuant to the Freedom of Information Act or FOIA.
3. Describe the public record(s) with enough detail so that the FOIA Coordinator can easily identify and locate the record(s). If possible, please include the approximate creation date of the public record(s).
4. Let us know whether you prefer the response to your request to be paper copies, non-paper physical media, email, etc. The Academy will respond in a non-paper form as long as it is within the technological capabilities of the Academy. If the requested record(s) are available on the Academy website and you request that the record(s) be provided in any other form, the Academy may impose a fee.

### How may the Academy respond to the FOIA request?

Upon receipt of the written request, the FOIA Coordinator will, respond to the request within five (5) business days. The response will either

- a) Grant the request.
- b) Deny the request by issuing the requestor a written notice.
- c) Grant the request in part and issue a written notice to the requestor denying the request in part.
- d) Extend the response period by not more than ten (10) business days by issuing a written notice to the requestor.
- e) Inform the requestor that the public record(s) is available for free on the Academy's website and provide the requestor with the webpage address where the information is located. The Academy will not charge the requestor a fee for records available on the website, unless the requestor stipulates that the Academy provide the record(s) in a different format, such as paper copies.

### Can the Academy charge a fee to respond to a request?

- a) Yes. The FOIA permits the Academy to charge the requestor a fee to cover the costs of responding to the request. It is the Academy's policy, however, not to charge unless failure to charge a fee would result in unreasonably high costs to the Academy. The Academy will use the Standard FOIA Fee Form (Fee Form) to calculate the fees owed for such FOIA requests.
- b) The Academy may waive or reduce the fee for processing the request for certain individuals and organizations. Any such fee waiver or reduction will be noted on the Fee Form when calculating any fee owed for each request.
- c) If the estimated cost of responding to a request exceeds \$50.00, the Academy may require a good faith deposit of 50% to be submitted prior to processing the request. Any balance due must be paid prior to copies of the public record(s) being mailed, delivered, or physically picked up by the requestor. Good faith deposits and other fee payments may be mailed to the Academy or as otherwise requested by the FOIA Coordinator.

How do I appeal the Academy's decision to deny the FOIA request or Fee?

We encourage you to first ask the FOIA Coordinator to reconsider the fee before submitting an appeal. You can appeal either 1) the FOIA Coordinator's denial of a request for a public record or 2) the estimated fee amount or fee charged by filing a written appeal to the Academy Board. **The written appeal shall specifically state the word "appeal" and identify the reason(s) the denial should be reversed or the fee reduced.**

The Board will consider the appeal at its next regular meeting and issue a decision within five (5) days thereafter. The Board's decision is a final determination. Thereafter, you may seek judicial review of the denial pursuant to the FOIA. If the Court determines that the Academy failed to comply with the FOIA and orders the discloser of all or a portion of the public record(s), you may receive attorney's fees and damages pursuant to the FOIA. You must file the action within 45 days after receiving notice of the Academy Board's final determination.



**Presque Isle Academy**  
**ATTN: FOIA Coordinator**

**FOIA Request for Public Records**

Michigan Freedom of Information Act, MCL 15.231, *et seq.*

Request to:  Receive Copy     Inspect Record     Subscribe to record issued on regular basis  
 Delivery Method (*upon payment of balance due*):  Pick up records in person     Mail to address below:

*(Please Print or Type)*

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Describe the public record(s) as specifically as possible:


Requestor's Signature	Date
<p><b>Consent to Non-Statutory Extension of School District's Response Time</b></p> <p>I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, <i>et seq.</i> I understand that the Academy must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the Academy's response time for this request for an additional 10 business days.</p>	
Requestor's Signature	Date

# **Presque Isle Academy Indemnification Policy**

## **Academy Indemnification**

It is the policy of the Board that each person who is or was a director, officer or member of a committee of the Academy and each person who serves or has served at the request of the Academy as a trustee, director, officer, partner, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the Academy to the fullest extent permitted by the corporation laws of the State of Michigan as they may be in effect from time to time. The indemnification shall not include any circumstances in which the person is grossly negligent or criminally liable for the indemnified act.

The Academy shall secure and maintain School Leaders Liability insurance and such other insurance as is necessary to carry out this indemnification.

## **Authorizer Indemnification**

It is the policy of the Board to indemnify and hold the authorizer of its charter contract, together with its Trustees, officers, employees, agents and representatives, harmless from all claims, demands, or liability, including attorney fees, and related expenses, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the sole negligence of the authorizer, which arise out of or are in any manner connected with the Academy's operations or which are incurred as a result of the reliance of the authorizer's University Board upon information supplied by the Academy, or which arise out of the failure of the Academy to perform its obligations under the Charter contract. However, this shall not be deemed a relinquishment or waiver of any kind of Section 7 of the Governmental Liability for Negligence Act.

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## References:

Michigan Nonprofit Corporation Act, MCL 450.2101, et. seq.  
The Revised School Code, Part 6a Public School Academies, MCL 380.501 et. seq.  
Governmental Liability for Negligence Act, MCL 691.1401 et. seq.

Effective Date: 9/10/13

# **Presque Isle Academy Medical Health Policy**

## **Medication Administration**

The Board requires that administration of medications shall comply with the requirements of state law and delegates to the administration the responsibility of establishing and implementing practices that comply with applicable law.

## **Blood Borne Pathogens**

It is the policy of the Board that its administration shall develop and implement appropriate and lawful guidelines, practices, and training to protect the health, safety, and privacy of students, contractors, parents, community members and the general public consistent with applicable law and the school's mission as it relates to blood borne pathogens.

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### References:

The Revised School Code, MCL 380.1169; 1178; 1178a; 1179  
Occupational Safety and Health Administration Act (29 U.S.C. 651 et seq.)  
Michigan Department of Education Model Policy and Guidelines for Administering Medications to Pupils at School  
Michigan State Board of Education Policy on the Management of Asthma in Schools  
Michigan DELEG - Blood borne Infectious Diseases Standard Training Requirements  
Michigan State Board of Education Policy to Promote Health and Prevent Disease and Pregnancy

Effective Date: 9/10/13

## **Presque Isle Academy Nondiscrimination Policy**

The Academy shall not discriminate on the basis of race, color, national origin, limited English proficiency, sex, age, homeless status, or disability, in:

1. recruitment, enrollment and admission;
2. access or participation in its programs, services, or activities;
3. treatment of individuals; or
4. any aspect of Academy operations.

