

SCHOOL POLICIES

OF

Michigan Math and Science Academy

A Michigan Non-Profit Corporation

and

A Michigan Public School Academy

DEFINITIONS AND HEADINGS.....	5
PROGRAM.....	7
101 MISSION STATEMENT.....	7
102 PROGRAM ACCOUNTABILITY.....	7
103 ANNUAL REPORT.....	7
PROGRAM ADMINISTRATION.....	8
201 PARENT INVOLVEMENT IN THE ACADEMY PROGRAM.....	8
202 ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY.....	10
203 TITLE IX COORDINATOR.....	10
204 TITLE IX GRIEVANCE PROCEDURE.....	10
205 TITLE I SERVICES.....	11
206 TITLE I COMPLAINT PROCEDURE.....	12
207 RELIGION IN THE SCHOOLS.....	13
208 RIGHTS OF INDIVIDUALS WITH DISABILITIES.....	13
209 REHABILITATION ACT, U.S.C. SECTION 504 GRIEVANCE PROCEDURE.....	13
210 CHILD ABUSE AND NEGLECT.....	14
211 SPECIAL NEEDS.....	14
211.1 504 – NONDISCRIMINATION ON THE BASIS OF HANDICAP.....	15
212 NOTICE OF POLICY CHANGES.....	15
213 POLICY MANUAL DISTRIBUTION AND MAINTENANCE.....	15
214 USE OF TOBACCO ON ACADEMY PREMISES.....	15
215 USE OF MEDICATION.....	15
PROFESSIONAL AND SUPPORT STAFF.....	17
301 EMPLOYMENT OF TEACHING STAFF.....	17
301.1 EMPLOYMENT CATEGORIES.....	17
302 JOB DESCRIPTIONS/CREATIONS.....	17
303 CRIMINAL HISTORY AND UNPROFESSIONAL CONDUCT RECORDS CHECKS.....	17
303.1 GARNISHMENTS. ATTACHMENTS AND JUDGMENTS.....	17
303.2 PAY ADVANCES AND LOANS.....	17
303.3 WORKER'S COMPENSATION.....	17
304 EQUAL EMPLOYMENT OPPORTUNITY.....	17
305 SEXUAL/UNLAWFUL HARASSMENT.....	18
306 EMPLOYEE DRUG AND ALCOHOL POLICY.....	19
307 IMMIGRATION REFORM AND CONTROL ACT OF 1986.....	20
308 PHYSICAL EXAMINATION.....	20
309 HIV/AIDS AND CONTAGIOUS COMMUNICABLE DISEASE POLICY.....	21
310 CHILD PROTECTION LAW.....	21
311 EVALUATIONS OF ADMINISTRATORS. SUPPORT STAFF AND TEACHERS.....	21
312 EMPLOYMENT AT WILL.....	21
313 BENEFITS.....	21
314 EMPLOYEE LEAVE.....	23

315	COPYING COPYRIGHTED MATERIALS.	28
316	WORKPLACE VIOLENCE..	28
317	STAFF DRESS AND GROOMING..	29
318	INTELLECTUAL PROPERTY RIGHTS.	29
319	WORKPLACE SEARCHES.	30
320	INTERNET USE AND TECHNOLOGY PRIVACY.....	30
	STUDENTS..	31
401	STUDENT ASSESSMENT.	31
402	ADMISSION AND LOTTERY STANDARDS.....	31
403	ATTENDANCE.....	33
404	HEALTH EXAMINATIONS AND IMMUNIZATIONS.	35
405	HOMELESS POLICY.....	35
406	EMERGENCY MEDICAL AUTHORIZATION.	36
407	BLOOD BORNE PATHOGENS.	36
408	REPORTING STUDENT PROGRESS.	36
409	GRADUATION AND DIPLOMA REQUIREMENTS.	36
410	STATE SCHOOL CHOICE POLICY..	37
411	STUDENT CODE OF CONDUCT..	39
412	STUDENT BILL OF RIGHTS/RESPONSIBILITIES.	40
413	STUDENT DISCIPLINE..	41
414	DRESS AND GROOMING..	41
415	SEXUAL AND OTHER FORMS OF HARASSMENT.	42
416	DISORDER AND DEMONSTRATION..	43
417	DRUG PREVENTION..	43
418	ACADEMIES AND LAW ENFORCEMENT AGENCIES.	44
419	EXPULSION AND SUSPENSION POLICIES.	44
420	SUSPENSION/EXPULSION OF DISABLED STUDENTS.	45
421	DUE PROCESS RIGHTS.	45
422	ACADEMY SPONSORED PUBLICATIONS.	45
423	EQUAL ACCESS FOR NON-ACADEMY- SPONSORED STUDENT CLUBS AND ACTIVITIES.	46
424	SEARCH AND SEIZURE.....	46
425	FIELD TRIPS.	47
426	STUDENT FEES, FINES AND CHARGES.	48
427	STUDENT EMPLOYMENT.	49
428	TRANSPORTATION BY PRIVATE VEHICLE.	49
429	INTERNET USAGE POLICY..	49
	FINANCES.....	52
501	AUDITS.	52
502	MAINTENANCE OF FINANCIAL RECORDS.....	52
503	REVIEW OF ACADEMY BUDGETS AND FINANCIAL REPORTS.....	52
504	PURCHASING.	52

505	FEDERAL AND STATE FUNDS.	52
506	ATHLETIC FEE..	53
	PROPERTY.	58
601	PUBLIC CONDUCT ON ACADEMY PROPERTY..	58
602	DANGEROUS WEAPONS.	58
603	OSHA COMPLIANCE/RISK REDUCTION PROGRAMS.	58
604	PROPERTY, EQUIPMENT, AND SUPPLIES.....	58
605	ENERGY CONSERVATION..	59
606	LOST AND FOUND..	59
607	GIFTS, GRANTS, DONATIONS.	59
608	FACILITY SECURITY..	60
	OPERATIONS.	61
701	OPERATIONS MANAGEMENT..	61
702	ACADEMY CALENDAR..	61
703	PUBLIC RECORDS.	61
704	PERSONNEL FILES.	61
705	STUDENT RECORDS.	61
705.1	DIRECTORY INFORMATION..	63
706	CONFIDENTIALITY..	64
707	CONTROL OF COMMUNICABLE DISEASES.	64
708	CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES.....	65
709	EMERGENCY PREPAREDNESS AND EVACUATION OF ACADEMY	
	BUILDINGS.	65
710	USE OF EQUIPMENT AND FACILITIES.	66
711	TOXIC HAZARD AND ASBESTOS HAZARD..	67
712	EMERGENCY MEDICAL PROCEDURES.	68
713	ACCIDENTS TO STUDENTS.	69
714	EMPLOYEE ACCIDENTS.	69
715	FOOD SERVICES AND FOOD FOR SALE POLICY..	69
716	FREE AND REDUCED- PRICE MEALS.	71
717	RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES.	71
	COMMUNITY RELATIONS..	72
801	PUBLIC INFORMATION PROGRAM...	72
802	FINGERPRINTING STUDENTS.	72
803	NEWS MEDIA RELATIONS.	72

DEFINITIONS AND HEADINGS

Whenever the following items are used in these policies, they shall have the meaning set forth below:

Academy

Michigan Math & Science Academy

Applicable Law

Any and all legal and regulatory requirements, including but not limited to the Academy's Charter and the policies of Grand Valley State University

Board or Governing Authority

The Board of Directors of the Academy

Director

The Director of the Academy. Director also means, to the extent permissible by law, the Director's designee

Headings

Headings are for convenience only. Headings have no substantive meaning

Management Company

The Company, if any, hired by the Board to manage the Academy

May

This word is used when an action is permitted but not required

Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy

A general, written statement adopted by the Governing Authority which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations

Shall

This word is used when an action is required. (The words "will" or "must" also signify a required action.)

Staff or Employee

The word "staff" or the words "staff member" includes and is interchangeable with the words teacher or administrator or employee. The word "employee" means the employees of the Academy

Student

A child who is officially enrolled in the Academy or a program of the Academy

PROGRAM

101 MISSION STATEMENT

The mission of the Michigan Math and Science Academy is to provide an environment of learning for all of its students through a rigorous college preparatory level education focusing on science, mathematics, and technology programs. Students, teachers, and parents will work together for continuous growth that will enable them to reach their highest potential in life.

102 PROGRAM ACCOUNTABILITY

MMSA is committed to continuously improving Student achievement and the quality of the educational program. The Michigan Educational Assessment Program and The Northwest Evaluation Association (NWEA) assessment tests will be utilized to assess the overall educational system, programs and teaching strategies. Evaluation is defined as the determination of the quality, effectiveness or value of a program, product, process or the like, and assessment as a process for collecting descriptive information (e.g. Student behaviors or performances) on which evaluative judgments may be made.

The evaluation and assessment design consists of five major elements:

- A strong commitment from staff to the Academy's mission and to the concept of continuous improvement;
- A focus on the Academy's customers (Students, Parents and Staff);
- Comparisons between outcomes currently being attained and those desired, or target;
- Outcomes identified in the Academy's charter;
- A commitment to continuously improve Student achievement by constantly striving to improve the educational systems and programs the Academy provides;

103 ANNUAL REPORT

The Director shall prepare for the Board's review an annual report of the Academy's activities and progress in meeting the goals and standards set forth in the Academy's charter and Applicable law.

PROGRAM ADMINISTRATION

201 PARENT INVOLVEMENT IN THE ACADEMY PROGRAM

In acknowledgement of much reliable research proving the parental involvement raises the academic achievement of students, Michigan Math and Science Academy encourages involvement of parents through an active Parent Volunteer Program and an active Parent Teacher Organization (PTO). Parents are encouraged to assist in such activities as: Field Trips, Walk- A-Thon, School Dance, Talent Show, Science Fair and Science Olympiad, CONSEF Science Fair, Parent Picnic, The Ice Cream Social, Pizza/Bingo Night, and Fun Day, and Fall Festival. Parent Volunteers will be solicited to tutor children. A " joint" calendar" that includes activities of all of the Academy's leadership groups, is to be produced annually.

The Joint Calendar will include at least one family activity per school month.

In order to build an effective home-school partnership, Michigan Math and Science Academy will provide the following:

1. An annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education.
2. A flexible number of meetings and activities throughout the year to assist parents in understanding the federal and state academic content and student achievement standards, as well as local academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the student's progress in order to improve student achievement.
3. A varied schedule for meetings and conferences in order to accommodate the needs of parents.
4. A minimum of two scheduled parent conferences, where the progress of the student will be discussed as well as the expectations for the grade level, Academy curriculum, test information and any other concerns that the teacher or parent may have.
5. Parent home visits will be scheduled and done by teachers and administrators.
6. Parent breakfasts and dinners will help to increase the parent-Academy relations.
7. Continuous communication to assist parents in understanding the Academy curriculum and student achievement through Interim and Quarter Report Cards, Student/ Parent Handbook (provided at the beginning of the year during the orientation) , handouts and mailings, monthly newsletters and student achievement reports. Newsletters will include parenting tips and suggestions. All invitations will be sent in a timely manner with an additional follow-up reminder.
8. An Academy-parent compact designed by parents and Academy staff that outlines how parents, Academy staff and students share the responsibility for improving learning.
9. Every year, a survey for all parents shall be conducted by the Academy directors to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents.

Every effort will be made to communicate with parents in a format and language that is free of educational jargon and easily understandable by all. Parents and community member are always to be made welcome at Michigan Math and Science Academy.

ACADEMY-PARENT COMPACT

The Michigan Math and Science Academy and the parents of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the Academy and parents will build and develop a partnership that will help children achieve the State's high standards.

This Academy-Parent Compact is in effect during the 2009-2010 school year.

REQUIRED ACADEMY-PARENT COMPACT PROVISIONS

Academy Responsibilities

Michigan Math and Science Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards via enactment of state standards aligned college prep curriculum in the classes and after school. Help will be provided to students either by their or their parents' request or teacher recommendation as a result of the weekly grade level meetings, monthly practice & review tests and teacher grade books. All of our teachers are providing tutoring at least twice a week in order to support the students.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held: At least twice per year and when necessary as a result of grade level meeting, or at the request of teacher/administrator, or a parent in the Academy meeting room.
3. Provide parents with frequent reports on their children's progress. Specifically, the Academy will provide reports as follows:
At least twice in each quarter unless otherwise requested by the parent.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
Staff will be available from 2:53 p.m. to 3:40 p.m. if it does not conflict with the tutoring, club or meeting schedule which is sent every month with the newsletter. (Prior appointments are necessary.)
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
Parents are encouraged to participate in the Academy activities and be engaged in their child's education as it is stated in the MMSA Parent Involvement Policy. Parents are required to take appointments prior to class observation.

Parent Responsibilities

Parents will support their children's learning in the following ways:

1. Monitoring attendance.
2. Making sure that homework is completed.
3. Monitoring amount of television their child watches.
4. Volunteering in their child's classroom.
5. Participating, as appropriate, in decisions relating to their child's education.

6. Promoting positive use of their child's extracurricular time.
7. Staying informed about their child's education and communicating with the Academy by promptly reading all notices from the Academy either received by their child or by mail and responding, as appropriate.
8. Serving, to the extent possible, on policy advisory groups, such as being the Title I parent representative on the Academy's School Improvement Team, the Title I Policy Advisory Committee, the State's Committee of Practitioners, the Academy Support Team or other Academy advisory or policy groups.

202 ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Directors does not discriminate on the basis of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or any other legally protected category.

The Director shall publish proper public notice of nondiscrimination for Titles II, VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973 is provided to students, parents and staff members

The Board appoints the Director to be the Compliance Officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination rights under applicable laws is provided to Students, their Parents, staff members, and the general public.

203 TITLE IX COORDINATOR

The Academy shall at all times comply with Title IX of the Education Amendments Act of 1972, which states, in part: "No persons in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving financial assistance...."

The Director shall be the Compliance Officer/Title IX Coordinator and is responsible for investigating any complaint alleging noncompliance with Title IX.

A specific procedure for grievances related to Title IX issues is set forth as the "Title IX Grievance Procedure" below.

204 TITLE IX GRIEVANCE PROCEDURE

The Title IX Grievance Procedure listed below is meant to provide for prompt and equitable resolution of Student and employee complaints. All attempts should be made to resolve grievances at the lowest level possible.

Level I — Informal Procedure

If a Student or employee believes there is a basis for a grievance related to Title IX, he/she may present the grievance to the Title IX Coordinator within fifteen (15) calendar days of the conduct alleged to be in violation of Title IX. The Title IX Coordinator shall investigate the alleged grievance. The Title IX Coordinator and the Student or employee shall meet in an effort to resolve the matter informally. The Title IX Coordinator shall make a decision on the grievance and shall give that decision orally to the Student or employee.

Level II — Formal Procedure (Executive Committee of the Board of Trustees)

If the Student or employee believes that there still is a basis for a grievance, he or she may make a written statement of the grievance to the Executive Committee of the Board of Trustees. This written statement must be filed within ten (10) working days of the date of the Title IX Coordinator's decision, and shall state the date and nature of the alleged grievance and the relief sought. If the grievant is a Student, the Title IX Coordinator shall assist in preparing the written statement and assure it is timely filed.

The Executive Committee shall make a decision on the grievance and shall give that decision in writing to the Title IX Coordinator and the Student or employee.

Level III — Office for Civil Rights

If the Student or employee is not satisfied with the Executive Committee's decision, he/she may appeal it to the Office for Civil Rights.