The Academy and its educational service provider shall not discriminate in its hiring or employment practices.

It is the policy of the Board to provide all students with disabilities a free appropriate public education, to protect the rights of students with disabilities and their parents, and to assess the effectiveness of efforts to educate students with disabilities in accordance with the provisions of the Individuals with Disabilities Education Act (IDEA). It is the Academy's policy to identify, evaluate, and provide a free appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

It is the policy of the Board to comply with all laws designed to assist homeless students in enrolling, attending, and succeeding in school.

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### References:

Individuals with Disabilities Education Act (20 USC 1400 et. seq.)  
Rehabilitation Act of 1973 (29 USC 794)  
Americans with Disabilities Act, Title II, (42 USC 12101 et. seq.)  
Equal Educational Opportunity Act of 1974 (20 USC 1701 et. seq.)  
Civil Rights Act of 1964 (42 USC 2000d et. seq.)  
Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.  
Age Discrimination Act of 1975 (42 USC 6101 et. seq.)  
McKinney-Vento Homeless Assistance Act (42 USC 11431, et. seq.)  
No Child Left Behind Act (20 USC 6301 et. seq.)  
American Recovery and Reinvestment Act of 2009

Effective Date: 9/10/13

# **Presque Isle Academy**

## **Open Meetings Act Military Personnel Policy**

It is the Academy's policy that a member of the Academy Board that is absent due to military duty may participate in, and vote on, business before the Board at duly noticed board meetings. Participation and voting will be done by means of two-way communication between the Board members present at the meeting and the absent military personnel member.

The Academy will ensure that the public, absent military personnel board member and other board members are all able to hear one another. To the extent practicable, the school shall make arrangements for the parties to see as well as hear one another.

In the event that a member of the Academy Board is absent due to military duty, the public notice of the meeting shall notify the public of the absence of that member. The notice shall also provide the public with an email address by which they may contact board members in advance of a Board meeting to provide input on any business that will come before the Board. The school shall ensure that all board members, including the absent military personnel member, receive the email communications prior to the meeting.

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Reference:

Open Meetings Act, Act 267 of 1976, 15.263.as amended

Effective Date:

## **PRESQUE ISLE ACADEMY**

### **Parent and Family Engagement Policy**

The Academy expects parents and families to engage in their child's learning. It is committed to encouraging and facilitating the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including assisting their child's learning, being actively involved in their child's education at school, serving as full partners in their child's education, and being included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

To advance this goal the Academy delegates to its Administrator the responsibility to identify the manner in which the Academy shall do all the following:

1. Involve parents/family members in the joint development of the School's Title I plan and school improvement plan;
2. Provide the coordination and technical assistance in planning and implementing effective parent/family involvement activities to improve student academic achievement and school performance;
3. Coordinate and integrate parent/family engagement strategies with other programs;
4. Conduct, with meaningful parent/family involvement, an annual evaluation of the content and effectiveness of the parent and family engagement policy and procedures in improving the academic quality of the Academy, including:
  - a. Identifying barriers to greater participation by parents/guardians in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
  - b. identifying the needs of parents and family members, including engaging with school personnel and teachers; and
  - c. identifying strategies to support successful school and family interactions.
5. Use evaluation findings to design strategies for more effective parent/family involvement, and, if necessary, revise this policy;
6. Involve parents/families in the activities of the Academy.
7. Provide assistance to parents/families of Title I children served by the Academy to help them understand such topics as the state's academic content standards, state student academic achievement standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
8. Provide parents/families of participating children with timely information about programs, a description and explanation of the curriculum in use at the Academy, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
9. Review this policy annually, evaluate the parent and family engagement programs and policies, and recommend revisions to the Academy Board at its annual meeting.

The Academy will make this Policy available to the local community in the school office. The Academy will hold an annual meeting to which all parents of participating children are invited and encouraged to attend. The Academy's Parent and Family Engagement Policy shall be distributed to parents at the beginning of the school year.

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#### References:

Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, §1116, 20 USC 6318, (Title I, Part A, § 1116);  
MCL 380.10; MCL 380.501, *et seq*; MCL 380.1137  
Effective: 9/1/17

# **PRESQUE ISLE ACADEMY**

## **Parent Information Policy**

### **Teacher Qualifications**

It is the Board's policy that its School Administrator shall ensure that all parents of students are notified that they may request, and the school will provide, the following information about the student's classroom teachers:

- A. the status of the teacher(s) State qualification and licensing for the grade level and subject areas they are teaching;
- B. any emergency or provisional status in which the State requirements have been waived for the teacher(s);
- C. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned;
- D. the qualifications of any paraprofessionals providing services to their child/children.

### **Student Assessments**

In addition, the parents shall be provided information on the level of achievement of their child/children on the required State academic assessments. Further, parents will receive timely notice whenever their student has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

The notices and information shall be provided in an understandable format and, to the extent possible, in a language the parent(s) understand.

### **Inspection of Instructional Materials**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the School will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the School may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

### **Consent Required for Survey Participation**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.

2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### **Notice and Opportunity to Opt-Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The School will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

### **Notification of Policy and Privacy**

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The School will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

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References: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h  
20 USC 6311, Elementary and Secondary Education Act of 1965  
34 C.F.R. Part 200 et seq.  
Sec, 1111(h)(6)(A) of the ESEA

Effective Date:



## **PRESQUE ISLE ACADEMY Personal Property Policy**

It is the Board's policy to maintain a current inventory of all personal property owned by the Academy. The Board delegates to the administration the following responsibilities:

1. The administration is responsible for creating and maintaining the central inventory records to properly identify personal property owned by the Presque Isle Academy (PIA).
2. The Administration shall request Board approval of all purchases exceeding \$500.00.
3. Inventory records are created based on the following criteria:
  - Individual item cost is \$500 or more, and
  - The item has a useful life in excess of 1 year.

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References: MCL 380.503(10)

Effective Date: 9/1/17

## **PRESQUE ISLE ACADEMY Public Comment Policy**

Members of the public are invited to address the Academy Board at its public board meetings in accordance with the guidelines below. In addition, written communications to the Academy Board are always welcome. It is the policy of the Academy Board to receive comments for consideration in its deliberations, not to answer questions posed during public comment.

- (1) The Board will provide approximately twenty minutes at or near the beginning of its meetings for the purpose of hearing public comment on agenda items. Individual speakers will be invited to speak for up to three minutes, depending on the number of individuals who have signed up to speak.
- (2) In order to accommodate those individuals wishing to speak when more people have signed up to address the Academy Board than can be heard, the Academy Board President may adjust the procedures and time allotment at his/her discretion.
- (3) Speakers at the public comment session may address any agenda-related matter. When signing up to speak, individuals will identify the matter they wish to address. No speaker may speak more than once per public comment session.
- (4) A sign-up sheet is used to record those who wish to address the Academy Board. The sign-up sheet is made available at the meeting location.
- (5) The Board will provide approximately fifteen minutes at the end of its meetings for the purpose of hearing public comment on non-agenda items. All rules in this policy pertaining to public comment apply.
- (6) Public comment, the content of which is willfully disruptive of the meeting, repetitious, slanderous, offensive, inflammatory, or of the nature of a personal attack, is prohibited.

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References: MCL 15.263(5)

Effective Date: August 13, 2013

## **Presque Isle Academy Public Relations Policy**

The Academy's policy is to cooperate fully with the free flow of information regarding events, occurrences, emerging issues and responses relative to the Academy. The Academy shall build positive and proactive relationships with parents, area organizations, the local community, media and the public at large by:

- Advocating for and supporting the mission, goals and objectives of the Academy
- Developing consistent messages that enable all associated with the Academy to speak with one clear voice
- Establishing and maintaining mutual lines of communication, understanding, acceptance, and cooperation between the educational service provider, the Academy Board and the community they serve
- Improving the image of and supporting the Academy with an effective communication program
- Increasing the level of public awareness about Academy activities, successes, and accomplishments
- Coordinating the flow of information to the media and concerned public, making sure that public information is made available accurately and in a timely manner
- Responding promptly to requests for information
- Posting Academy data on the website as required by law
- Addressing complaints or problems with requests for information
- Coordinating interviews with media (print and electronic)
- Correcting inaccuracies reported in the media immediately upon notification
- Coordinating publicity for Academy special events
- Designating an official spokesperson for the Academy
- Providing immediate notification to the Academy Board of any issue or occurrence with the potential to generate press
- Providing immediate notification to the Academy Board of all scheduled and unscheduled visits by the media

### **Board Member Guidelines for Talking with the Media**

News media may contact individual board members for a number of reasons. When that occurs, board members should refer all media calls to the Administrator, informing the reporter that it is the Academy's policy is to refer all media inquiries to the Administrator. Board members should Immediately contact the Administrator to inform him/her of the media's inquiry.

Effective Date: 9/1/17

## **Presque Isle Academy Public Records Policy**

It is the policy of the Board to collect, maintain, and make available to the public Academy records as required by law and by charter contract. It is the policy of the Academy to cooperate fully with the free flow of public information to the public at large. The Board directs its Administrator to develop and implement procedures that control the collection, maintenance and availability of Academy records in compliance with all applicable law and the following policies:

**Collection Policy:** The Academy shall collect and store all required information in a central location at the Academy and/or electronically with access through the Academy's website.

**Maintenance Policy:** The Academy shall update the required information in a timely manner, but no less than semi-annually.

**Availability Policy:** All required information shall be available on the Academy's website or at the Academy during regular school hours. All required information that is not available to the public on the Academy website must be made available for inspection and copying upon receipt of a Freedom of Information request.

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### References:

The Revised School Code (MCL 380.503(6)(L) & (M); 380.1280e)  
The State School Aid Act (MCL 388.1618; 388.1622f)

Effective: 9/1/17

## **Presque Isle Academy Purchasing Policy**

It is the policy of the Board to comply with state and federal law regarding the procurement of supplies, materials and equipment. The Academy shall develop and implement appropriate and lawful procedures for the procurement of supplies, materials and equipment.

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### References:

The Revised School Code, MCL 380.1267; 380.1274

Effective Date: 9/10/13

## **Presque Isle Academy Reproductive Health Education Policy**

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

No person shall dispense or otherwise distribute in School or on School property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Violation of these prohibitions will lead to disciplinary action, including, but not limited to a financial penalty equivalent to not less than 3% of the individual's annual compensation.

The Board accepts as policy the guidelines established by the Michigan Department of Education and available on the MDE's website. A copy shall be available for inspection in the School office.

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

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

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

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### References:

MCL 380.1169, 380.1507, 388.1766

MDE Policy to Promote Health and Prevent Disease and Pregnancy

MDE HIV/STD and Sex Education in Michigan Public schools - Summary of Legal Obligations and Best Practices

[https://www.michigan.gov/documents/mdch/Michigans\\_Sex\\_Education\\_Laws\\_Summary\\_303019\\_7.pdf](https://www.michigan.gov/documents/mdch/Michigans_Sex_Education_Laws_Summary_303019_7.pdf)

Effective Date:

## **Presque Isle Academy School Safety Policy**

### **School Safety & Student Discipline**

It is the policy of the Board to maintain a safe environment for learning, teaching, and working. The Administrator shall maintain a weapon free school zone as defined by state law and shall refer any student who brings a dangerous weapon, as defined by state law, to school to the criminal or juvenile justice system as required by law.

The Academy shall adopt administrative procedures that are consistent with its mission and applicable state and federal laws regarding physical and verbal assaults, arson, physical violence, sexual conduct or contact, written and verbal threats, bomb threats, weapons, illegal alcohol and/or drug possession, and other student and classroom behavior.

### **Use of Restorative Practices to Address Bullying and Harassing Behavior**

The Academy delegates to its educational service provider the responsibility to design and implement restorative practices to correct bullying behavior. Restorative practices must be the first consideration to remediate offenses such as interpersonal conflicts, bullying, cyberbullying, harassment, verbal and physical conflicts, theft, damage to property and class disruption.

Restorative practices may include victim-offender conferences to provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm. A victim-offender conference may occur only if initiated by the victim and approved by the victim's parent or legal guardian (unless the victim is at least 15 years old). Potential consequences may include an apology, participation in community service, restoration or counseling, payment of restitution

### **Harassment and Violence Prevention**

It is the policy of the Board to provide students, staff, and volunteers with a school environment that is free from harassment and violence in any form. The Academy shall implement practices in accordance with federal and state law that prevent and address sexual or disability harassment, bullying and other violence on school property, including reporting and grievance procedures and the identity of a Title IX coordinator.