A Student or employee who believes there is a basis for a grievance related to Title IX may file a written complaint with the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816. Any such written complaint must be filed within 180 days from the date of the alleged discrimination.

205 TITLE I SERVICES

The Board elects to augment the educational program of educationally disadvantaged Students by the use of Federal funds and in accordance with Title I of the Amendments in the Elementary and Secondary School Improvement Act of 1965.

The Director shall prepare and present to the Department of Education a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and Parents of Students who will be served by the plan.

A. Assessment

The Academy shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Education, as well as those determined by the Academy professional staff, that will assist in the diagnosis, teaching, and learning of the participating Students.

B. Scope

The Academy shall determine whether the funds will be used to upgrade the educational program of the entire Academy and/or to establish or improve programs that provide services only for eligible Students in greatest need of assistance. The program shall include the components required by law as well as those agreed upon by participating staff and Parents.

C. Participation

The Title I program shall be developed and evaluated in consultation with Parents and professional staff members involved in its implementation.

Appropriate training will be provided to staff members who provide Title I services. Parent participation shall meet the requirements of Section 1118 of the Act.

D. Comparability of Services

Title I funds will be used only to augment, not to replace, State and local funds. The Director shall take steps as necessary to achieve comparability of services.

The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled Students. The determination of comparability will not take into account unpredictable changes in Student enrollments or personnel assignments.

E. Professional Development

The Director shall develop administrative guidelines whereby members of the professional staff participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and Academy funds; and
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts.

F. Simultaneous Services

In accordance with law, a school offering Title I services may also serve other Students with similar needs.

206 TITLE I COMPLAINT PROCEDURE

Complaints shall be directed to the Director.

Resolution of a complaint shall not exceed thirty (30) days. In accordance with regulations established by the Commission, the State Education Agency may extend the thirty (30) day limit due to exceptional circumstances.

Responsibilities of the Director:

- A. The Director must review the records, and, if necessary, request additional information within ten (10) working days.
- B. The Director shall clarify the issues and attempt to resolve them.
- C. A complaint that is not resolved to the complainant's satisfaction within fifteen (15) working days shall be referred to the Board.

The Board shall appoint a hearing panel composed of the Director, Board President and another member of the Board.

- A. It shall be the responsibility of the hearing panel to clarify the issues and attempt to resolve the problem.
- B. The hearing panel must keep official records of all proceedings.

- C. The complainant or complainant's representative will be given an opportunity to present evidence and question the parties involved.
- D. The Director shall give written notice to the complainant of the panel's resolution of the complaint.
- E. The complainant has the right to appeal the resolution of the complaint to the State Educational Agency within thirty (30) days after receipt of the written decision.
- F. Actual expenses incurred, in accordance with the Academy's policies, may be a part of the local budget for the Title I program, subject to review and approval by the Board.

207 RELIGION IN THE SCHOOLS

An understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum shall be developed to include, as appropriate to the various ages and attainments of the Students, instruction about the religions of the world.

The Board and Academy acknowledge the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the Academy. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

Religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the Students of the Academy, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.

208 RIGHTS OF INDIVIDUALS WITH DISABILITIES

It is the policy of the Academy that no otherwise qualified person shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the Academy.

Enforcement

The Director shall be the Section 504 Compliance Officer. A complaint regarding a violation of law and this policy in an employment decision shall be subject to a grievance procedure that provides for the prompt and equitable resolution of disputes.

The due process rights of disabled Students and their Parents will be rigorously enforced.

209 REHABILITATION ACT, U.S.C. SECTION 504 GRIEVANCE PROCEDURE

The grievance procedure shall follow these steps:

1. The grievant will file a written complaint, stating the specific facts of his/her grievance and the alleged discriminatory act, with the Section 504 Compliance Officer within fifteen (15) calendar days of the conduct alleged to be in violation of Section 504.

2. The compliance officer shall make all reasonable efforts to resolve the matter informally.

3. In the event the complaint cannot be resolved informally, the Compliance Officer will investigate the matter and will provide a written copy of his/her determination to both parties.

4. The grievant may appeal the determination of the compliance officer to the Executive Committee of the Board of Trustees within ten (10) calendar days of the receipt of the Compliance Officer's determination. The appeal shall be in writing and attached to copies of the original complaint and the written determination of the compliance officer. The Executive Committee may, in its discretion, convene a hearing at which the parties may present testimony and argument.

5. The Executive Committee shall provide both parties with a written decision.

Employees of the Academy shall be informed that a complaint may be filed without fear of reprisal from the Board or any of its employees or agents. The grievant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of disabled grievant shall be made. A grievant shall be informed of his/her right to file a formal complaint under Section 504.

A complaint regarding the identification, evaluation, classification, or educational program of an educationally disabled Student shall be reviewed in accordance with the Academy's Special Needs policy.

Evaluation and Compliance

The Director shall evaluate Academy programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the Board. The Director will submit such assurances of compliance as are required by law.

A complainant who believes there is a basis for a grievance related to the Rehabilitation Act may file a written complaint with the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816. Any such written complaint must be filed within the earlier of (i) 30 days from the date of the Executive Committee's decision, or (ii) 90 days from the date the complainant made his or her complaint to the compliance officer.

210 CHILD ABUSE AND NEGLECT

Educators play an important role in child protection: School teachers and School authorities are among those professionals mandated by Michigan law to report any suspicion of child abuse and/or neglect. Their personal commitment to the well being of children adds weight to their role in child protection.

211 SPECIAL NEEDS

The Academy will comply with all laws governing the provision of services to Students with special needs. The Academy will comply with the building, program and other accessibility requirements of the Americans with Disabilities Act (ADA) and other applicable laws.

211.1 504 – NONDISCRIMINATION ON THE BASIS OF HANDICAP

It is the intent of the Michigan Math and Science Academy to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

212 NOTICE OF POLICY CHANGES

From time to time, policies, rules and regulations may be changed. The Director or the Board will provide notification of changes and/or notice will be posted in the common areas of the Academy's facilities.

213 POLICY MANUAL DISTRIBUTION AND MAINTENANCE

This manual is intended to be a useful guide to all members of the Board, the administration, all personnel employed by the Academy, the Students of the Academy, and to the public.

214 USE OF TOBACCO ON ACADEMY PREMISES

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

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, spit tobacco or any other matter or substances that contain tobacco.

In order to protect Students and staff the Board prohibits the use of tobacco in Academy buildings and Academy vehicles at all times. "Academy buildings" includes buildings owned, leased or used by the Academy, and "Academy vehicles" includes vehicles owned, leased, used or operated by the Academy.

The use of any tobacco product in all school-related situations, by any person, at any time, in any location, and at any event is strictly prohibited.

215 USE OF MEDICATION

The Board of Directors shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be governed by this policy.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct.

Only medication in its original container; labeled with the date, if a prescription; student's

name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Director's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the Academy's policy and procedures and the administration of medications or treatment. This training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Director's guidelines, if the following conditions are met:

- A. there is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, providing that they meet the same conditions established above.

PROFESSIONAL AND SUPPORT STAFF

301 EMPLOYMENT OF TEACHING STAFF

The Director hires teachers based on their interest in and qualifications to teach the curriculum program and adhere to the Mission.

301.1 EMPLOYMENT CATEGORIES

Employees working 20 hours or more in a week are considered full time employees. Employees working less than 20 hours per week are considered part time employees. Exempt and non-exempt employees are determined based on the criteria set forth by the Fair Labor Standards Act and applicable Regulations.

302 JOB DESCRIPTIONS/CREATIONS

Job descriptions for professional and operational positions are created by the Director and summarize employee duties so as to promote effectiveness, efficiency, and economy in the operation of the Academy. Each employee should be provided with a copy of his/her job description at the time of employment. Employees may be required to perform additional duties as required by the Director or his/her designee.

303 CRIMINAL HISTORY AND UNPROFESSIONAL CONDUCT RECORDS CHECKS

Michigan law requires criminal history and unprofessional conduct records checks for employees. This requirement applies to all applicants for employment, including substitute teachers, part-time employees, such as coaches, artists, actors, performers, or activity supervisors who may have care, custody, or control of students. All applicants must cooperate with the Academy in completing the required forms and being fingerprinted for the criminal history records checks. The applicant is required to pay for the costs of the fingerprinting.

303.1 GARNISHMENTS, ATTACHMENTS AND JUDGMENTS

If your wages are legally attached by a creditor, Michigan Math and Science Academy is required by law to withhold a specified amount from your earnings each pay period until the debt is satisfied.

303.2 PAY ADVANCES AND LOANS

Michigan Math and Science Academy shall not give pay advances or loans to employees.

303.3 WORKER'S COMPENSATION

Michigan Math and Science Academy complies with the Michigan Workers Disability Compensation Act.

304 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Michigan Math and Science Academy to provide an equal opportunity for employment to all qualified individuals regardless of race, religion, sex, age, national origin, disability, military veteran, marital status, height, weight or other legally protected status.

The Director is the Compliance Officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. The Director shall also ensure that proper notice of nondiscrimination rights under applicable state and federal laws is provided to applicants and employees.

See specific procedures for complaints or grievances as set forth in §§204, 206 and 209 and 306.

305 SEXUAL/UNLAWFUL HARASSMENT

It is the policy of the Michigan Math and Science Academy to maintain a work and educational environment that is free from discrimination and sexual and other unlawful harassment. In keeping with this policy, the Academy prohibits any form of unlawful harassment based on race, religion, sex, age, national origin, disability, military veteran, marital status, height, weight or other legally protected status, by any of its employees, supervisors, managers, visitors, third party vendors or others in the work and educational environment.

A. Harassment

As part of the Academy's commitment to an environment free of harassment, the Academy prohibits abusing the dignity of anyone through derogatory comments, slurs, statements, jokes or other objectionable conduct related to an individual's ethnicity, race, gender, religion, age, disability, height, weight, military veteran, or marital status. No Board member, staff member, or student of the Academy shall be subjected to any form of harassment or intimidation on these bases. Such harassment is a serious violation of the Academy's policies and will subject the individual to discipline, up to and including discharge from employment, or suspension or expulsion from the Academy.

B. Sexual Harassment

The Academy prohibits sexual harassment of Board members, staff members or students by any of the same, or by a third party. All staff members must refrain from any sexual harassment, and must be alert to stop any such conduct from occurring in the Academy. (For purposes of this policy, staff members include Board members, Academy employees and agents). Sexual harassment is a serious violation of the Academy's policies, and will subject the staff member to discipline, up to and including discharge from employment, or suspension or expulsion from the Academy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- 3) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment includes, but is not limited to, the following:

- 1) Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- 2) Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- 3) Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- 4) Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

If you believe you have been discriminated against or harassed, you should immediately report your concern to the Director, EEO Compliance Officer or a member of the Academy Executive Committee.

No form of reprisal will be taken or permitted against any person who reports an incident of harassment or provides information during the investigation of a complaint. The Director, Compliance Officer or his/her designee will conduct a prompt and thorough investigation of the allegations, document the findings, and make recommendations to the Board, or its designee, regarding appropriate action. If the Board or its designee determines that unlawful discrimination or harassment occurred, it will take prompt remedial action.

306 EMPLOYEE DRUG AND ALCOHOL POLICY

It is the policy of the Academy to maintain a workplace that is free of illegal drugs and alcohol.

The use, sale, purchase, manufacture, distribution, dispensation, possession, and/or transfer of an illegal drug and/or alcohol, or being under the influence of an illegal drug and/or alcohol, during work time or at any time while on property owned, leased or utilized by the Academy, is prohibited.

An "illegal drug" means any narcotic, depressant, stimulant, hallucinogen, cannabinoid, or other substance subject to the federal Controlled Substance Act, which is not lawfully prescribed to or lawfully obtained by an employee. "Alcohol" includes, but is not limited to, distilled spirits, liquor, beer, wine, malt liquor, or any other intoxicant used as a beverage. The "property of the Academy" includes, but is not limited to, premises owned, leased, or used by the Academy and vehicles or equipment owned, leased, or operated by the Academy.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge.

Employees who may need assistance with drug or alcohol use or dependency are encouraged to contact the Director.

Employees must comply with the Drug Free Workplace Act of 1988 and the reporting requirements of MCL 380.1230d regarding reporting criminal convictions and employees charged with a listed offense.

The Director, the Academy or the Board may condition any offer of employment upon the applicant passing a drug/alcohol test. Any applicant subjected to drug/alcohol testing shall complete a consent form upon request. The Board shall reject for hire any applicant

who fails or refuses to complete a consent form or submit to drug/alcohol testing upon request, or who fails to pass a post-offer drug/alcohol test when such a test has been requested by the Academy.

307 IMMIGRATION REFORM AND CONTROL ACT OF 1986

The Board shall hire only those persons lawfully authorized to work in the United States. Any person hired will be required to provide documentation of identification and employment authorization as required by applicable law.

308 PHYSICAL EXAMINATION

The Academy reserves the right to require, after a conditional offer of employment, that candidates submit to an examination in order to determine their physical and/or mental capacity to perform essential functions of their job.

New employees of the Academy may be required to pass a physical examination administered by a medical physician of their own choice and at their own expense, and must provide proof of satisfactory completion of the employee's health examination to the Director. The employee's health examination form must be completed prior to the first day of school or date of hire. The examination form shall be sent from the examining physician to the office of the Director for placement in a separate medical file.

For purposes of this policy a "physical examination" shall mean a general examination by a doctor licensed to practice in the State of Michigan.

Any applicant for employment who is found ineligible for service by the health examiner may be refused employment. The Academy will comply with applicable state and federal disability laws.

The Director may require fitness for duty or other medical examinations of employees in accordance with applicable laws.

Tuberculin Testing - All Employees

- A. Newly employed teachers to work at the School shall:
 - 1. present documented evidence of having a negative tuberculin test (Mantoux Test 5 TU PPD preferred) within ninety (90) days before the first day of work;
 - 2. if a known positive reactor, have a chest X-ray and other appropriate examinations revealing the absence of tuberculosis in a communicable state within ninety (90) days before the first day of work.

- B. Currently employed teachers, administration or staff shall:
 - 1. present documented evidence of having a negative tuberculin test (Mantoux 5 TU PPD preferred);
 - 2. if a known positive reactor, have a chest X-ray annually or if the person has completed a course of preventative therapy or adequate chemotherapy in accordance with guidelines prescribed by the Director of the Michigan Department of Health, have a chest X-ray at three (3) year intervals;
 - 3. have additional tuberculosis screening at more frequent intervals at the discretion of the Board of Health.

309 HIV/AIDS AND CONTAGIOUS COMMUNICABLE DISEASE POLICY

The Academy will not discriminate with respect to compensation, terms, conditions, benefits, or privileges of employment against applicants and employees because they have Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV), as long as the applicant or employee is able to perform essential job functions.

The Academy will take steps necessary to maintain confidentiality and to address student and employee safety issues, and will comply with all applicable laws regarding persons with AIDS, HIV or contagious communicable diseases.

310 CHILD PROTECTION LAW

Each staff member shall comply with the Michigan Child Protection Law, MCL 722.621, and shall immediately report, orally or otherwise, suspected child abuse or neglect to the Family Independence Agency. Within 72 hours after making the oral report, the reporting person shall file a written report as required by the Act.

311 EVALUATIONS OF ADMINISTRATORS, SUPPORT STAFF AND TEACHERS

Administrators, teachers, and support staff will be assessed by the Director or the Director's designee regarding their job performance, including their level of adherence to the Academy Mission and attainment of Academy goals. Additional methods of professional assessment may be developed by the Board or its designee. Evaluations will be conducted annually. Periodic observation(s) of the teacher's professional services may be made prior to formal evaluation. The formal evaluation shall cover all aspects of the teacher's professional behavior, including but not limited to classroom observation reports and consistent performance of responsibilities listed in the job description.

312 EMPLOYMENT AT WILL

Employees of Michigan Math and Science Academy are employed on an at-will basis. At-will employment means that you may terminate your employment at any time. Likewise, the Academy may, at its discretion, terminate the employment of an employee for any reason or no reason, with or without cause, at any time, with or without advance notice or warning, and without any right of review outside the Academy.

This policy manual supersedes and negates any prior statements, agreements, practices, policies, and representations, oral or written, that the Academy would employ any employee on other than at at-will basis.

None of the policies or practices described in this policy manual constitutes or may be construed as a contractual obligation of the Academy to employ an individual for any specific term or to discharge an employee only for cause. Nothing in this policy manual limits or modifies the right of the Academy to terminate, at its will, its employment relationship with any employee.

Only an agreement in writing signed by the Director of the Academy can alter employment, implied or expressed, for the purpose of changing the at-will employment relationship. No other employee, manager, supervisor, client, officer, agent, or other representative has the authority to change at-will employment.

313 BENEFITS

Employee benefits are set forth below. The Board reserves the right to modify or terminate benefits as provided by plan terms and/or by law, and this Policy Manual is not intended to create an express or implied contract relative to the benefits or other provisions contained in this policy manual.

Pension

Employees who enter the Academy as members of the Michigan Public School Employee Retirement System (MPERS) or become members of MPERS by virtue of employment directly by the Academy may participate in MPERS until such time as the Academy enters into an employee leasing arrangement, at which time they will be ineligible to participate. The Academy will make the employer contributions required by MPERS so long as employees are directly employed by the Academy.

Health Insurance

All employees who work twenty hours or more per week for a minimum of 180 days, or its equivalent, will be eligible for medical and dental insurance benefits offered by the Academy. The Academy will pay 60% of the medical and dental insurance premium for each employee. The employee is responsible for paying the remaining 40% of the premium through payroll deduction with a form signed by the employee authorizing the payroll deduction. If the employee discontinues the payroll deduction for the medical and dental insurance premiums, the Academy will cease its contribution towards the medical and dental insurance premiums. Details regarding insurance coverage are set forth in the medical and dental information distributed regarding each Plan.

Continuing Health Care Coverage (COBRA)

The Academy will comply with the COBRA benefit requirements. For information regarding COBRA benefits, please contact the Director or COBRA designee.

Overtime

Non-exempt employees must receive advance approval from a supervisor for overtime work. If the overtime is the result of an unforeseeable event or emergency circumstances, written approval may be obtained within one working day following the event which necessitated the overtime. Hours worked in excess of 40 hours per week will be paid at a rate equal to time and one half. If the employee's regularly scheduled workweek is less than 40 hours per week, hours worked up to 40 will be paid at the regular rate of pay.

Authorized Trips

The Director shall authorize all trips involving travel by Academy employees or official Academy groups. Any employee or group expecting reimbursement of travel expenses must have approval of the Academy Director prior to incurring travel expenses.

Travel Reimbursement

Michigan Math and Science Academy will reimburse an employee for gasoline expenses incurred while traveling to and from an Academy-sponsored or Academy-related event. MMSA will also reimburse an employee for the vehicle rental expenses incurred for an Academy-sponsored or Academy related event.

An employee who uses his or her own vehicle for a school-sponsored event will be

reimbursed for gasoline expenses. MMSA will reimburse IRS standard mileage rate for travels with personal vehicles.

Staff members must receive approval from the Director for travel and/or for renting a vehicle in advance of the Academy-sponsored or Academy related event.

Whenever feasible, rental vehicles or air travel should be preferred for trips. If the staff member has frequent flyer advantage card, it is required to return all gained benefits from that card to the Academy. In addition to transportation expenses, the Academy will also reimburse the employees for accommodation within reasonable limits.

To receive reimbursement for gas and travel related expenses, employees must complete a Reimbursement Form and submit it to the Business Manager. No employee shall be reimbursed for travel and related expenses without prior written approval of the Director.

Professional Development Reimbursement

Michigan Math and Science Academy is aware of the fact that improving quality of the education is highly related to continuous professional development of its faculty members. The Academy, therefore, encourages its employees to continue their education towards Masters Degree or PhD, and attend as many seminars, workshops, and lectures as possible to extend their professional knowledge. In order to support professional development of its employees, the Academy adopts the following rules as its Reimbursement Policy for Professional Development:

- 1) If an employee is required/approved to take a college course or a seminar for professional development by the Director, then the Academy will pay or reimburse the employee for the full tuition or fee up to \$1,500.
- 2) The Academy will pay or reimburse the Director, Dean of Academics, and Dean of Students for the full tuition if he/she pursues a Masters Degree, a certification, or a PhD in job related areas.
- 3) If a full-time teacher wants to pursue a Masters Degree, a certification, or a PhD in job related areas and take classes for that purpose then the Academy will reimburse the teacher 75% of the tuition up to \$3000 (per school year) with the condition that the teacher completes the course (or courses) with a grade of B or above.
- 4) Employees must have the Director's approval prior to signing up for the classes. The Director will approve the reimbursement subject to availability of the funds.
- 5) In order to receive reimbursement, employees are supposed to fill out a Reimbursement Form prior to signing up for the classes. After the courses are completed employees will also provide the proof of payment and grades for the credits earned.
- 6) The credits/courses need to be job and career related.
- 7) Employees need to be employed at School during the course term in order to earn the reimbursement. If a reimbursement is requested for a summer course, the employees must have signed a contract for the next school year. If an employee terminates the contract for the next school year after he/she gets reimbursed, the reimbursement amount will be deducted from the remaining wages or otherwise the employee will have to return the reimbursement.
- 8) Any exceptions to this policy must be approved by the governing board of the Academy.

314 EMPLOYEE LEAVE

Whenever teachers or other school employees are going to be absent, they are to notify

their supervisor as soon as possible so that appropriate substitute arrangements can be made.

Absence For Jury Duty

An employee summoned to serve as a juror shall give notice to the Director as soon as the employee receives notice of jury duty. Any Academy employee who is officially called to serve on a jury will be compensated for the difference between his/her regular pay and the stipend paid for jury duty.

Military Leave

The Academy will comply with applicable Michigan and Federal law regarding leaves for employees in the Uniformed Services, including employment and re-employment.

Professional Meetings

An Academy employee may be granted permission by the Director to attend educational meetings. Teacher's requests to attend workshops and conferences at Academy expense, and during the regular Academy hours should be planned with the Director. The Director has complete discretion to determine whether a teacher may attend an educational meeting, conference or workshop. Teachers and/or other staff members who attend education workshops, conferences or professional meetings will be paid their regular pay.

Sick and Personal Leave

Full-time salaried employees will receive eight days per year of paid sick or personal leave. Any sick and personal time taken beyond eight days will be deducted in the employee's next appropriate paycheck, or if the Director chooses at the end of the year, at a rate of employee's daily salary for each extra day. Full time salaried employees who do not use all of their sick and personal days will receive \$100.00 for each unused day at the conclusion of the school year. The Academy will not permit unused sick or personal leave to be carried over to the next school year. Sick and personal time may be used in increments of 2 hour or more. The Director may consider special requests for time off outside of these parameters. Full time salaried employees terminating employment during the benefit year will be paid for vacation days accrued since the first of the year but not taken.

Part-time employees and full-time hourly employees do not receive paid sick or personal leave.

Full-time employees must request time off from work at least two working days in advance, using the Employee Leave Form, except in cases of an emergency. The Director reserves the right to deny requests for personal leave.

Funeral Leave

The Academy will provide full-time employees with 3 days for funeral leave for the death and burial of an immediate relative. Immediate relative is defined as husband, wife, child, stepchild, mother, father, grandfather, grandmother, grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law and sister-in-law. Remaining sick and/or personal leave may be used for additional funeral leave. Any additional time off will be without pay.

Family Medical Leave Act (FMLA)

All rights and obligations under the FMLA, as amended by the National Defense Authorization Act of 2008 (the "NDAA") and this policy will be interpreted according to applicable law.

A. Leave Allowed

MMSA will grant eligible employees up to twelve (12) weeks of unpaid leave during any rolling twelve (12) month period measured backward from the first day of the employee's FMLA leave for the following reasons:

- because of the birth of and to care for the employee's newborn child;
- because a child is placed with the employee for adoption or foster care;
- to care for the employee's spouse, child or parent with a serious health condition;
- because of an employee's own serious health condition that prevents performance of his or her job functions; or
- because of a qualifying exigency that arises when a spouse, parent, or child is on or has been called to Federal active duty in the National Guard or Reserves in support of a contingency operation.

Eligibility for FMLA leave for the birth of and to care for a newborn child or placement of a child for adoption or foster care shall expire twelve (12) months after birth or placement.

A **serious health condition** may include a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, a condition that results in a period of incapacity of more than three consecutive calendar days that also involves treatment two or more times by a health care provider or, treatment by a health care provider at least once with an ongoing regimen of treatment, pregnancy or prenatal care, chronic conditions that cause incapacity or require treatment, or a long-term health condition which, if left untreated, would result in a period of incapacity of more than three days, or any other qualifying condition. Questions about whether a condition is covered should be directed to Human Resources.

A **qualifying exigency** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and/or attending post-deployment reintegration briefings.

In addition, a qualified family member who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may be eligible for leave for up to 26 weeks during a single 12 month period to care for a covered servicemember. A **covered servicemember** is defined as a current member of the Armed Forces, National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A **serious illness or injury** is one that is incurred by the member in the line of active duty that may render the member medically unfit for active duty. The 26 work weeks of leave in the single 12 month leave period to which an employee is entitled shall be a combined 26 weeks for all available FMLA leave. Nothing shall limit the availability of leave for other reasons to a single 12 month period.

Whether a covered servicemember's serious injury or illness qualifies and what is required to qualify, for such leave, should be discussed with Human Resources. The following rules apply:

B. Eligible Employees

To be eligible for a leave, an employee must be employed by MMSA for at least twelve (12) months, whether or not consecutive. However, a break-in-service of seven years or more may disqualify the previous period of service. An employee must also have had at least 1,250 hours of service during the twelve (12) month period before the requested leave and must be employed at a worksite within 75 miles of which 50 or more employees are employed by MMSA.

C. Notice and Documentation Requirements

When possible, the employee must give thirty (30) days advance notice of the need for leave. If not possible, the employee must give as much notice as is **practicable**. If the request for leave is due to a previously qualifying reason for which FMLA was provided, the employee must specifically reference the qualifying reason or the need for FMLA in the request.

In addition, when the requested leave is for planned medical treatment for the employee or the spouse, son, daughter, next of kin, or parent of the employee, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of MMSA.

An employee must have the family's health care provider complete the proper certification form setting forth the reason for the leave.

The employee has fifteen (15) days to return the appropriate form to Human Resources. If the Certification Form is not returned within 15 days, the request for leave may be delayed or denied. The failure of an employee to return the medical certification form, provide requested clarifications, completions, and/or re-certifications can result in absences being disciplined, up to and including termination. If the employee needs an extension of time to submit the form, it is the employee's responsibility to contact MMSA prior to the expiration of the 15 day period to return the form and obtain a written extension of time. An extension may be given if there are extenuating circumstances.

MMSA reserves the right to request authentication, clarification, or completion of any of the submitted forms. Upon written notice, the employee must provide the additional information within seven days.

In the case of a medical certification for an employee's spouse, child or parent with a serious health condition or for the employee's own serious health condition, MMSA reserves the right to request certification by another physician specified by MMSA at the MMSA's expense. In the case of a conflict between two physicians, MMSA, at its own expense, may obtain a third certification by a physician approved jointly by MMSA and the employee. The third physician's opinion will be binding on both MMSA and the employee.

If the absence exceeds 5 work days, before an employee may return to work from a medical leave occasioned by the employee's serious health condition, the employee is required to provide a certification from his or her doctor that the employee is able to resume work, with or without accommodations.

Any additional documentation or requirements required by any other applicable MMSA policy are still effective for periods in which the employee is seeking paid leave or leave which extends beyond the FMLA period pursuant to that policy.

D. Use of Paid Time

Employees may use paid time to which they are entitled during FMLA leave, but they are

not required to do so. Paid time will be credited against the employee's FMLA leave period. Employees on FMLA leave will not be paid by MMSA.

E. Intermittent or Reduced Schedule Leave

If the reason for a requested leave is due to the serious health condition of either the employee or a spouse, child, or parent, if the leave is for a qualifying exigency due to a call to active duty of a qualified family member or if the leave is to care for a covered servicemember, the employee may be entitled to leave on an intermittent or reduced schedule basis. Such leaves are permitted only where necessity is established by written documentation subject to verification, and the employee makes every reasonable effort to schedule the treatment and/or leave so as not to disrupt the Academy's business operation. Leave on an intermittent or reduced schedule basis must be used in minimum increments of 1 hour. MMSA may temporarily transfer an employee who requests intermittent leave or leave on a reduced schedule to an available alternative position with equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position. The leave may not exceed a total of twelve (12) weeks in a twelve (12) month period, except in the case of leave to care for a covered servicemember, which may not exceed 26 work weeks of leave in the single 12 month leave period.

F. Spouses Working for the Same Employer

There are a few situations in which both spouses work for the Company. If each spouse seeks FMLA leave to care for his/her own sick parent, because of the birth of and to care for a child, or because of the placement of a child for adoption or foster care, the combined allowable leave of each spouse is twelve (12) weeks during any consecutive twelve (12) month period. However, if each spouse requests an unpaid leave because of the serious health condition of a child or the other spouse, then each spouse is entitled to the full twelve (12) weeks of leave. In addition, if each spouse seeks FMLA leave to care for a covered servicemember, the combined allowable leave shall be 26 weeks during the single 12 month period if the leave is for a covered servicemember or, a combination of leave for a covered servicemember and the leaves described above in this policy. However, in all cases, leave to care for a sick parent, because of the employee's own serious health condition, because of the birth of and to care for a child, or because of the placement of a child for adoption or foster care, is limited to 12 weeks regardless of its combination with other leaves.

G. Benefits

Employees are not eligible to accrue benefits during the leave period. Employees must pay the full cost of medical and dental coverage during FMLA leave.

Whether an employee is eligible to continue to participate in the MMSA insurance programs while on an FMLA leave of absence, shall be determined by the terms of the applicable plan.

Employees are prohibited from performing work for other business entities or engaging in self-employment during a leave of absence, unless written authorization from the Director is obtained by the employee. Violation of this provision may result in termination of employment.

H. Restoration to Position

Upon return from an approved FMLA leave, the employee will be restored to their former

position or equivalent position with equivalent pay, benefits, and other terms and conditions of employment, except as otherwise provided by the FMLA. Key Employees may be denied restoration if MMSA determines that restoration to employment will cause substantial and grievous economic injury to its operation, and, employees are not entitled to greater job rights than they would have if continuously working. A written request for additional unpaid leave of absence, after expiration of FMLA leave, may be granted at the sole discretion of the Board.

MMSA may require an instructional employee to continue a leave until the end of the school term as permitted by FMLA regulations.

Notwithstanding the foregoing, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously and actively employed during the FMLA leave period. See, Department of Labor regulation 825.216.