The policy of the Board is not to tolerate violence or crime at the school. It is the Academy's policy to encourage the whole community (including students, parents or guardians, staff, and the local community) to support violence prevention initiatives and to play an active role in promoting violence prevention.

### **School-supplied storage area search and seizure**

All school-supplied storage areas are Academy property and remain so even after being assigned to students. At no time does the Academy relinquish its exclusive control of these areas. Students have no expectation of privacy in any school-supplied storage areas. The Administrator or his/her designee has the right to search all school-supplied storage areas and their contents at any time, without notice and without parental/guardianship or student consent. The Academy has the right to seize any illegal or unauthorized items found in violation of administrative guidelines or applicable federal and state and local laws. The privacy rights of the student shall be respected regarding any items that are not illegal or against administrative

guidelines. A copy of the Board policy regarding school-supplied storage area searches shall be provided annually to each student and parent/guardian.

### **Cell Phone/Electronic Devices**

Students are not permitted to use personal electronic devices at school. Students have no right to privacy for cell phones and electronic devices brought to school in violation of this policy. Possession of cell phones and any electronic devices on Academy property shall be deemed consent to their search if the school has a reasonable suspicion that the student has violated a school policy.

### **Search and Seizure**

The School reserves the right to search all containers, including but not limited to lockers, back-packs, desks, book bags, lunch bags, and cell phones or other electronic devices and to seize any illegal or unauthorized items found in violation of administrative guidelines or applicable federal and state and local laws. The privacy rights of the student shall be respected regarding any items that are not illegal or against administrative guidelines.

### **Drugs (including Alcohol, Marijuana, Nicotine and Vaping)**

The Academy will not tolerate the use, possession, or distribution of any illegal drug or controlled substance or use and/or possession of alcohol, tobacco or vaping devices on Academy property or at any Academy-sponsored event.

### **Penalties**

Violators of the Board's policy will be subject to sanctions which may include, but need not be limited to, expulsion from the Academy, banishment from the campus, and/or dismissal from service at the Academy. Violators may also be subject to civil action or criminal prosecution.

### **Fire and Emergency Safety**

It is the policy of the Board to maintain a fire and emergency safety operations plan that complies with state and federal law. The Academy shall develop and implement a plan that addresses:

1. Fire safety inspections;
2. Equipment testing;
3. Use of fire alarms, extinguishers, and detection and suppression systems;
4. Designation of safe areas inside and outside the building for all classrooms;
5. Fire evacuation plan for all students, staff, and other present in the Board;
6. Emergency exit drills involving full evacuation of the Academy;
7. Local fire department notification of all Academy emergency drills; and
8. Fire incident reporting to local authorities as required by law.

### **School Safety Information Policy**

The school is committed to maintaining a safe school environment. School safety will be enhanced through the effective sharing of information and resources. The goal of this policy is to establish procedures to be followed when an incident defined in the Response Guide for Reportable Incidents section of the Statewide School Safety Information Policy occurs.

The School will:



1. Promote a coordinated effort among agencies and staff to achieve maximum public safety with the goal of reducing juvenile crime.
2. Participate in interagency planning meetings, as appropriate.
3. Jointly plan, and/or provide information and access to training opportunities, when feasible.
4. Develop internal policies and cooperative procedures, as needed, to implement this policy and the Statewide School Safety Information Policy.
5. Comply with the relevant state and federal law and other applicable local rules which relate to records use, security, dissemination, and retention/destruction.

The School designates the PIA Lead Teacher as the contact person to be responsible for receiving information from law enforcement, prosecutors, and courts. The Lead Teacher will notify the appropriate law enforcement agency when an adult or a student commits any of the offenses listed in the Response Guide for Reportable Incidents on school property, on school sponsored transportation, or at school sponsored activities. PIA will develop appropriate internal written policies to ensure that confidential criminal history information is disseminated only to appropriate school personnel.

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References:

Fire Prevention Code, MCL 29.19(5)

The Revised School Code, MCL 380.1300a-1313

Emergency Management Act of 1976~ MCL 30.409

Gun-Free Schools Act of 1994 (18 USC 921 et. seq.)

Title IX, Section 9532 of the No Child Left Behind Act of 2001 (20 USC 6301 et. seq.)

Title IV, Safe and Drug-Free Schools and Communities Act authorized under the Elementary and Secondary Education Act of 1965 (ESEA) (20 USC 7111 et. seq.)

Michigan State Board of Education Policies on Safe Schools

Michigan State Board of Education Standards for the Emergency Use of Seclusion and Restraint Michigan State Board of Education Positive Behavior Support Policy

Michigan Statewide School Safety Information Policy

Michigan Response Guide for Reportable Incidents

Effective Date: February \_\_, 2019

## **PRESQUE ISLE ACADEMY Seclusion and Restraint Policy**

It is the policy of the Board to promote the care, safety, welfare, and security of the school community and the dignity of each pupil. The Board encourages the use of proactive, effective, evidence- and research-based strategies to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils. It is the policy of the Board to ensure that seclusion and physical restraint are used only as a last resort in emergency situations and are subject to diligent assessment, monitoring, documentation, and reporting.

The Board prohibits the use of corporal punishment as defined by applicable law by school employees, volunteers or contractors acting in the classroom, elsewhere on school premises, or at a school sponsored activity or event whether or not on school premises.

The Academy shall follow the State Board of Education's 2017 policy limiting the use of restraint and seclusion in schools as a last resort only in emergency situations.

The Board delegates to the Administrator the responsibility to develop and implement practices and procedures that align with the State Policy pertaining to

1. Limiting the use of restraint and seclusion to emergency situations;
2. Documenting and reporting the use of seclusion or restraint;
3. Developing and implementing an emergency intervention plan;
4. Data collection and analysis; and
5. Training.

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### References:

The Revised School Code, MCL 380.1307-1307g

The Revised School Code, MCL 380.1312

Michigan State Board of Education Policy for the Emergency Use of Seclusion and Restraint, Approved March 14, 2017

Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint, January 2017 (Michigan State Board of Education)

Effective: 9/1/17

# Presque Isle Academy Sexual Harassment Policy

## Prohibition against sexual harassment

The Academy prohibits all acts of sexual harassment by school employees, board members and pupils directed toward other employees or pupils. Sexual harassment includes all harassment based on gender, gender identity, or sexual orientation. Violation of this policy may result in discipline procedures, including restorative practices or suspension of students. Violations by school employees may result in restorative practices or termination. Violations by board members may result in restorative practices or removal from the Board.