An employee who fraudulently obtains leave under this policy is not protected by the Family and Medical Leave Act of 1993, including the Act's provisions regarding job restoration and maintenance of health benefits.

See also Appendix A – Employee Rights & Responsibilities Under the Family & Medical Leave Act.

315 COPYING COPYRIGHTED MATERIALS

The Board encourages teachers and staff assigned to the Academy to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum. However, the Academy recognizes that Federal law, applicable to public school districts, protects authors and composers from the unauthorized use of their copyrighted work.

316 WORKPLACE VIOLENCE

Violence or threats of violence will not be tolerated. If you feel such conduct has occurred on Academy property, in an Academy vehicle or at an Academy-sponsored event, please report it immediately to the Director.

The Director or his/her designee will immediately investigate the complaint. Any employee engaging in violent or threatening behavior, as determined by the Academy, will be subject to disciplinary action, up to and including discharge.

MMSA will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any employee of MMSA while on Academy property, in an Academy vehicle or at an Academy sponsored event.

Any employee found in possession of such a weapon or device on Academy property, in an Academy vehicle, or at an Academy-sponsored event, will be disciplined, up to and including termination, and will be reported to the appropriate law enforcement agency.

The following are examples of prohibited conduct under this policy:

- Injuring another person physically
- Engaging in behavior that creates reasonable fear of injury to another person
- Possessing, brandishing, or using a weapon on Academy premises or while engaged in Academy business

- Damaging property intentionally
- Threatening to injure an individual or damage property
- Committing injurious acts motivated by or related to domestic violence or sexual harassment

Every employee has an obligation to report potential workplace violence to the Director. This includes hearing or observing anyone exhibiting one or more of the following behaviors:

- Discussing weapons or bringing weapons into the workplace
- Displaying overt signs of hostility or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

It is extremely important that an employee report any knowledge of actual or potential acts of violence to the Director so that the Academy may provide a safe working and learning environment.

317 STAFF DRESS AND GROOMING

The Board believes that all staff members set an example for students regarding proper dress and grooming. Appropriate dress and grooming instills professionalism and dignity, and encourages respect for authority. These factors positively impact student behavior.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will encourage professionalism in the educational process. All staff members shall:

- be clean, neat, and well groomed;
- dress in a manner consistent with their professional responsibilities;
- dress in a manner that communicates to students pride in personal appearance;

Specifically, the following rules apply:

- Modest clothing—business casual.
- Clothing must have at least short sleeves and cover the midriff and back—including no cutouts or see through elements.
- No clothing which reveals undergarments.
- No clothing that is tight fitting.
- No jewelry affixed to the nose, tongue, cheek, lip, or eyebrow.
- No pants must be worn below the waist.
- No shorts.
- No jeans.
- Skirts must fall at least to the knee.
- Clothing may not be provocative, revealing, indecent, vulgar, obscene, or profane.
- Clothes may not be ripped, torn, slit, or contain holes.

318 INTELLECTUAL PROPERTY RIGHTS

Any materials created by staff members for use by MMSA, or produced using the staff or resources of the Academy, are works-for-hire and all intellectual property rights are vested in the Academy.

319 WORKPLACE SEARCHES

To protect property and ensure the safety of all employees, students and visitors, the Academy reserves the right to conduct personal searches consistent with applicable law. Employees have no expectation of privacy in any Academy-owned or provided desk, drawers, locker, filing cabinet, computer or other technological device.

320 INTERNET USE AND TECHNOLOGY PRIVACY

The Internet is a powerful communication tool and a valuable source of information. However, an employee's improper use of Internet services can waste time and resources and potentially create legal liability and embarrassment for both the Academy and the employee.

An Internet service includes, but is not limited to: e-mail, web browsing and newsgroups. This policy applies to any Internet service that is:

- Accessed on or from Michigan Math and Science Academy's premises; and/or
- Accessed using office computer equipment or via Academy-paid access methods.
- Internet services are provided by the Academy for Academy use.

Employees should not expect privacy with respect to any of their activities using Academy-provided Internet access or services. The Academy reserves the right to search, review, or monitor any files, messages, or communications sent, received or stored on the Academy's computer systems, without advance notice, and the Academy may limit the use of the Internet service.

Employees violating this policy may be subject to discipline, up to and including termination of employment. Employees using the computer system for defamatory, illegal, or fraudulent purposes may be subject to civil liability and/or criminal prosecution. All computer resources, including content, are the property of the Academy. Employees will be held personally responsible for their activities.

Employees are strictly prohibited from using Internet services in connection with any of the following prohibited activities:

- Engaging in illegal, fraudulent or malicious conduct;
- Working on behalf of outside organizations;
- Sending or receiving offensive, obscene or defamatory material;
- Annoying or harassing other individuals;
- Sending uninvited e-mail of a non-work-related nature;
- Monitoring or intercepting the files or electronic communications of employees or third parties;
- Obtaining unauthorized access to any computer system (including but not limited to unauthorized use of codes or passwords);
- Using another individual's account or identity without explicit authorization;
- Attempting to test, circumvent, or defeat security or auditing systems of Michigan Math and Science Academy or any other organization without prior authorization; or
- Distributing chain letters, jokes, solicitations, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

STUDENTS

401 STUDENT ASSESSMENT

The Academy shall comply with all Michigan testing procedures and administer all necessary and required tests to students.

402 ADMISSION AND LOTTERY STANDARDS

The Admissions Policy of Michigan Math and Science Academy, MMSA, is developed based on the language of the state law, which refers to a charter school as a "public school academy" hence the following statutory provisions apply:

For a public school academy authorized by a state public university, enrollment shall be open to all pupils who reside in this state who meet the admission policy. If there are more applications to enroll in the public school academy than there are spaces available, pupils shall be selected to attend using a random selection process. However, a public school academy may give enrollment priority to a sibling of a pupil enrolled in the public school academy. A public school academy shall allow any student who was enrolled in the public school academy in the immediately preceding school year to enroll in the public school academy in the appropriate grade...." [Michigan Revised School Code, 1976 PA451, MCL 380.504(3)]

EQUAL EDUCATIONAL OPPORTUNITY

MMSA does not charge tuition and does not discriminate in its pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis not permitted by Michigan's public schools. Diagnostic tests may be required to determine the proper placement in a subject. Such diagnostic tests are done to determine academic background of our students in a particular subject. Such tests are administered after a student has been accepted for admission.

OPEN ENROLLMENT PERIOD

Spaces in each grade for the following school year will not be officially assigned until a particular deadline set up and publicized by the board of directors of MMSA each year at which time Open Enrollment closes.

ADMISSION PRIORITY

To identify which applicants may be admitted for the following school year, an Admissions Meeting will be held at the school shortly after the close of open enrollment at a publicized date and time to be announced via the School calendar. At that time, other applicants, if necessary, may be placed on a prioritized wait list

If more students apply than we can accommodate, there will be a random selection from new applicants. Once a student is accepted, all applicants from the same family will also be admitted by grade based on the results of a random selection process.

Priority Groups

The order of priority in which spaces for each grade will be filled is as follows:

1. Students enrolled for the current school years who re-enroll on or before the application deadline set up by the board of directors each year. (Re-enrollment by the deadline applies to all students who enrolled for the current school years)
2. Siblings of students currently enrolled, if the sibling applies on or before the application deadline.
3. Siblings of newly enrolled students. When, at the close of open enrollment, one sibling is accepted into a grade that is not oversubscribed, or is accepted by lottery, any of their siblings are immediately accepted.
4. New students that enroll on or before the close of open enrollment who do not have a sibling that was accepted, subject to space availability, which may be determined by random selection process.
5. Any applicant that applies after the application deadline. Such students would be accepted in wait list order only if space is available.

Priority Group 1 - Current Students: If a student is enrolled at MMSA for the current school year, that student shall be allowed to enroll for the next school year if a Re-enrollment Application Form is completed and returned on or before the re-enrollment deadline.

Priority Group 2 - Brothers/Sisters of Current Students: If a student is currently enrolled and has one or more siblings that wish to attend MMSA for next school year, the currently-enrolled student's siblings will be given enrollment priority if an Enrollment Application Form for each sibling is completed and returned on or before the last application deadline.

Priority Group 3 - Brothers/Sisters of Newly-enrolled Students: MMSA strives to allow brothers and sisters to attend the same school and tries to give all preference allowed by law to accomplish this during the Open Enrollment and, if necessary, the random selection process. However, if a family has two or more children that apply to MMSA, when one child is validly accepted and enrolled at the Admissions Meeting, all of that child's siblings who have applied are accepted and may enroll as long as space is available in that grade. If space is not available, they advance to the sibling wait list. This preference is not available after the Admissions Meeting has been held and Open Enrollment is closed.

Priority Group 4 - New Applicants: If the number of applicants for a grade is less than or equal to the number of spaces available for that grade, all new applicants for that grade are accepted and are enrolled at the Admissions Meeting. If there are more applicants than spaces available, a random selection process will be used. Applicant families are encouraged to attend the Admissions Meeting, but are not required to attend or have representation.

Priority Group 5 -Applicants: After the Close of Open Enrollment. For grades that are not oversubscribed at the end of Open Enrollment, applicants will be accepted on a first-come, first-served basis until the grade is full, at which time further applicants are placed on a wait list. The wait list will be kept by grades.

The Wait List has two parts:

- Sibling Wait List
- General Wait List

For the purposes of enrollment priority, a parent's children, step-children, adopted children, and foster children are all considered to be each other's siblings. The sibling wait list is given priority over the general wait list.

RANDOM SELECTION PROCESS (LOTTERY)

For each grade that has more applicants than spaces available at the close of Open Enrollment a random selection process will be performed to create a preference order for the applicants in Priority Group 4. Each applicant selected by lottery has a numerical "lottery priority" ahead of each student subsequently selected by Lottery for that particular grade. If there are lotteries for multiple grades, the lotteries will be performed from the lowest grade to the highest grade.

After the lottery has been held for each grade that needed to hold one and siblings are accepted based on the policies above the remaining applicants are placed on a wait list in the order they were selected by lottery.

SELECTION FROM WAIT LIST

If a space in a grade with a wait list becomes available for any reason, the space will be offered to the next available applicant on that grade's sibling wait list. If there are no remaining applicants on a grade's sibling wait list, an available space will be offered to the next available applicant on that grade's general wait list.

ADMISSION IS CONDITIONAL

Applicants are required to fully complete all required enrollment materials and provide all necessary information. This includes, but is not limited to, the enrollment application form, emergency contact card, copy of birth certificate, and immunization information. Making an omission of a material fact or a false statement in enrollment application materials may be sufficient cause for denying an applicant consideration for enrollment before or after enrollment.

COMPLIANCE WITH CODE OF CONDUCT

All students and prospective students must abide by the MMSA Discipline Policy and are subject to disciplinary action for violations thereof, up to and including expulsion. In other words, a prospective student is subject to the all school policies, practices and procedures (and consequences for violations), even before their first day of class. MMSA also accepts students in an approved foreign exchange program based on the state law.

403 ATTENDANCE

Students enrolled in the Academy must attend Academy regularly in accordance with the laws of the State. The educational program offered by the Academy is predicated upon the presence of the Student and requires continuity of instruction and classroom participation.

Attendance shall be required of all Students enrolled at the Academy during the days and hours that the Academy is in session unless exempted by the Director or pursuant to state law.

Excused Absences

An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- Personal Illness

- Illness in the Family
- Quarantine of the Home
- Death of a Relative
- Observance of Religious Holidays
- Professional Appointments

Unexcused Absences

An unexcused absence does become part of a student's Academy record. You will be marked for an unexcused absence if you:

- fail to bring a written note within two school days following an absence,
- leave school without signing out of school at the office,
- are absent from class without permission - including walking out of class,
- are absent from school without parental permission,
- get a pass to go to a certain place but do not report there, and/or
- are absent for reasons not acceptable to the administration.

If applicable, the Director may require from the Parent of a Student, or from an adult Student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Director reserves the right to verify such statements and to investigate the cause of each single absence.

The Board may report to appropriate authorities infractions of the law regarding the attendance of Students below the age of sixteen (16). Repeated infractions of Board policy requiring the attendance of enrolled Students may result in the suspension or expulsion of the Student from the regular Academy program.

Any Student who, due to a medically-documented physical or mental impairment, exceeds or may exceed the required limit on excused absence shall be referred for evaluation of eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 for appropriate accommodation.

Make-up Work for Excused Absences

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.

On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in a "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

404 HEALTH EXAMINATIONS AND IMMUNIZATIONS

The Academy may make and enforce rules to secure the immunization of, and to prevent the spread of communicable diseases among the pupils attending or eligible to attend the Academy, as in its opinion the safety and interest of the public require. The Board of Health, on application of the Academy, at the public expense, without delay, shall provide the means of immunization to Students who are not so provided by their Parents or guardians.

The Director may exempt a Student from being immunized against either or both rubeola and mumps if the Student presents a signed statement from a Parent or physician indicating s/he has had natural rubeola or mumps and does not need to be immunized. The Student will be allowed to attend Academy only if a physician's statement indicates there is no danger of contagiousness.

The Director may also exempt a Student from immunization if a physician certifies in writing that immunization from a particular disease is medically contra-indicated. The Director may prohibit the Student from attending Academy, however, if the immunization would have been for mumps, poliomyelitis, rubeola, rubella, diphtheria, pertussis, or tetanus.

A Student may also be exempted from immunization if a Parent or guardian objects in writing for good cause, including religious conviction. The Board shall allow a Student to attend Academy who has not been immunized because of such objection.

The State of Michigan, and the Academy, will honor the above objection(s); however, it must be understood that the Academy may immediately and automatically exclude such children from Academy in the event of any outbreak of disease for which such children are not properly immunized.

405 HOMELESS POLICY

The Board of Directors is dedicated to meeting the needs of students and families in our Academy. The purpose of this policy is to ensure that homeless children and youth are identified according to the criteria as established in the McKinney-Vento Homeless Assistance Act and receive the support needed to succeed in school.

- 1) The Director shall designate a homeless assistance liaison for the Academy.
- 2) The liaison will be responsible for ensuring that homeless children are identified, communicate the referral process to school personnel, and serve as a link to the homeless liaison at the Academy.
- 3) The liaison will be responsible for ensuring that appropriate funds from the Title I-Part A budget are set-aside for homeless children.

Procedure

- 1) The Education Project for Homeless Children and Youth Student Referral form will be completed by school personnel.
- 2) One copy will be faxed to the Homeless Education Liaison at the Academy, and one copy will be retained in school records.
- 3) As soon as the Homeless Education Liaison at the Academy receives the

referral form, he/she will follow up with the family and Academy.

406 EMERGENCY MEDICAL AUTHORIZATION

The Academy will annually distribute to Parents or guardians of all Students the "Emergency Medical Authorization Form." In the event emergency medical treatment for a Student is necessary, the Academy will adhere to the instructions on the authorization form.

Emergency Medical Authorizations will be kept in a separate, easily accessible file in the care of the Director during the school year. At the end of the school year, the authorizations will be stored until being replaced the following school year.

Any time a Student or a group of Students are taken away from the Academy's facilities as participants in an Academy event, the staff in charge of the event must take the Emergency Medical Authorizations for those Students. This includes, and is not limited to, music trips, athletic trips, field trips, and academic contest participants. This does not include Student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a Student, they are to take standard safety precautions, follow the procedures described in the Emergency Medical Procedures policy, and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a Student, unless ordered to do so by a court of law.

407 BLOOD BORNE PATHOGENS

The Academy shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

408 REPORTING STUDENT PROGRESS

Periodic reports of student progress will be made consistent with the requirements of applicable law.

409 GRADUATION AND DIPLOMA REQUIREMENTS

It shall be the policy of the Board to acknowledge each Student's successful completion of

the instructional program by the award of a diploma at graduation ceremonies.

Students receiving a diploma shall have:

- successfully completed the curriculum of the Academy;
- completed specified units of credit;
- passed statutory state tests;
- met all of the Academy's and the State's requirements for graduation.

All Students will be required to be enrolled in a minimum of number of classes per semester.

The Director shall establish administrative guidelines necessary to ensure compliance with State rules and regulations.

410 STATE SCHOOL CHOICE POLICY

1. As used in this Policy, all references to Michigan school districts include elementary or secondary public schools and public school academies (charter schools).

2. As used in this Policy, "school board" means a school board, intermediate school board, or the board of directors of a public school academy.

3. Any pupil enrolled in a school identified as a Persistently Dangerous School shall be allowed to attend a safe school within the school district. The school board shall offer the pupils attending a school identified as a Persistently Dangerous School with the opportunity to transfer to a safe school within the school district. For those pupils who accept the offer, the school board shall complete the transfer in a timely manner.

4. Any pupil who becomes the victim of a violent criminal offense at the school in which the pupil is enrolled shall be allowed to attend a safe public school within the school district. The school board shall offer the pupil the opportunity to transfer to a safe public school within the school district within ten days of receiving the official complaint described herein.

DEFINITION OF A PERSISTENTLY DANGEROUS SCHOOL

A public elementary school or secondary school shall be identified as a Persistently Dangerous School if for each school year, for three consecutive years, more than 2.5 percent of pupils, or five pupils enrolled in the school, whichever is greater, have been expelled by the school board or its designee, as described in MCL 1311(1) of the Revised School Code, for more than ten consecutive days, for committing at school any of the following offenses, as defined by the Revised School Code:

- Arson;
- Physical Assault;
- Bomb Threat or Similar Threat;
- Criminal Sexual Conduct;
- Possession of a Dangerous Weapon; or

If, for each school year, for three consecutive years, more than 2.5 percent of pupils or five pupils enrolled in the school, whichever is greater, have been victims of a violent criminal offense as defined herein.

Alternative education programs and strict discipline academies that are appropriate for expelled individuals are exempt from this Policy, and the pupils attending these facilities are not allowed the right to transfer to another school.

Juvenile detention facilities are exempt from this Policy.

As used in this Policy, "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. For offenses that occur on a school bus, other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises, the offense need only be reported by the offender's district of residence.

The Michigan State Board of Education does not imply that a pupil must be convicted of an offense before he or she can be expelled. All definitions referred to in this Policy are to be construed according to the fair import of their terms, to promote justice, and to effect objects of the law. Whether a pupil has committed an offense warranting expulsion for more than ten consecutive days is a determination to be made by the school board or its designee, at its discretion and as permitted by law. Moreover, this Policy does not limit the reasons a school board may suspend or expel a pupil.

DEFINITION OF VICTIM OF VIOLENT CRIMINAL OFFENSE

A pupil shall be considered to be a victim of a violent criminal offense when the pupil, or his or her parent or legal guardian:

- Has made an official written complaint to law enforcement officials and to school officials of the pupil's district residence, that the pupil has been the victim of a violent criminal offense at school; and
- If the official complaint indicates that the violent criminal offense occurred at school.

As used in this Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by the Revised School Code, constituting a felony violation of MCL 750.81 to 750.90g; or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a.

REPORTING REQUIRED BY THE MICHIGAN STATEWIDE SAFE SCHOOL CHOICE POLICY

Each school board with a school within its jurisdiction falling within the state criteria described below shall prepare and submit a report on each Persistently Dangerous School in the school district. The report shall be simultaneously submitted to the State of Public Instruction (SPI) and intermediate school district no later than 30 days after the close of the school year, commencing with the 2002-03 school year. Each school board shall report as follows:

WHOLE SCHOOL REPORTING

If more than 2.5 percent of the pupils enrolled in a school have been expelled for offenses identified in this Policy, then the school board, or the Center for Educational Performance and Information, upon completion of the MEIS data collection, identifies a school as a Persistently Dangerous School, shall identify the school, report on how many pupils are

enrolled in the school, and the nature and number of offenses committed by pupils identified in this Policy. At the time the report is submitted, the school board shall notify the SPI and intermediate school district, and the parents of each pupil attending the school, that the school has been identified as a Persistently Dangerous School.

INDIVIDUAL PUPIL OPTION REPORTING

If a pupil who has been the victim of a violent criminal offense, as defined in this Policy, elects to transfer to a safe school within the school district, then the school board shall identify in the report the pupil's original school and the school to which the pupil is transferred, as well as the offense of which the pupil was a victim.

CORRECTIVE ACTION PLAN REQUIRED BY THE MICHIGAN STATEWIDE SAFE SCHOOL CHOICE POLICY

Each school board, with a school within its jurisdiction that has been identified as a Persistently Dangerous School, shall submit a Corrective Action Plan to the SPI for approval. The Corrective Action Plan must be submitted to the SPI within 30 days of the school board's report and notification to the SPI that the school has been identified as a Persistently Dangerous School.

The Corrective Action Plan shall address the issues that resulted in the school being identified as Persistently Dangerous. Upon completion of its Corrective Action Plan, a school board may apply to the SPI to have the school removed from the list of Persistently Dangerous Schools.

This Policy may be reviewed periodically by the State Board of Education.

411 STUDENT CODE OF CONDUCT

Students shall comply with all Academy rules and policies. Respect for law and for those persons in authority shall be expected of all Students. This includes conformity to Academy rules as well as general provisions of law affecting Students. Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty shall be maintained at the Academy and shall also be expected of all members of the Academy community. Academy personnel, Students, and Parents are responsible for the conduct of Students in the Academy, on property used by the Academy, on vehicles used by the Academy and at Academy-related events.

The Board's primary concern is that Students learn in an environment conducive to learning. Students in the Academy have the responsibility to act in such a way as not to interfere with the rights of others to the proper educational opportunity. By accepting the right to participate in Academy programs on or off Academy property, the Students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

Student conduct and discipline for violations of Academy rules or policies shall be governed by the rules and provisions of the Student Code of Conduct, Student Bill of Rights/Responsibilities, Student Discipline and Expulsion and Suspension Policies.

These policies describe: (1) the types of conduct that will lead to certain disciplinary action; and (2) the procedures to be employed in removals, suspensions, and expulsions of Students. The Student Code of Conduct and Student Discipline policies shall be made

available to Students and Parents and posted within the Academy.

Students accused of violating a Academy rule or committing an act of misbehavior shall be so informed and shall have an opportunity to express their viewpoint before a decision is made about the type of disciplinary action to be taken.

The Academy will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy which it defines as more than five (5) consecutive days or a total of ten (10) days of unexcused absence during any semester. In addition to disciplinary action, the Academy may take steps or develop strategies that will help prevent Students from demonstrating any of these unacceptable behaviors.

Serious misconduct or rules violations, or other just cause, may result in Student suspension or expulsion. "Other just cause" means any behavior deemed by the Director to warrant Student suspension or expulsion, and may include conduct of a serious or unsafe nature or may include repeated lesser infractions. The Director may promulgate more specific guidelines consistent with this policy to explain this policy to the general public.

412 STUDENT BILL OF RIGHTS/RESPONSIBILITIES

The Board recognizes that Students possess not only the right to an education but the rights of citizenship as well.

Attendant upon the rights guaranteed to each Student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted Academy authority, and compliance with the rules and regulations of the Academy.

The Board realizes that as Students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the Student and the Student's need for the continuing guidance and control of those responsible for his/her education.

A Student who has reached the age of majority possesses the full rights of an adult and may authorize those Academy matters previously handled by his/her Parents. Each Student who has reached the age of majority shall assume the full responsibility for his/her performance in Academy, attendance and compliance with Academy rules and regulations.

As members of the Academy community, Students have both rights and responsibilities described in part below.

1. All individuals are deserving of respect and acceptance. Both adults and youth at the Academy will exhibit respectful behavior in their speech and actions. All individuals are expected to set positive examples.
2. Students have a right to a learning environment free from physical and verbal threats and harassment, including harassment on the basis of such characteristics as sex, race, national origin, and/or religion. Individuals must not threaten or harass others. Neither must they cause or encourage threatening or harassment of others.
3. Students have a right to learn free from excessive distractions. Individuals must maintain behavior, including dress, vocalization, and other actions, which is conducive to the Academy's educational environment.

4. Students have a right to the ownership, possession, and respect of their property. Individuals must obtain permission before taking and/or utilizing the property of others. (For exceptions, see Search and Seizure below.) Property must be treated with care and respect.
5. Students have a right and are encouraged to ask questions when they do not understand, as long as the questions are presented respectfully and are appropriate for the setting. At times, questions may need to be deferred.
6. Students have a right to disagree with statements and policies affecting them as long as the Students' positions are stated respectfully and in a way which does not disrupt the functioning of the class. Disagreement does not mean that statements and policies affecting Students will be changed.

413 STUDENT DISCIPLINE

At MMSA, discipline is the joint responsibility of Students, Parents, teachers, and administrators. Each member of the Academy is required to conduct him or herself in a way which respects the dignity, welfare, and property of each other member. Adult members will understand that their most effective means of shaping good behavior in Students is through teaching good behavior, modeling good behavior, and rewarding good behavior and the progress toward it. These actions on the part of adults create a nurturing environment that enables Students to be full members of a mutually respectful social structure.

Likewise, communication between Academy faculty and Parents regarding consistency in expectations between home and Academy, are central to enabling Students to develop sociable behavior. Communication and modeling are teachers', volunteers', and Parents' first responsibilities. Their second responsibilities are conferences and mediation. Corrective disciplinary measures are a last, not first, resort.

All actions with regard to special education Students will comply with the Individuals with Disabilities Education Act (IDEA).

Discipline on Academy, city or county vehicles shall be the responsibility of the driver on regular bus runs. When such vehicles are used for field trips and other Academy activities, however, the teacher, coach, or advisor shall be responsible for Student discipline. If a Student becomes a serious discipline problem on the vehicle, the Director may suspend the transportation privileges of the Student.

The Director may come up with more specific guidelines to explain this policy to the general public.

414 DRESS AND GROOMING

The Board recognizes that each Student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of Students and their Parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the Academy. The Board authorizes the Director to establish a reasonable dress code and grooming guidelines to promote discipline, maintain order, secure the safety of Students, and provide a healthy environment conducive to academic purposes. Prohibited Student dress or grooming practices include those which:

- present a hazard to the health or safety of the Student himself/herself or to others in the Academy;
- materially interfere with school work, create disorder, or disrupt the educational program.

The Director may also establish the dress requirements for members of Academy groups which represent the Academy at a public event.

The more specifics of the dress code is:

Uniform Top

- Shirt/Long Sleeve, navy blue color polo
Uniform top must have the Academy logo on it on the upper left chest area (Available from the Academy)

Khaki color original Pants/ High School grades can have black Pants also.

Footwear

- Socks: They must have
- Shoes: Black colored dress shoes or black gym shoes

Additional Dress Code Requirements and Limitations

In addition to making sure you are wearing the Academy uniform, MMSA requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

No Sweatshirts

Pants/Slacks/Skirts:

- Pants and slacks must fit properly
- Pants may not be baggy
- Pants may not be sagged
- Belts must fit properly and not hang down when buckled
- Shirts must be tucked in always
- Black or brown plain belts
- Skirts must be below knee level

Footwear

- No sandals, clogs, high heels, platform shoes , hiking boots or snow boots

Outerwear:

- Hats, caps, and other headgear may not be worn in the building
- Jackets cannot be worn inside the building

415 SEXUAL AND OTHER FORMS OF HARASSMENT

Students have the right to learn in an environment untainted by sexual or other forms of illegal harassment or discrimination. Offensive conduct which has the purpose or effect of interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment, or which disrupts the educational process or impedes

the legitimate pedagogical concerns of the Academy, is strictly prohibited.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, disability and/or other legally protected category.

The harassment by a Student of a staff member or fellow Student is strictly forbidden. Any Student who is found to have harassed a staff member or Student will be subject to discipline.

The harassment of a Student or a staff member should be reported immediately by the Student or staff member to any teacher or to the Director. Any person who receives such a report shall immediately advise the Director, who will investigate and take appropriate action in accordance with Board policy.

416 DISORDER AND DEMONSTRATION

The Academy recognizes the right of each Student to attend Academy for the purpose of receiving an education. The disruption of the educational program of the Academy by disorder or any other purposeful activity will not be countenanced.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which interferes with the normal operation of the Academy.

The Academy, having the responsibility for providing an educational program for the Students of the Academy, shall have the authority to preserve order for the proper functioning of that program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the Academy.

417 DRUG PREVENTION

The Academy recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole community.

For purposes of this policy, "drugs" shall mean:
all controlled substances as so designated and prohibited by applicable Federal and Michigan law;

- all chemicals which release toxic vapors;
 - all alcoholic beverages;
 - any prescription or patent drug, except those for which permission to use in has been granted pursuant to Board policy;
 - anabolic steroids or prohibited performance enhancing substances
 - any substance that is a "look-alike" to any of the above; and
 - any "look-alike" substances related to the above.
-
- The Academy prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, as the term is defined by law, on Academy grounds, on Academy vehicles and vehicles used for Academy-sponsored events, and at any Academy-sponsored event.

Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on Students who violate this Policy.

418 ACADEMIES AND LAW ENFORCEMENT AGENCIES

It is desirable and advisable that the Academy maintain a good relationship with police, the Court, parole officers, Children's Services Board, and other agencies that deal with the public welfare, insofar as it benefits and protects the Student, the Academy, personnel, Academy property, and the home.

Whenever a law enforcement officer (including police, parole, children's services, Board or other agency representative) calls at the Academy in the performance of duty, the officer shall, upon arrival, be required to:

1. contact the proper Academy official;
2. produce satisfactory personal identification indicating the source of authority; and
3. state the purpose of business with the Academy.

In cases where the officer requests permission to question a Student during Academy hours, the Director shall first contact the Parent or guardian

In any case in which the officer wishes to take the Student from Academy premises for questioning, permission from the Parent or guardian to release the Student to the officer must be secured by the Director in advance, except if the officer actually arrests the Student for the commission of a crime, in which case the Student is to be released to the officer, even though the Parents or guardians cannot be reached for notification; or having been reached, refuse consent.

All types of officers and agency representatives shall be required to follow the procedures described in this Policy, except representatives of the Michigan Department of Health and Human Services.

419 EXPULSION AND SUSPENSION POLICIES

The reasons for the suspension will be given to the student in writing by the Dean of Students after hearing the issues involved in a situation. If you are suspended, it is up to the teachers' discretion to give credit for the turned in missed work.

You and your parent/guardian may appeal a suspension within one (1) day of the suspension being issued. This appeal will be made to the Director and heard by a disciplinary board, consisting of Director, Dean of Students, and Dean of Academics.

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the director after hearing about the events involved in a situation.

A Student shall be expelled for the time prescribed in the student code of conduct, subject to reinstatement as described therein, for bringing or possessing a dangerous weapon to or for committing arson or criminal sexual conduct in a building or on grounds or for a verbal assault, as defined by policy of the Board of Directors or for physical assault against a staff member, including a volunteer, or another student.