## Authority

The Board delegates to its Administrator the following responsibilities:

1. Ensuring that this policy is implemented;
2. Dissemination of this policy;
3. Conducting a prompt investigation of a report of violation of this policy or a related complaint, or alternatively, designating another employee to conduct the investigation;
4. Developing procedures to safeguard the confidentiality of the individuals who report acts of sexual harassment;
5. Developing procedures that ensure both the appropriate consequences and remedial responses to a verified incident of prohibited conduct under this policy..

## Reporting

The Administrator or his/her designee is responsible for receiving complaints alleging violations of this policy. All Academy staff is required to report alleged violations of this policy to the Administrator or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. The identity of any person who reports an act of sexual harassment shall remain confidential.

## Investigation

The Administrator or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Administrator or his/her designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be complete within three school days after a report or complaint is made. The investigator shall complete an investigation report, which shall serve to document all reported prohibited incidents.

## Penalties for Violation

Consequences and appropriate remedial actions for a student who commits one or more acts of sexual harassment may range from positive behavioral interventions, restorative practices, suspension or expulsion. Staff members may face disciplinary procedures up to and including termination of employment.

## Dissemination of Policy

This policy shall be disseminated to all staff, students, and parents/guardians via the Academy's website and parent and student handbook.

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## References:

The Revised School Code, MCL 380.1300a  
Effective Date: 9/1/17

## **Presque Isle Academy Staff Evaluations Policy**

The Board of Directors shall ensure that its School Administrator establishes and implements a rigorous, transparent, and fair performance evaluation system for teachers and administrators that does all of the following:

- A. Evaluates the employee's job performance at least annually in a year-end evaluation, using one or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE"). Teachers rated highly effective on 3 consecutive year-end evaluations may be evaluated every other year, at the Board's discretion.
- B. Establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth. The yearend evaluation of student growth shall be based on the most recent 3 consecutive school years of student growth data, or all available student growth data if less than 3 years is available.
- C. Evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective and ineffective, which take into account data on student growth as a significant factor in the evaluation in accordance with State law student growth and assessment data. Evaluations shall also include classroom observations in accordance with State law.
- D. Uses the evaluations to inform decisions as required by State law.
- E. Provides a mid-year progress report for every certificated teacher who has received a rating of minimally effective or ineffective on the last most recent annual year-end evaluation.
- F. Ensures that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the School Administrator and/or ESP.

The Board will post on its website the information about its performance evaluation system as required by State law. The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher at the school.

The school shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations. If the school is unable to comply with this, the school will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the school is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the school is unable to comply.

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References: MCL 380.1249 (as amended)

Effective Date:

## **Presque Isle Academy Student Assessment Policy**

The Board of Directors shall, in compliance with law assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining School goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the School and annually or more frequently, as required by law or Charter contract. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The School Administrator shall develop and the Board shall approve a program of testing and assessment that is in compliance with applicable law.

Assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sexual behavior and attitude;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. income without the prior consent of the adult student or without the prior written consent of the parent/guardian.

Any personality testing utilized by the School must comply with Department of Education guidelines.

All assessment tests must be administered by persons who are qualified under State law and regulation. Parents/guardians shall be informed of the testing program of the schools and of the special tests that are to be administered to their children. Data regarding individual test scores shall be entered on the student's cumulative record, where it will be subject to law and policy regarding student records. The results of each school-wide and program-wide test shall be made part of the public record.

If the School includes a high school program, all eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any ACT component) may repeat the assessment in the next school year or after graduation on a date when the School is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The School shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all Michigan Merit Examination components. If a student does not take the complete Michigan Merit Examination in grade 11, the School shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through

the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination;
- B. the student did not qualify for a Michigan Promise Grant based on the student's performance on the complete Michigan Merit Examination;
- C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk;
- D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied; and
- E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider.

In addition to the testing programs, the School Administrator shall develop Administrative Procedures whereby a portfolio is developed and maintained for each student.

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References:

MCL 380.1279, 380.1279g,  
MCL 380.1280b, 380.1280f  
MCL 390.1451 et seq.  
A.C. Rule 340.1101 et seq.

Effective Date:

## **Presque Isle Academy Student Data Privacy and Protection Policy**

The Board acknowledges that the efficient collection, analysis, and storage of student information are essential to improve student education. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. It is the policy of the Board to protect students' personally identifiable information, whether located in students' education records or disclosed by students while using Internet websites, online services and mobile applications used primarily for K-12 school purposes.

The Board delegates to its School Administrator the responsibility to develop and implement reasonable security practices and procedures to protect student information from improper use or disclosure. Student information includes all personally identifiable information in any media or format including:

- Name, address, email address, telephone number, social security number, biometric information, student identifiers and other information that allows physical or online contact
- Educational and discipline records
- Grades, evaluations and test results
- Emails, text messages, photos, documents, voice recordings, search activity, geolocation information
- Special education data and disabilities
- Juvenile dependency records or criminal records
- Medical and health records
- Food purchases and socioeconomic information
- Political affiliations or religious information

The Board delegates to its School Administrator the responsibility to develop a list of uses for which the School commonly would disclose student directory information and include this list in the parent opt-out form, giving parents the right to elect not to have his/her child's directory information disclosed for 1 or more of the identified uses. The opt-out form shall be presented to parents and legal guardians within the first 30 days of the school year and made available at any time upon request.

When a parent or legal guardian makes a written request of the School to provide them with the list of personally identifiable information that is collected or created as part of the student's educational records, the School Administrator shall provide the requested information in a timely manner.

When a parent or legal guardian makes a written request of the School to inform them of the disclosure of any personally identifiable information about their child to any person or agency other than those identified by law as an exempt person or agency, the School Administrator shall provide the parent/guardian with the following information in a timely manner:

- The specific data fields disclosed
- The name and contact information of each person or agency that received the information
- The reason for the disclosure

The School Administrator is prohibited from:

- Using the information for any purpose other than providing contracted services to the School.
- Selling or otherwise providing any personally identifiable information that is part of a student's educational records except when the information is necessary for standardized testing or the information is necessary for an individual to provide educational and educational support services to a student.