A dangerous weapon is defined as: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles

The Director shall promulgate a Student Code of Conduct which contains a listing of infractions, which shall not be exhaustive but by way of example only, and their consequences as well as due process procedures for the application of the Code of Conduct.

420 SUSPENSION/EXPULSION OF DISABLED STUDENTS

In matters relating to the disciplining of disabled Students, the Board shall abide by Federal and State laws regarding suspension and expulsion.

421 DUE PROCESS RIGHTS

All students at MMSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the Academy.

To better ensure appropriate due-process is provided a Student, the Board establishes the following guidelines:

1. Students subject to suspension of 10 days or less:

A Student must be given both notice of the reason for suspension and the opportunity to respond to the charges against him/her prior to the suspension and be informed of the appeal process.

2. Students subject to long term suspension of over ten days or expulsion:

A Student and his/her Parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Director to answer the charges.

A formal hearing will be scheduled within ten (10) business days from the date of the notice to expel. Parents will be mailed information within one (1) day after the time of a Student's expulsion or suspension which informs them of: (1) the time and place of the meeting; (2) the reason(s) for the intended expulsion; (3) the right to challenge the expulsion; and (4) the right to be represented at the expulsion hearing (at their cost) by a representative of their choosing. The Student and/or his/her guardian must also be provided a brief description of the Student's rights and of the hearing procedure as well as the appeal process.

422 ACADEMY SPONSORED PUBLICATIONS

The Academy may sponsor Student publications as a means for Students to learn, under adult direction, the rights and responsibilities of the public expression in a free society.

Such publications also play a vital role in the Academy's program by:

1. interpreting Students and the Academy to the community;
2. serving as a public relations media;
3. developing skills in communicating via the mass media; and
4. developing acceptable methods for preserving the constitutional provision of free speech.

In sponsoring a Student publication, the Academy is mindful of the fact that it could be available to any Student attending the Academy, and must, therefore, generally be suitable for all Students.

Issues on which opposing points of view have been promulgated by responsible opinion may be introduced in an Academy sponsored publication provided equal opportunity is given to present each view and provided further that the material generally is acceptable to this community.

Advertising may be permitted in Academy newspapers, yearbooks, programs, etc. which are published by Student organizations. Permission must be given by the Director.

The Academy reserves the right to designate and prohibit the publications or productions which are not protected by the right of free expression because they may reasonably be found to cause disruption of the educational environment or be contrary to the Academy's educational mission.

The Academy also prohibits publications and productions which:

1. fail to identify the Student or organization responsible for distribution; and
2. solicit funds for non-Academy organizations or institutions when such solicitations have not been approved by the Board.

The decision as whether or not something is published or produced shall be made by the advisor with appeal to the Director.

423 EQUAL ACCESS FOR NON-ACADEMY-SPONSORED STUDENT CLUBS AND ACTIVITIES

The Board will not permit the use of Academy facilities by non-Academy-sponsored Student clubs and activities or Academy-sponsored, non-curriculum-related clubs and activities during instructional hours. During non-instructional time, to the extent allowed by any owner, landlord or lease of the Academy or Academy property, however, no group of Students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity. 28 The Board will not permit the organization of a fraternity, sorority, or secret society.

424 SEARCH AND SEIZURE

The Board recognizes that the privacy of Students may not be violated by unreasonable search and seizure and directs that no Student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-Academy storage of Student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, Students may lock them against incursion by other Students, but in no such places shall Students have such an expectation of privacy as to prevent examination by a an Academy official. The Board may require the Director to conduct a regular search at least annually of all such storage places.29

Academy authorities are charged with the responsibility of safeguarding the safety and well-being of the Students in their care. In the discharge of that responsibility, Academy authorities may search the person or property, including vehicles, of a Student, with or without the Student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of Academy rules. Specifically:

Search and Seizure of Property:

1. Academy lockers, desks, and property are on loan to the Students and remain the property of the Academy. They may be inspected and reclaimed at any time. There is no expectation of privacy therein.
2. Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, back-packs or desks.
3. Students must open their lockers at the request of Academy officials.
4. When on Academy grounds, Students and their personal property may be searched if an Academy official has grounds to believe the search may turn up evidence that the Student has violated or is violating the law or Academy rules.

The reasonable search of a Student's person or intimate personal belongings shall be conducted by the Director. This person should be of the Student's gender and conduct the search in the presence of another staff member of the same sex.

This authorization to search shall also apply to all situations in which the Student is under the jurisdiction of the Board.

Administrators are authorized, but not required, to arrange for the use of a breath-test instrument for the purpose of determining if a Student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Director has reasonable suspicion that illegal drugs may be present in the Academy. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on Academy property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used for the purpose of searching individual Students.

The Director shall be responsible for the prompt recording in writing of each Student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Director shall be responsible for the custody, control, and disposition to law enforcement of any illegal or dangerous substance or object taken from a Student.

425 FIELD TRIPS

The Academy recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the Academy. Properly planned and executed field trips should:

- supplement and enrich classroom procedures by providing learning experiences in an environment outside the Academy;

- arouse new interests among Student;
- help Students relate Academy experiences to the reality of the world outside of Academy;
- bring the resources of the community – natural, artistic, industrial, commercial, governmental, educational – within the Student’s learning experience;
- afford Students the opportunity to study real things and real processes in their actual environment.

For purposes of this Policy, a field trip shall be defined as any planned journey by one or more Students away from the Academy premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other Academy-sponsored trips shall be defined as any planned, Student-travel activity which is approved as part of the Academy’s total educational program.

The Director shall approve all trips.

Students may be charged fees for Academy-sponsored trips.

Students on all Academy-sponsored trips remain under the supervision of the Academy and are subject to the Academy’s administrative guidelines and policies.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or Parent of the Academy who takes Students on trips not approved by the Director. No staff member may solicit Students of the Academy for such trips within the facilities or on the Academy grounds of the Academy without permission from the Director. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Academy’s Policies.

The Academy sets forth these guidelines for the operation of both field and other Academy-sponsored trips, including athletic trips, which shall ensure the safety and well-being of Students, proper planning and follow-up, supervision and the expected behavior of the Students.

A copy of each Student’s Emergency Medical Authorization Form should be in the possession of the staff member in charge on each trip.

A staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the Students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

426 STUDENT FEES, FINES AND CHARGES

Students may be charged fees for extracurricular activities. Any fees collected by members of the staff are to be turned in to the Business Manager.

Fines

When Academy property, equipment, or supplies are damaged, lost, or taken by a Student, a fine may be assessed. The fine will be reasonable, seeking only to compensate the Academy for the expense or loss incurred.

All fines collected will be sent to the Business Manager for deposit in the appropriate fund.

427 STUDENT EMPLOYMENT

The Board of Directors believes that attendance at Academy should occupy a Student's full attention and should take precedence over non-Academy-related employment.

If a Student must work while attending Academy, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with Academy studies and activities.

The Director shall prepare guidelines which will ensure that all Students employed in out-of-Academy jobs are closely monitored by staff regarding Academy attendance and achievement in order to determine the effects on Academy performance of the Student assuming out-of-Academy work commitments.

428 TRANSPORTATION BY PRIVATE VEHICLE

The Board authorizes the transportation of students by private vehicle when such transportation is approved in advance by the Director.

The parent(s) of the student(s) will be given, upon request, the name of the driver and the description of the vehicle. Such volunteer shall be subjected to appropriate criminal background screening required by State law and such additional screening as the Director deems appropriate.

Any person who does not hold automobile liability and personal injury insurance deemed adequate by the Academy in its sole discretion shall not be permitted to transport students. Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to the registration requirements of the State.

429 INTERNET USAGE POLICY

The purpose of this policy is to provide Network (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as Network, for educational purposes to the user. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this policy is to ensure that users will comply with all Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources either at Academy or away from Academy, the users will follow the following rules:

- 1) The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limits or deny access, and refer the user for other disciplinary actions.
- 2) The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive,

or otherwise objectionable. Users will not use their district-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.

- 3) All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- 4) The District and/or Network resources are intended for the exclusive use by their registered users. The User is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a User's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- 5) Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
 - a) Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 - b) Misrepresenting other users on the Network
 - c) Disrupting the operation of the Network through abuse of the hardware or software
 - d) Malicious use of the Network through hate mail, harassment, profanity, vulgar
 - e) statements, or discriminatory remarks
 - f) Interfering with others use of the Network
 - g) Extensive use for noncurriculum-related communication
 - h) Illegal installation of copyrighted software
 - i) Unauthorized down-sizing, copying, or use of licensed or copyrighted software
 - j) Allowing anyone to use an account other than the account holder

The use of District and/or Network resources are for the purpose of (in order of priority):

- 1) Support of the academic program
 - 2) Telecommunications
 - 3) General Information
 - 4) Recreational
-
1. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
 2. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
 3. The User may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the User agrees to check the file with a virus- detection program before opening the file for use. Should the User transfer a file, shareware, or software which infects the Network with a virus and causes damage, the user will be liable for any and all repair costs to make the

Network once again fully operational and may be subject to other disciplinary measures as determined by the District.

4. The User may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the IT Coordinator. The User will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
5. The User may only log on and use the Network under the immediate supervision of a staff member and only with his/her authorized account number.
6. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

District, Network and their operators and administration are not liable for any and all claims of any nature arising from the use, or inability to use the District and/or Network resources.

FINANCES (revised August, 2010)

501 AUDITS

Michigan Law requires that, after the close of the fiscal year (June 30th), an audit of all records and accounts of the Academy be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control, and shall be furnished to those persons required by applicable law to receive same.

502 MAINTENANCE OF FINANCIAL RECORDS

The Academy may contract for professional accounting or financial services to oversee and/or audit all financial transactions. The Business Manager will maintain all records of Academy financial transactions. Bookkeeping practices and a computer accounting system will be established by the Business Manager. Payroll, utility, and rent disbursements will be handled by the Business Manager. The Academy will work with the Michigan Department of Education, Office of Audits, to ensure that the Academy's accounting system complies with the State guidelines.

503 REVIEW OF ACADEMY BUDGETS AND FINANCIAL REPORTS

In order to maintain financial oversight for the operation of the Academy, the Board establishes the following policy.

The Board shall receive at each regular monthly meeting statements showing the financial position of the Board as of the last day of the preceding month.

The Treasurer (or Business Manager as designee) shall be responsible for the submission of the monthly financial report to the Board.

The financial report will be compared against the budget projections for that period. The Board Treasurer and the fiscal agent, as applicable, shall consult quarterly on the financial condition of the Academy.

The Board shall receive monthly bank reconciliation statement at each regular meeting.

504 PURCHASING

Academy purchases shall be made in compliance with controlling law, including:

- MCL 380.1267 pertaining to school buildings; construction, additions, repair or renovation and covers competitive bids; exceptions; advertising; security; opening and reading of bids; rejection of bids; readvertising; applicability of section; and adjustment of maximum amount; and
- MCL 380.1274 pertaining to the procurement of supplies, materials and equipment; written policies; competitive bids; approval of purchase; adjustment of maximum amount; acquisition of equipment; payment; purchase of heating and cooking equipment.

To the extent required by law, the Academy shall obtain competitive bids and board approval before making a purchase. Competitive bidding requires an award to the “lowest responsive and responsible bidder.”

For purchases falling below the statutory threshold for competitive bidding, the Director (or designee) shall obtain competitive pricing whenever reasonable and, for all such purchases in excess of \$10,000.00, shall make every reasonable effort to secure competitive pricing from at least three vendors. Competitive pricing consists of obtaining formal or informal quotes or proposals from vendors, including product or service specifications, or if such quotes may not be reasonably obtained, prices obtained from catalogues or online sources.

The Director is authorized to purchase all items subject to requirements of applicable law, and the Academy’s budget.

School checks shall be signed by the Director. Checks in excess of \$10,000 will require the second signature of the Board President, or another individual designated by the Board. Checks shall be issued only when within the Academy’s approved budget and with the approval of the Director. Checks shall be prepared by the Business Manager for signature. The Business Manager shall not have check signing authority or withdrawal authority. Voided checks shall be retained to insure proper maintenance of checking account records and as required to comply with applicable records retention and disposal requirements.

505 FEDERAL AND STATE FUNDS

In an effort to enhance the educational opportunities, the educational environment, and the physical and mental growth of Academy Students, the Director (or designee) shall review Federal and State legislation regarding grant-funded educational opportunities and prepare proposals for programs s/he believes would benefit Students of the Academy. The Director shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board (or designee) shall safeguard all Federal and State monies received by the Academy. Such funds shall not be used for any purpose other than in accordance with controlling law. Such Federal and State monies shall not be used for partisan political activities and for any use that would not be in accord with Federal or State anti-discrimination laws and regulations. The Director shall make every reasonable effort to ensure that each draw of Federal or State monies relates to an allowable expenditure and complies with any applicable terms of the grant award. .

State aid shall be reconciled on a monthly basis and maintained on the modified accrual basis.

506 ATHLETIC FEE

Michigan Math and Science Academy will charge each participating student a reasonable Athletic Fee at the outset of the season for participation in extracurricular (voluntary) sports teams and activities for which no grade or credit is given. Provision will be made on a reasonable basis so that students without financial means are not excluded. This Athletic Fee shall be used for facility rentals, official registration fees, and league and tournament fees. It may be necessary to charge additional fees in the event of

unforeseen expenses.

507 CASH COLLECTION

In the Academy, cash may be collected by staff members from time to time for various reasons included but not limited to authorized lunch sales, consumable fees, shirt sales, field trips, extracurricular activities and fundraisings. Staff members shall safeguard cash collections in their possession and shall timely submit all cash collections for deposit by the Business Manager.

1. The Secretary shall collect authorized lunch fees and shirt sale monies at the office. The Secretary must keep a receipt book for all types of receipts and issue a receipt for all collections. All collections must be submitted to the Business Manager with a Cash Deposit Form by the end of the Day on which they are collected.
2. Teachers may collect fees for approved field trips and may organize extracurricular activities and fundraising activities with the approval of the Academy Director. All cash collections from these activities must be submitted to the Business Manager with an Activity Report Form by the end of the Day on which they are collected. Teachers are responsible for maintaining student account balances for each fundraising activity that teacher organizes.
3. The Business Manager shall issue a receipt for all monies he/she collects from items above or from other sources such as refunds, rebates, donations, vending machine commissions etc. The Business Manager shall create and maintain a separate fund account for major fundraising activities.

508 FIXED ASSET

Fixed Assets include such items as land, buildings, equipment and fixtures that are tangible in nature, with a useful life of greater than three (3) years, and that satisfy the threshold test. Michigan Math and Science Academy distinguishes between inventory assets such as furniture and equipment and capitalized assets such as infrastructure and improvements to the facilities that are not mobile. The threshold for inventory assets is \$1,000. If an inventory asset consists of several components whose combined cost is at or over \$1,000 then it will be regarded and recorded as a single item. The threshold for capitalized assets (including labor, equipment and materials) is \$5,000. The leased equipment is not to be capitalized even though the equipment value satisfies the threshold.

All acquired fixed assets will be assigned and labeled with an asset number and recorded on a ledger with the purchase date, the total cost (including shipping, taxes and other related costs), vendor, useful life, brand/model, quantity (if the assets consists of several items), and location of the item.

Straight line depreciation will be used in depreciation of the fixed assets.