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References:

Revised School Code MCL 380.1136

Student Online Personal Protection Act

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Effective: 9/1/17



## **Presque Isle Academy Student Discipline Policy**

The Board's goal is to offer a quality education program. To fulfill this goal students need a positive, safe, and orderly school environment in which learning can take place without disruption. Students who do not observe the rules of good conduct in the classroom or on Academy premises decrease both the learning and safety of others and their own opportunities to learn. The Board believes that the best discipline is self-imposed and the students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board delegates to its Administrator the responsibility to develop a student code of conduct that requires students to:

- conform to reasonable standards of acceptable behavior;
- respect the person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged;
- respect the rights of others; and
- obey and respond positively to authority figures.

The Academy shall establish guidelines for student conduct which carry out the purposes of this policy and:

- are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- do not discriminate among students;
- do not demean students; and
- do not violate any individual rights constitutionally guaranteed to students.

The Student Code of Conduct shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- relate in kind and degree to the infraction;
- help the student learn to take responsibility for his/her actions; and
- incorporate restorative practices when practicable.

The Academy shall attempt to utilize restorative practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct as the first consideration to remediate offenses such as interpersonal conflicts, bullying, cyberbullying, harassment, verbal and physical conflicts, theft, damage to property, and class disruption. When the school principal deems it appropriate, restorative practices may be used either as an alternative to suspension or expulsion or in addition to suspension or expulsion.

The Academy shall publish the Student Code of Conduct and make it available to all students and their parents. The Student Code of Conduct shall include the rules pertaining to student conduct, the sanctions that may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Student Code of Conduct.

### Delegation of Authority

The Board delegates to the Administrator the discretion and authority to assign discipline to students, subject to this Policy and the student's due process rights. Prior to making all discipline decisions, the School Principal shall take into account all of the following:

- the student's age;
- the student's disciplinary history;
- whether the student has a disability;
- the seriousness of the violation or behavior;
- whether the violation/behavior threatened the safety of any pupil or staff member;
- whether restorative practices could be used to address the violation/behavior; and
- whether a lesser intervention would properly address the violation/behavior.

### Teacher Empowerment to Remove a Student from Class

If a student's conduct in a class, subject, or activity significantly or repeatedly disrupts the educational environment, threatens the safety of another student, or openly defies the teacher's authority, the teacher may suspend that student from the class, subject, or activity for up to one full school day. Such removals are not subject to a prior hearing, provided the removal is for a period of less than one school day.

Students who are served under IDEA (Special Education) or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based upon their qualification for services under these federal laws.

### **Due Process Procedures**

The following due process procedures govern the suspension or the expulsion of a student from the Academy's regular educational program. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision, then such action of reinstatement shall not limit or prejudice the Academy's right to suspend or expel the student following that decision.

#### **A. Suspension of Ten School Days or Less**

The Board delegates to the Administrator the discretion to impose a suspension of ten (10) school days or less, provided that the school administration has considered whether restorative practices would be a beneficial disciplinary action. As a general rule, prior to any suspension of the student, the school administration shall provide the student with the following due process:

1. The student will be informed of the charges against him/her, and, if the student denies the charges, the school administration shall provide the student with an explanation of the evidence.
2. The student shall be provided an opportunity to explain his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the school administration may immediately suspend the student, and as soon thereafter as

reasonable, provide the student with his/her due process rights as set forth in this section.

If, after providing the student with his/her due process rights, the Administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then the Administrator may impose a disciplinary penalty of a suspension not to exceed ten (10) school days. The student's parent shall be informed (in person or by phone) of the suspension and of the reasons and conditions of the suspension. A decision to suspend a student for ten (10) or fewer school days is final and not subject to further review or appeal.

The Academy will consider restorative practices to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying before imposing a suspension under this section. The use of restorative practices does not preclude use of a suspension as an additional disciplinary measure.

## **B. Suspension for Eleven (11) or More School Days and Expulsion**

The Administrator has the discretion to determine if a student's act of misconduct, whether it is a gross misdemeanor or persistent disobedience, merits recommendation of a long-term suspension or expulsion to the Academy's Board of Directors. The Board of Directors has the exclusive authority over all long-term suspension and expulsion due process hearings.

If the student commits an act of misconduct that the Principal believes warrants long-term suspension or expulsion, the student will be immediately placed on suspension for up to ten (10) school days pending the hearing.

### **1. Hearing for Long-Term Suspension or Expulsion**

**A. Written notice.** If the Administrator recommends a long term suspension or expulsion for conduct in violation of the Student Code of Conduct, the student and the student's parent(s) shall be notified of such in writing by and by registered mail, as well as the student's rights of due process as set forth herein.

The written notice of violation shall state the nature of the violation, the proposed consequence, and the student's and parent's right to a due process hearing at a specified time and place to determine (i) whether a violation occurred and (ii) whether the consequence of such violation merits the imposition of a long-term suspension or expulsion.

The notice shall also set forth the right of the student and the student's parent(s) and an advocate of their choice and at their expense to participate in the hearing, the right of the student to hear and/or see the evidence offered against him or her during the hearing, the right of the student to present oral or written evidence or testimony on the student's behalf, the right to have the hearing held in a closed session, and the right to a written record of the result of the hearing.

**B. Hearing Procedures.** At the hearing, the student and parent shall be advised of the alleged violation and the facts leading toward the allegation and be provided copies of the evidence provided to the Board of Directors. Minutes shall be kept of the hearing.

At the hearing the Board will consider all the following factors before rendering its decision:

1. the student's age;
2. the student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior;
5. Whether the violation or behavior threatened the safety of any pupil or staff member;
6. Whether restorative practices will be used to address the violation or behavior; and
7. Whether a lesser intervention would properly address the violation or behavior.<sup>5</sup>

**C. Written Record.** Within a reasonable time following the hearing, the parent will receive a written record of the decision. This document will inform the parent if there is any right to an appeal to the Board of Directors. The parent shall be responsible for making arrangements for the child's educational needs during a long-term suspension or expulsion.

## **2. Appeal of Long-Term Suspension or Expulsion**

All discipline decisions made by the Board of Directors are final.

### **C. Permanent Expulsion**

Prior to expelling a student permanently, the School Board shall provide the student with the following due process:

1. **Written notice.** If a student is charged with a violation of the Student Code of Conduct carrying the potential consequence of a permanent expulsion, the student and his parent shall be notified of such in writing by and by registered mail, as well as the student's rights of due process. The written notice of violation shall state the nature of the violation, the proposed consequence, and the student's and parent's right to a due process hearing at a specified time and place to determine (i) whether a violation occurred, (ii) whether an exception applies to preclude the permanent expulsion, or (iii) whether consideration of the following specific factors weigh against permanent expulsion:
  - a. the student's age;
  - b. the student's disciplinary history;
  - c. Whether the student has a disability;

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<sup>5</sup> NOTE: If the student brought a firearm to school, these factors do not apply.

- d. The seriousness of the violation or behavior;
- e. Whether the violation or behavior threatened the safety of any pupil or staff member;
- f. Whether restorative practices will be used to address the violation or behavior;
- g. Whether a lesser intervention would properly address the violation or behavior.<sup>6</sup>

The notice shall also set forth the right of the student and his parent and an advocate of their choice and at their expense to participate in the hearing, the right of the student to hear and/or see the evidence offered against him or her during the hearing, the right of the student to present oral or written evidence or testimony on the student's behalf, the right to have the hearing held in a closed session, and the right to a written record of the result of the hearing.

2. **Hearing Procedures.** At the hearing, the student and parent shall be advised of the alleged violation and the facts leading toward the allegation and be provided copies of the evidence provided to the Board of Directors. The student, parent or legal guardian and any advocates or witnesses will have the opportunity to present evidence to the Board of Directors. Minutes shall be kept of the hearing.
3. **Written Record.** Within a reasonable time following the hearing, the parent will receive a written record of the decision. This document will inform the parent if there is any right to an appeal. If the student is permanently expelled from the school, the written record shall inform the parent of the minimum length of the expulsion and the date upon which the parent may petition for reinstatement. Upon the parent's request, the school shall provide the parent with the petition for reinstatement form.
4. **Alternative Education.** Permanent expulsion means that the student may not enroll in any public school in the State of Michigan. The parent shall be responsible for making arrangements for alternative education for the child until s/he is reinstated in a public school.
5. **Appeal of Permanent Expulsion.** All discipline decisions made by the Board of Directors are final.

### **Definition of Terms**

Long Term Suspension is defined as a decision to remove a student from school for more than ten (10) school days but less than sixty (60) school days for a severe violation of the Student Code of Conduct, persistent disobedience, or extreme non-compliance with school rules or state law.

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<sup>6</sup> NOTE: If the student brought a firearm to school, these factors do not apply.

Expulsion is defined as a decision to remove a student from the school for sixty (60) or more school days for either persistent disobedience or a severe violation of the Student Code of Conduct when the interests of the school are served by such an expulsion.

Permanent Expulsion is defined as a decision to permanently remove the student from any public school if the student is found in possession of a dangerous weapon, commits arson, commits criminal sexual conduct or physically assaults school personnel in a school building or on school grounds.

Physical Assault is defined by law as intentionally causing or attempting to cause physical harm to another through force or violence.

Restorative Practices are defined by law as practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct.

## **Safe Schools Student Discipline Policy**

The Board of Directors endeavors to ensure that the school is a safe place for teaching, learning, and working. The school will take swift and appropriate disciplinary action for the following infractions:

### **Weapons, Arson, and Criminal Sexual Assault**

Any student who possesses a dangerous weapon, commits arson, or commits a criminal sexual assault against another person while on school property or at a school-sponsored event may be permanently expelled from the school subject to reinstatement according to state law. Furthermore, the school will contact local law enforcement as required by law. All students are subject to the Student Code of Conduct and its related disciplinary actions.

### **Physical Assaults against School Personnel**

Any student who commits a physical assault against a school employee or a person engaged as a volunteer or contractor for the school while on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event may be permanently expelled from the school subject to reinstatement according to state law. "Physical assault" is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

### **Physical Assaults against Students**

Any student who commits a physical assault against another student while on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event shall be suspended or expelled, depending on the circumstances, for up to one hundred eighty (180) school days. "Physical assault" is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

### **Verbal and Written Assaults**

Any student who commits a verbal assault against a school employee or a person engaged as a volunteer or contractor for the school while on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event shall be suspended or expelled, depending on the circumstances, for up to one hundred eighty (180) school days.

“Verbal assault” is defined as an intentional display of force or communication that gives the victim reason to fear or expect immediate bodily harm. A bomb threat (or similar threat) directed at a school building, other school property, or a school-related event is also viewed as verbal assault. For the purpose of this policy, the areas of assault listed above, when placed in writing, recorded on tape or CD, or transmitted by e-mail, shall be viewed as written assault.

### **Illegal Drug Possession**

Any student who possess illegal drugs while on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event may be suspended or expelled, depending on the circumstances, for up to one hundred eighty (180) school days. All students are subject to the Student Code of Conduct and its related disciplinary actions.

### **Application to Students with Disabilities, Child Find, or Student Due Process Rights**

This policy shall be applied in a manner consistent with the rights secured under federal (IDEA 2004) and state law to students who are determined to be eligible for special education programs and services. A copy of the *Procedural Safeguards for Special Education Students* can be obtained from the school office.

When considering disciplinary action for students who are *not* eligible for special education, the leadership team at the school will give serious consideration to the length of each suspension and the potential educational loss that the suspended student will incur. Repeated suspensions may result in a denial of F.A.P.E. (Free Appropriate Public Education). The school views any series of suspensions as an indicator of *potential* disability under Federal Child Find guidelines and may consider using the school’s Intervention Assistance Team (IAT) to address the potential disability needs of the child.

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### **References:**

The Revised School Code, MCL 380.1300a; 1309-1313

The Revised School Code, MCL 380.1571; 1586

Effective Date: 9/1/17

## **Presque Isle Academy Technology Use and Internet Safety Policy**

It is the policy of the Academy to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network.

It is the policy of the Board to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

The Academy shall use technology protection measures to block or filter Internet access through its computers to inappropriate information. Specifically, the protections measures shall block visual depictions of material deemed obscene, child pornography, or, in the case of access by minors, material harmful to minors.

The Academy will provide training to students on appropriate online behavior, interacting with others on social networking websites and chat rooms, and on cyber-bullying awareness and appropriate responses.