The following useful life criteria will be used in depreciation;

Buildings	30 years
Improvements	3 to 10 years
Heavy Duty Office or Classroom Furniture	10 years
Computers and Other Electronic Equipment	3 years
Vehicles	3 to 10 years

To the extent permitted by law, a fixed asset can be disposed of upon expiration of its useful life, theft or damage. A report will be filed if an asset is discarded as a result of theft or damage.

509 INVESTMENT

I. Purpose

The purpose of this Investment Policy Statement (“Policy”) is to establish the philosophy and investment objectives of the Board of Directors for Michigan Math and Science Academy (the “Academy”).

II. Authority

The Academy’s investment program shall be operated in conformance with federal, state, and other legal requirements.

III. Scope

This policy applies to the investment of all funds, excluding the investment of employees’ retirement funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, are covered by a separate policy.

IV. Investment Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

A. *Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk

The Board will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VI of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Board will do business
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

2. Interest Rate Risk

The Board will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Maintaining adequate liquidity to pay current obligations;
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy ;
- Diversification of assets.

B. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

C. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

V. Investment Responsibilities

A. **The Finance Committee.** Accountable to the Board of Trustees, the Finance Committee is responsible for carrying out the investment policies of the Board including, but not limited to, selecting investment managers, reviewing the investment strategies of investment managers, selecting master record keepers and custodians, determining asset allocations, monitoring investment performance, setting standards for portfolio rebalancing and the like.

B. **Investment Managers.** Upon the recommendation of the Finance Committee, the Board may authorize the delegation of discretionary investment responsibility to banking institutions and/or independent professional investment management firms. Subject to broad investment policies as outlined in this document and standards of fiduciary prudence, this discretionary responsibility includes the execution of day-to-day investment functions by responding to this Policy and the Finance Committee's recommendations as to asset mix, portfolio diversification and rebalancing, liquidity, market volatility, and management style. In addition, the investment managers are responsible for specific investment decisions with regard to security selection, timing and execution. In the absence of the Finance Committee appointing an Investment Manager, the Finance Committee shall act as the Investment Manager.

- Authorized Investments the Academy shall only invest its funds in those vehicles specifically permitted by Applicable Law.

VI. Reporting

- A. Activity of the portfolios held by the investment managers shall be reported at least monthly to the Board. The portfolio will be monitored on a continual basis relative to these investment objectives, to investment risk as measured by asset concentrations, exposure to extreme economic conditions and to market volatility. The manager's activity will be reviewed by the Finance Committee on an annual basis, but results will be evaluated on a running five-year cycle. The Board may meet with the Investment Managers when necessary.
- B. Investment performance for each Investment Manager will be measured against market indices. The objective will be to track the appropriate indices closely.
- C. The investment managers will provide to the Finance Committee and the Board of Trustees on a quarterly basis, a complete listing of the composite portfolios, including income and disbursements, to serve as an operating statement.

VII. Evaluation of Investment Managers

- A. The investment managers will be reviewed on an ongoing basis and will be evaluated based upon the following additional criteria:
 - i. Ability to exceed the performance objectives stated in this Statement of Investment Objectives, Policies and Guidelines.
 - ii. Adherence to the philosophy and style which were articulated to the Finance Committee at, or subsequent to, the time the investment manager was retained.
 - iii. Continuity of personnel and practices at the firm.
 - iv. Compliance with Investment Policy requirements.
 - v. Timeliness and accuracy of reporting.
 - vi. Reporting to the Board of market trends with recommendations.

510 PURCHASING PROCESS

1. Whenever a faculty/staff member identifies a need for instructional supplies within the scope of the Academy's approved budget, he/she shall fill out a Requisition Form, which is available at the office and obtain the Director's approval to initiate the requisition process. Only after the Director's approval is obtained shall the Requisition Form be taken to the Business Manager. The Business Manager shall prepare a corresponding Purchase Order. Either the employee or the Business Manager may make the order. Upon receipt of the goods, the employee shall notify the Business Manager verbally or by e-mail that all the items in the purchase order have arrived in good and working condition. If the order is not complete or includes defective items, the Business Manager shall hold payment until the order is complete.
2. Either the Requisition Form or the Purchase Order must be signed by the Director.

3. A Requisition Form is not required for office supplies ordered by the Administration at a cost in a total aggregate amount that is less than \$500.
4. With prior approval of the Director, a staff member may use personal resources to make emergency or time-sensitive out-of-pocket purchases, with a total aggregate value that shall not exceed \$1,000, and request reimbursement by completing a Reimbursement Form.

511 RETURNED CHECKS & UNCOLLECTED FUNDS

Whenever a student/parent check is returned unpaid from the appropriate financial institution, the Academy is authorized to assess a \$15 service charge to the student's balance. The Academy Secretary shall mail a collection letter with a copy of the returned check to the parents/guardian.

512 MAIL MANAGEMENT AND INCOMING CHECKS

All mail, other than bank statements, shall be opened by the Administrative Assistant or another employee of the Academy as designated by the Director; provided, however, that the Business Manager shall not open incoming mail. If incoming mail is found to contain one or more checks or cash, the Administrative Assistant (or other designated employee) shall record the date received, name(s) or donor, address (if available), amount, and type of receipt. The Administrative Assistant shall stamp the check "for deposit only" into the Academy's checking account, and shall present these checks to the Business Manager who then shall prepare the deposit slip and deposit the checks into the appropriate account.

All bank statements shall be opened and signed by the Director.

513 CREDIT CARDS

The Board authorizes the Director (or designee) to establish one or more credit card account(s) on behalf of the Academy and authorizes the use of one or more Academy credit cards to provide a convenient and efficient means to purchase goods and services on behalf of the Academy. Provided, however, that an Academy credit card shall not be issued to the Business Manager and an Academy credit card shall not be used to circumvent purchasing procedures established by controlling law or Academy Board policy.

Academy credit cards shall be issued only to staff member(s) recommended by the Director (other than the Business Manager) and approved by the Academy Board. Academy credit cards shall be used solely for Academy business and only for purchases authorized under the Academy's Board-approved budget.

The Academy's credit card account(s) shall be limited to a maximum aggregate exposure that shall not exceed \$5,000. A credit card shall not be used to obtain one or more cash advances.

All receipts for Academy credit cards shall be submitted to the Business Manager upon receipt. The Business Manager shall maintain a system of all charges reported by each staff member and each charge shall be checked against the appropriate corresponding invoice(s). Any discrepancy between a receipt or invoice shall be promptly reported by the Business Manager to the Director for investigation. If the discrepancy involves the Director, the Business Manager will report the issue to the Board president.

A staff member shall return any Academy credit card in her/his possession upon request and/or in the event of termination of employment.

514- PAYROLL

Documentation of authorized pay rates shall be maintained in each respective employee's personnel file. Personnel files shall be secured with access limited to authorized individuals. The Academy shall contract with a payroll service to provide payroll processing. Personnel will be paid semi-monthly, by check. Personnel electing direct deposit will receive a check stub.

Employee time sheets shall be maintained on a daily basis for hourly employees and, for grant-funded positions, as otherwise required under the grant award. Time sheets, signed by the employee and approved by a supervisor, shall be forwarded to the Business Manager at the end of the pay period for payroll processing. The Business Manager will review the time sheets for signatures and approvals, review reported time worked and verify for mathematical accuracy, summarize the payroll information and forward the payroll information to the payroll service for processing.

The Director will receive all completed payroll reports and paychecks or check stubs from the payroll service. The Director will review the payroll reports and, if complete and accurate, will document approval. If a payroll report is not complete or accurate, the Director shall authorize required payroll changes and the Business Manager shall forward those authorized changes to the payroll service for processing. The Business Manager will distribute approved paychecks or check stubs. The Business Manager will record each payroll to the accounting system, including any payroll accruals, in accordance with Generally Accepted Accounting Principles (GAAP).

A deferred compensation program may be established in accordance with the Internal Revenue Code (IRC), applicable regulations, and personnel policies and administered by a third party.

All services performed for the Academy by independent contractors will be processed as accounts payable. At the close of the fiscal year, Forms 1099 will be issued to independent contractors in accordance with the IRC and applicable regulations.

515 ACCOUNTS RECEIVABLE

All revenues will be recorded on an accrual basis in accordance with GAAP. The Business Manager will maintain a schedule of accounts receivable, which lists payor, date, description, and account. The Business Manager will reconcile such schedule to the general ledger on a monthly basis.

516 ACCOUNTS PAYABLE

The Board directs the prompt payment of legitimate claims by suppliers of goods and services to the

Academy in compliance with the Academy's budget. All invoices will be approved by the Director prior to payment by the Business Manager. No payment will be made without a properly approved invoice or other supporting documentation.

Whenever practicable, the Academy shall pay invoices not later than 60 days from the date of issue, unless alternative arrangements are made with the applicable vendor or unless a dispute arises. Invoices in an amount which precludes payment within 60 days may be paid on an installment plan, allowing a monthly payment agreeable to both the Academy and the vendor, unless another arrangement is reached agreeable to both the Academy and the vendor.

PROPERTY

601 PUBLIC CONDUCT ON ACADEMY PROPERTY

No person shall assault, strike, threaten, or menace a teacher, instructor, or person in charge of a class of Students, or any employee while in the performance of their duties, or disrupt, disturb, or interfere with any activity conducted in or on the Academy premises, or unlawfully assault, strike, threaten, menace, follow, pursue, or lay hands upon a Student or other person in or on the Academy premises, or on the way to or from Academy or Academy-sponsored activity.

Academy officials have the authority to call a law enforcement officer if any individual violates this policy or other posted regulations, or does not leave Academy property when requested to do so.

602 DANGEROUS WEAPONS

Any visitor found possessing a weapon or other device designed to inflict serious bodily harm on Academy premises or on property being used by the Academy for Academy purposes shall be referred to law enforcement.

603 OSHA COMPLIANCE/RISK REDUCTION PROGRAMS

The Academy believes that the employees and Students of the Academy, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Academy will provide reasonable and adequate protection to the lives, safety, and health of its employees and Students, in compliance with Federal and State laws and regulations.

The Director shall be responsible for the maintenance of material safety data sheets as well as creation of rules and standards in the facilities to prevent accidents and to modernize their consequences. She/he shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the Academy and take appropriate action on any violations thereof to the Director.

The Director shall ascertain that the employees and Students of the Academy are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of applicable law.

604 PROPERTY, EQUIPMENT, AND SUPPLIES

It is necessary for each of us to utilize property, supplies, and equipment in the course of doing our jobs. You should take care of these items and should know how to use

them properly. Damaged equipment should be reported to the Director immediately so that it can be repaired.

The Board urges all staff, Students and administration to be economical. A small amount of waste by each employee or Student equals a large amount of waste overall. Our ability to save time and materials can contribute to the overall success of Academy.

605 ENERGY CONSERVATION

Energy use and conservation are very important to all of us. Everyone can help by conserving energy in every way possible, including but not limited to the following:

1. Turn off unnecessary lighting.
2. Turn off appliances and other equipment not in use.
3. Close doors and windows that are allowing cool or warm air to escape.
4. Do not run water needlessly.
5. Look for and report to the Director any unnecessary use of water, gas or electrical power that you cannot correct.

606 LOST AND FOUND

The Academy cannot be responsible for money and personal items that may be lost or stolen. Please do not carry large sums of money or valuables to Academy. Any articles found should be immediately turned in to the Director or to the Lost And Found office.

607 GIFTS, GRANTS, DONATIONS

From time to time, individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program of the Academy. The Board shall encourage and accept all gifts and grants which aid education at the Academy.

The Director will accept gifts to the system on behalf of the Board and will acknowledge and thank the donor. Records of accepted gifts shall be kept by the Fiscal Officer. The Director will report all gifts, i.e., class, Parent groups, grants and real estate, to the Board. The acceptance of questionable gifts will be referred to the Board for final decision.

Any gift or grant that is accepted will become the property of the Board.

Accepted gifts acknowledge Board approval of the use of the gift as indicated by the donor.

Gifts accepted by the Board shall be subject to the same reasonable care and protection as other Board property.

All accepted gifts shall be accompanied by written waiver from the donor renouncing any future claim of the donor. Gifts which are designed for specific purpose or use by a donor will require written specification of such use by the donor and agreement of the Board representative prior to acceptance of the gift. Record of same shall be kept by the Treasurer or Business Manager.

Disposal of gifts, real estate or otherwise, shall follow regulations and procedures as provided by applicable State statutes, if any, and the Charter Contract of the Academy for disposal of Academy property.

Any deviation from the above, as in the cases of gifts of specified designation and use, shall be so noted in writing and shall be agreed upon and the document signed by both parties. Such documents will be placed in the custody of the Treasurer or Business Manager.

608 FACILITY SECURITY

It is in the best interest of the Academy to protect the Academy's facility adequately. The areas, buildings and equipment owned or leased by the Academy may be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Director shall develop and supervise a program for the security of the Academy facility and equipment. Such a program may include video surveillance equipment in appropriate public areas in and around the Academy.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to the Academy facility and to require such persons to rectify the damage or pay a fee to cover repairs.

Appropriate authorities may be contacted in the case of serious offenses.

The Director shall report to the Board each major case of vandalism at the Academy and the extent of the damage.

OPERATIONS

701 OPERATIONS MANAGEMENT

All operations will be the responsibility of the Director who reports to the MMSA Board of Trustees. Personnel and support services may be contracted for with an outside agency or agencies as approved by the Board.

702 ACADEMY CALENDAR

The Academy will be in session to provide no less than one thousand ninety eight (1098) hours of learning activities per year.

703 PUBLIC RECORDS

The Academy recognizes its responsibility to maintain the public records of the Academy and to make such records available to residents of Michigan for inspection and reproduction. The Academy will comply with the requirements of the Freedom of Information Act and may charge a fee for copying, as well as good faith deposits, as permitted by the Freedom of Information Act.

704 PERSONNEL FILES

It is necessary for the orderly operation of the Academy to prepare a personnel information system for the retention of appropriate papers bearing upon staff hired by the Academy.

The Board delegates the maintenance of an employee personnel information system to the Director.

Upon request, the employee will be allowed to inspect his or her own file as required by state law.

Employees who wish to review their own personnel file shall: request access in writing; review the record in the presence of the administrator designated to maintain said records or designee; make no alterations or additions to the record nor remove any material there from.

705 STUDENT RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords parents/guardians ("parents") and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

Parents or eligible students should submit to the Academy Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may request the Academy to amend a record that they believe is inaccurate. The parent or eligible student should clearly identify, in writing, the part of the record they want changed, and specify why it is inaccurate. If the Academy does not amend the record as requested by the parent or eligible student, the Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their requested amendment. Information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy may disclose educational records without consent to Academy officials with legitimate educational interests. An Academy official is defined as a person employed by the Academy as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Academy Board; a person or company with whom the Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Academy official in performing his or her tasks.

An Academy official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Academy may disclose education records without consent of the parent or eligible student to officials of another public school academy or district in which a student seeks or intends to enroll. The Academy will make a reasonable attempt to notify the parent or eligible student of the records request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. Any FERPA complaints should be sent to:

Family Policy Compliance Officer
United States Department of Education
400 Maryland Avenue SW
Washington DC 20202-5920

705.1 DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (“FERPA”) requires that the Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Academy may disclose appropriately designated “directory information” without written consent, unless you have advised the Academy to the contrary in accordance with Academy procedures. The primary purpose of directory information is to allow the Academy to include this type of information from your child’s education records in certain school Academy publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (“LEAs”) receiving assistance under the Elementary and Secondary Education Act of 1965 (“ESEA”) to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Academy to disclose directory information from your child’s education records without your written consent, you must notify the Academy in writing by September 15 of the current school year. The Academy has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and heights of members of athletic teams
- Electronic mail address
- Photograph, video, dvd
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

The most recent education agency or institution attended.