It is the policy of the Board to encourage responsible use of technology and to monitor online activities of minors. The Academy shall implement technology use practices and procedures that:

1. promote the responsible and lawful use of technology to support and enhance student learning consistent with the Academy's mission and educational goals;
2. prevent user access to or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications by using filtering technology on all devices used at the Academy;
3. prevent unauthorized access and other unlawful online activity;
4. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
5. monitor students' online activities;
6. require parents and students to partner with the Academy through a Technology Acceptable Use Agreement;
7. comply with the Children's Internet Protection Act.

The Academy shall use technology protection measures to block or filter Internet access to inappropriate information on all devices used at the Academy. Specifically, the protection



measures shall block visual depictions of material deemed obscene, child pornography, or in the case of access by minors, material harmful to minors.

The Academy will provide training to students on appropriate online behavior, interacting with others on social networking websites and chat rooms, and on cyber-bullying awareness and appropriate responses.

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References:

Every Student Succeeds Act of 2015 (20 USC 6301 et. seq.)

Enhancing Education Through Technology Act of 2001 (20 USC 6751, et. seq.)

Children's Internet Protection Act (47 USC 254(h))

Effective Date: 9/1/17

## **Presque Isle Academy Visitor/Volunteer Policy**

Parents and other adults are encouraged to visit and/or volunteer at the Academy. The Administrator will ensure that visits do not disrupt the educational program. The Administrator may impose time, place, and manner restrictions on visitors as deemed reasonable and appropriate. S/he may also create volunteer guidelines.

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Effective Date: 9/10/13

## **Presque Isle Academy Weapons Policy**

The Board of Directors prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the School including, but not limited to, property leased, owned, or contracted for by the Board, a school sponsored event, or in a Board-owned vehicle.

The term "weapon" 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, and/or endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas powered guns, (whether loaded or unloaded) that will expel a BB, pellet or paintballs, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives, or any other weapon described in 18 USC 921.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel or a School Security Officer if such an individual is contracted by the School to provide security services for the School.
- B. A parent or legal guardian of a student of the school is not precluded from carrying a concealed pistol while in a vehicle on school property if he or she is dropping the student off at the school or picking up the student from the school. If the parent or legal guardian chooses to leave the vehicle, the weapon must be locked in the vehicle and out of view.
- A. Items approved by the School Administrator as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (explosives, knives, and working firearms and ammunition prohibited by law shall never be approved);
- D. theatrical props used in appropriate settings.

The Administration shall refer a visitor who violates this policy to law enforcement officials and may take any steps necessary to exclude the visitor from School property and School-sponsored events.

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References:

20 USC 4141(g)

MCL 28.425o, MCL123.1101, MCL 750.222

MCL 380.1311(2), MCL 380.1313

Effective Date:

## **Presque Isle Academy Wellness Policy**

It is the policy of the Board to promote a healthy students by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. To accomplish these goals:

1. Child Nutrition Programs will comply with federal, state and local requirements and will be accessible to all students.
2. Nutrition education will be provided and promoted.
3. Physical activity will be promoted.
4. Academy-based activities will be consistent with this Wellness Policy.
5. Foods and beverages made available at the Academy during the school day will be consistent with the current Dietary Guidelines for Americans and meal patterns and nutrition standards of the USDA.
6. Food and beverages made available at the Academy will adhere to food safety and security guidelines.
7. The Academy environment will be safe, comfortable, and allow adequate time for eating meals.
8. Food and physical activity will not be used as a reward or punishment.
9. The Academy will encourage all students to participate in school meal programs and protect the identity of students who eat free and reduced-price meals.

### **Goals for Nutrition Promotion and Education**

1. Nutrition promotion and education will be integrated into the curriculum by classroom teachers where appropriate.
2. Nutrition promotion and education will be provided by the Academy's foodservice provider by sharing information via menus, web site materials, and classroom presentations.
3. Nutrition promotion and education will involve sharing information with families and the community to positively impact the Academy's students and the health of the community.
4. The Academy will provide information to families that encourages them to teach their children about health and nutrition and to provide nutritious meals for their families.
5. Students will be encouraged to start every day with a healthy breakfast. Breakfast programs will be implemented, where appropriate.

### **Goals for Physical Activity**

1. Physical Education will be provided to all students and will teach students the knowledge, skills, and values necessary to understand the short- and long-term benefits of a healthy life style.
2. Physical activity will be integrated into the curriculum by classroom teachers, where deemed appropriate.
3. The Academy will provide a physical and social environment that encourages safe and enjoyable activity for students.
4. The Academy will encourage families and community members to institute programs that support physical activity.

### **Goals for Other Academy Based Activities Designed to Promote Student Wellness**

1. Support for student health will be demonstrated by helping to enroll eligible students in Medicaid and other state children's health insurance programs.
2. Healthy foods will be considered when planning all Academy-based activities such as Academy events, fundraisers, field trips, and classroom snacks or treats.
3. There will be ongoing professional training for food service and physical education staff.
4. The Academy will provide a clean and safe meal environment for students and ensure an adequate time for students to eat their meals.

### **Nutrition Guidelines for Foods Available at Academy during the Academy Day**

1. Students will have affordable access to nutritious foods they need to stay healthy and learn well.
2. Food for sale throughout the instructional day will meet all applicable federal and state requirements.
3. The Academy will encourage the consumption of nutrient dense foods, i.e., fresh fruits and vegetables.
4. Sale of vended soft drinks to students will not be permitted during the Academy day.
5. Classroom snacks will feature healthy choices.
6. Fundraisers will consider healthy choices.
7. Foods made available will comply with the state and local food safety and sanitation regulations.

### **Assurance**

Guidelines for reimbursable Academy meals shall not be less restrictive than regulations and guidance issued under the Child Nutrition Act and the School Lunch Act as they apply to schools.

### **Plan for Measuring Implementation and Evaluation**

1. The Administrator shall ensure that this Policy is implemented and annually evaluated.
  2. The Academy permits parents, students, food service employees, Academy administrators, Academy Board members, members of the interested public, physical education teachers and school health professionals to participate in the implementation and periodic review/update of this policy.
- The Academy shall measure periodically and make available to the public an assessment on the policy's implementation, including the extent of compliance, a comparison to the State's model policy, and a description of the progress made in attaining the goals set forth in this policy.

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### References:

National School Lunch Act (42 U.S.C.1751 et seq.)

The Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)

Women Infants and Children Reauthorization Act of 2004 - §204 of Public Law 108-205

Michigan State Board of Education Model Local Wellness Policy

Michigan State Board of Education Policy on Offering Healthy Food and Beverages

Effective Date: 9/1/17