706 CONFIDENTIALITY

When the Academy receives confidential information identified to be confidential and mandated as confidential by applicable law, the Academy will maintain the confidentiality of said information and prohibit its unauthorized disclosure.

Academy officials and employees are prohibited from disclosing or using without appropriate authorization any confidential information acquired in the course of their official duties.

Any employee who discloses confidential Academy or student information will be subject to disciplinary action up to and including possible discharge. Maintaining the confidentiality of Michigan Math and Science Academy's student and Academy information is an obligation which also continues after any employee's termination.

707 CONTROL OF COMMUNICABLE DISEASES

The Academy recognizes that control of the spread of communicable disease is essential to the well-being of the community and to the efficient operation of the Academy.

For purposes of this policy, "communicable diseases" shall include smallpox, diphtheria, scarlet fever and other strep infections, whooping cough, mumps, typhoid fever, measles, rubella, and acquired immune deficiency syndrome, or any other designated by Federal authority.

In order to protect the health and safety of the Students, Academy personnel, and the community at large, the Academy shall follow all State and Federal laws and Board of Health regulations which pertain to communicable disease.

On the recommendation of a physician or a nurse, a teacher may exclude from the classroom and the Director may exclude from the building or isolate in the Academy any Student who appears to be ill or has been exposed to a communicable disease;

The Academy shall:

1. instruct teaching staff members in the detection of disease and measures for its prevention and control;
2. remove from Academy property to the care of a responsible adult any Student identified and excluded in accordance with this policy;
3. prepare standards for the readmission of a Student who has recovered from communicable disease; and
4. file reports as required by law and the State Department of Health.

708 CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

The Academy seeks to provide a safe educational environment for both Students and staff. It is the Academy's intent to ensure that any Student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Academy examined by a panel of the Board and the Director, and that the rights of both the affected individual and those of other staff members and Students will be acknowledged and respected.

For purposes of this policy, "non-casual-contact communicable disease" shall include:

1. AIDS - Acquired Immune Deficiency Syndrome;
2. ARC - AIDS Related Complex;
3. persons infected with HIV (human immunodeficiency);
4. Hepatitis B; and
5. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and spread of communicable diseases of any kind, the Academy has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the Students, Academy personnel, and the community at large from the spread of the above-mentioned diseases.

When the Director learns that a Student or Academy employee may be infected with a non-casual-contact communicable disease, the Director shall inform the health department, and shall otherwise follow applicable law.

709 EMERGENCY PREPAREDNESS AND EVACUATION OF [ACADEMY BUILDINGS](#)

The safety of employees and Students includes preparedness and planning for possible natural and manmade disasters.

The Board authorizes a system of emergency preparedness which shall insure that the health and safety of Students and staff are safeguarded.

All threats to the safety of the Academy shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

All bomb threats shall require the immediate evacuation of the Academy building or location threatened.

The Director shall develop procedures for the handling of Academy emergencies which include:

1. a plan for the prompt and safe evacuation of any Academy building which shall be practiced monthly in fire drills conducted in accordance with law;
2. the designation of appropriate locations to shelter Students in case of tornado;
3. procedures for the safe dispersal of Students from Academy property and, if necessary, a plan for the sequestration of Students in a safe place other than the Academy;
4. design of a communications system;
5. instructions in safety precautions to be taken in case of tornado alert or warning;
6. procedures to follow whenever any employee becomes aware of an emergency or impending emergency; and
7. cooperation with such local officials and agencies such as the fire marshal and law enforcement.

710 USE OF EQUIPMENT AND FACILITIES

Board Policy requires that limits be placed on staff use of District equipment and facilities. The following guidelines describe the nature and extent of such use

TELEPHONES

A. Staff members may use the telephones to make brief, local (nontoll) calls provided such calls are made during free time and are not for conducting a private business.

B. No long-distance calls are to be made without the permission of the supervisor. If such calls are made, time and charges are to be recorded by the caller and submitted together with the payment to the Treasurer's Office.

COPY MACHINES

A. Staff members may use a District copier to make copies of personal documents providing such copying is done on free time and are not for conducting a private business.

B. A staff member may make multiple copies of one or more documents for a fee of \$.10 per page which includes the cost of paper. The number of copies is to be recorded and submitted, together with the fee payment, to the Treasurer's Office.

FAX MACHINES

A. Staff members may use a District fax machine to send copies of personal documents providing such faxing is done on free time and are not for conducting private business.

B. A staff member may send faxes of one or more documents for a fee based upon the cost of the call.

C. A staff member may also receive faxes of one or more documents for a fee of \$.10 per page which includes the cost of paper. The number of copies is to be recorded and submitted, together with the fee payment, to the Treasurer's Office.

COMPUTERS

District PC may be used in accordance with the Academy's Technology/Internet Policy.

FACILITIES

Academy Facilities shall not be used by entities other than the Academy or its students.

711 TOXIC HAZARD AND ASBESTOS HAZARD

The Academy is concerned for the safety of the Students and staff members and will comply with applicable Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of Academy officials or from the presence of asbestos materials used in previous construction.

Toxic Hazards

These hazards exist in chemicals and other substances used in the Academy setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board appoints the Director to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with material safety data sheets (MSDS's);
- conduct a training program for all Academy employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the Academy's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

Asbestos Hazard

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Academy recognizes its responsibility to:

- inspect Academy buildings owned by the Academy for the existence of asbestos or asbestos-containing materials
- take appropriate actions based on the inspections;
- maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos; and

- comply with EPA and State regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Director shall appoint a person to develop and implement the Academy's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and Students.

The Academy shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the Academy agrees to comply with all applicable laws and regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Academy or by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Academy, the Board or its officers and staff or employees.

Lead

The District will attempt to control the use and maintenance of lead-bearing building products and avoid the use of any educational or maintenance procedures and products which may create lead exposures.

The District assures that a parent/guardian outreach program will be implemented to properly communicate information regarding risks from lead and other heavy metals in an attempt to help prevent exposures.

712 EMERGENCY MEDICAL PROCEDURES

Minor Illness or Accident

Examples of a minor illness or accident would be a headache, upset stomach, or minor cut or scratch. If these types of discomforts interfere with a Student's tasks, a call home may be initiated.

Critical Illness

Examples of critical illnesses are:

1. Loss of consciousness
2. No pulse
3. No breathing
4. Profuse bleeding
5. Seizure
6. Severe fall
7. Severe chest pain
8. Any other condition that appears in need of medical attention

If you notice a co-worker or a Student with these symptoms, immediately dial "911".

In cases of serious or critical illness when the office is closed, dial 911 and follow the same procedures. Also, please notify a co-worker or a Student so he or she can direct the Rescue Squad to the proper location. It may be necessary for someone to wait at an entrance for the first responders if the doors are locked.

713 ACCIDENTS TO STUDENTS

Every accident in an Academy facility, on Academy grounds, at practice sessions, or at any event sponsored by the Academy must be reported immediately to the person in. An accident report must be completed for each accident.

714 EMPLOYEE ACCIDENTS

The date, time, place, and nature of injury must be reported in writing to the Director on the date of occurrence within twenty-four hours of such injury.

715 FOOD SERVICES AND FOOD FOR SALE POLICY

Rationale

Healthy eating patterns are essential for students to achieve their full academic potential, obtain physical and mental growth, and develop lifelong health and well-being. s have a responsibility to assist parents in helping students establish and maintain lifelong, healthy eating patterns. Well-planned and well-implemented Academy nutrition programs positively influence student food choices and eating behavior.

Nutrition Integrity

The Food Service Department is committed to “A guaranteed level of performance which assures that all food available in s for children are consistent with the Recommended Dietary Allowances and the Dietary Guidelines; and when consumed, contribute to the development of lifelong, healthy eating habits (ASFSFA Nutrition Standards and Nutrition Education Committee)

Program Requirements

The food service program shall operate in accordance with the National Lunch Act and the Child Nutrition Act of 1996 as amended and applicable laws and regulations of Michigan.

Menus shall be planned:

1. with adequate calories and variety of foods to support growth, development and healthy weight;
2. with student preferences considered;
3. according to nutrition standards that are based on the Recommended Dietary Allowances, Dietary Guidelines for Americans, and the Food Guide Pyramid;
4. using purchasing practices that ensure the use of high-quality ingredients and prepared products to maximize flavor and acceptance;
5. with culinary techniques that ensure a balance between optimal nutrition and student acceptance.

Nutrition Environment

1. The nutrition environment provides adequate space to eat meals in pleasant surroundings and shall have adequate time to eat, relax, and socialize.

2. The nutrition environment supports the offering of competitive foods that ensure optimal nutrition quality and foster healthful eating habits.
3. The nutrition environment provides clear consistent nutrition messages and supports a comprehensive nutrition program from classroom to the cafeteria.

Food Choices at

Definitions:

Competitive Foods: Foods not part of a reimbursable meal. Competitive foods may be allowed in the food service area during the lunch period only if all income from the sale of these foods accrues to the benefit of the nonprofit food service or organization.

Foods of Minimal Nutritional Value (FMNV): Foods providing less than five percent of the Reference Daily Intake (RDI) for eight specific nutrients and prohibited from being sold during at a minimum during lunch serving times. Foods included as FMNV included soda water (carbonated beverages), water ices (Popsicle’s), chewing gum, and candies of the following types: hard candy, including breath mints and cough drops, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.

Food and beverages sold or served on Academy grounds shall meet nutritional standards and other guidelines set by the district.

Specifically:

- 1) Food and beverage choices in vending machines, snack bars, Academy stores, and concession stands;
- 2) Food and beverages sold as part of Academy sponsored fundraising activities
- 3) A la carte offerings in the food service program will include healthy options such as 100% juice, fruit cups, and bottled water
- 4) Vending machines will not offer soda or caffeinated beverages before lunch or during lunch.

Food Sales

The sale of all foods on Academy grounds shall be under the management of the food service program, except foods sold as part of a fundraising activity. Food and beverages shall not be sold from vending machines or Academy stores before lunch and during lunch unless they are a part of the food service program. Profits generated from sales of foods or beverages in vending machines or Academy stores will accrue to programs or organizations designated by the Director or administrator.

Standards for Food Sales

- 100% fruit juice, bottled water, and nutritious food items are sold at attractive, competitive prices
- No beverages containing 10mg. of caffeine or more will be sold or served;
- Foods selected for sale should contribute to the development of good eating habits and therefore should be low in fat (i.e. no more than 3 grams of fat per 100 calories) ;
- Selections should include foods that contain fiber;
- Any juice or juice product sold or served must contain a minimum of 20% real fruit juice;
- 50% of vending machine products must be from the approved list of products.

Examples of Suggested Vending Products

Bottled Water	100% fruit juice	Calcium fortified 100% fruit juice	Low-fat or skim milk Low-fat chocolate milk
---------------	------------------	---------------------------------------	---

Low-fat yogurt Low-fat frozen yogurt Low-fat ice cream Puddings, Go-Gurt	100% fruit juice ices Vegetable juice (such as V-8, splash)	Fresh fruit Canned fruit Dried fruit, nuts, seeds	Low-fat crackers, cookies, muffins, whole-grain cereal, muffins and cereal bars
Low-fat or baked chips Pretzels	Peanut butter and crackers	Portioned vegetables; Carrot stick snack, w/lt. Ranch dip	Granola/cereal bars, fig bars, gingersnaps

716 FREE AND REDUCED-PRICE MEALS

The Academy recognizes the importance of good nutrition to each Student's educational performance.

The Academy shall adhere to all requirements related to free and reduced price menus.

717 RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the religious institution of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the Academy are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, religious institutions, private organizations, or the family.

The Academy shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article during Academy hours or in the leased area of the Academy. Distribution of such materials on Academy property during Academy hours by any party shall be in accordance with Board policies.

Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular Academy program.

The flag of the United States may be placed in the common area of the Academy and/or at other appropriate places during Academy sessions.

Staff members shall lead Students in the Pledge of Allegiance at an appropriate time each day. However, no Student shall be compelled to participate in the reciting of the Pledge. The Director shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a non-participating Student.

COMMUNITY RELATIONS

801 PUBLIC INFORMATION PROGRAM

The Academy believes that all reasonable means should be employed to keep the public informed on matters of importance regarding the Academy's policies, finances, programs, personnel and operations. It is the purpose of this policy to provide the ways and means to accomplish this goal.

The Board will determine which of its official actions have sufficient impact and interest to warrant special release; it alone will release to the media those matters of importance. Upon request of media representatives, matters of lesser importance may be released by the Director as they have been recorded in the minutes of the Board meetings.

All other publications, releases, photographs, and the like depicting the accomplishments of the Students and staff of the Academy may be approved at the discretion of the Director.

The Board or designee shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the Academy. The information program shall include as a minimum an Academy community newsletter containing such information as Academy needs, financial data, educational programs, Student achievement, and community features which will be distributed to all residents.

Other publications, including an annual report, news releases, and photographs of Academy activities for publication, radio and television programs of Academy information and Student performances may be provided by the Director.

The Director will observe matters of taste, relevance, and the observation of individual privacy in production of these publications.

802 FINGERPRINTING STUDENTS

The Academy recognizes the advantage to both Parents and law enforcement agencies of a means of identifying children who have become lost or have been abducted. Accordingly, the Academy will cooperate with legal law enforcement agencies in the voluntary fingerprinting of Students enrolled at the Academy.

803 NEWS MEDIA RELATIONS

Representatives of the local press, radio, and TV are an important link in the communications chain between Academy and community. The maintenance of good working relationships with these persons is essential to meeting those objectives of the Academy-community relations programs which require the support and cooperation of the media representatives.

The Board authorizes the development of a sound working relationship between the news media and the Academy, based on mutual respect and cooperation and reserves the right to negotiate for the radio broadcasting, televising, filming, or sound recording of any Academy event by an outside agency.

These rights, if sold, shall be contracted under conditions designed to bring the most favorable terms to the Academy,

The Director shall:

- be readily available to media representatives;
- keep media representatives fully informed with regard to the Academy in all aspects, activities, and changes, so that any reporting will be done on the basis of a complete and valid overview;
- submit, suggest, or request feature stories or articles to media representatives which are of interest or importance;
- consider providing "press kits" to media representatives who attend meetings of the Board;
- meet periodically with representatives of the news media to discuss the Academy's progress and problems;
- assist various Academy related groups in their relations with the news media;
- protect Academy personnel from any unnecessary demands on their time by news media representatives.
-

In order to maintain a progressive and coordinated program of public relations for the Academy, it is essential that:

- staff members not give Academy information or an interview requested by representatives of the news media without prior approval of the Director who will either set up an appointment for this purpose which will not interfere with the staff member's daily activities, or speak to the media representative about the matter personally;
- the Director be present at all meetings with news media representatives;
- any photograph of a controversial nature, or questionable with regard to individual right of privacy, not be sanctioned.

804 VISITORS

The Board welcomes and encourages visits to Academy programs by Parents, other adults, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons, it is necessary to invoke visitor controls. All visitors are asked to report to the main office.

The Director has the authority to prohibit the entry of any person to a program of the Academy or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the program. If such an individual refuses to leave the Academy grounds or creates a disturbance, the Director is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors must register with the office when they arrive.

The Director may promulgate such administrative guidelines as are necessary for the protection of Students and staff from disruption to the educational program or the efficient conduct of their assigned tasks.