

Book Board Policies

Section Fall 2023 - NCSI BP Update

Title Fall 2023 Regular Board Policies Summary Table

Code Summary Table

Status From NCSI

Fall 2023 Regular Board Policies Summary Table

Board Policies

Policy Number	Policy Title	New/ Revise/ Replace/ Delete	Legally Required, Legal Content or Best Practice	Summary
0142.9	Board Member Attendance	NEW	Best Practice	This new optional section within Board Operating Policy 0140 is being offered to assist academies that would like language regarding Board Member attendance at Board meetings.
2370.01	Online/Blended Learning Program	Revised	Legal Content	This policy has been revised to reflect current online and blended learning rules and requirements, including M.C.L. 388.1621f(14), which allows an Academy to switch to online learning in certain circumstances for not more than fifteen (15) days. The provision now found at D.2 reflects that M.C.L. 388.1621f(14) specifically permits academies to exempt a fifteen (15) day or less switch from the parental consent requirement.
7217	Weapons	Revised	Legally Required	This policy has been revised to include references to Michigan Supreme Court decisions establishing that academies are not expressly restricted by existing legislature from regulating firearms.
7455	Accounting System for Capital Assets	Revised	Best Practice	This policy was revised per the clients request to increase the amount to \$5,000.
7540.03	Student Technology Acceptable Use and Safety	Revised	Legal Content	This policy has been revised to include optional language addressing artificial intelligence and to include a cross-reference to Policy 5500 - Student Conduct.
8531	Free and Reduced-Price Meals	Revised	Legally Required	This policy has been revised to address the free meal money allocation statutory policy reference (M.C.L. 388.1630d) that states the Academy must, to be eligible for the funding, take "all efforts to maximize and implement policies that require parents or guardians to fill out relevant family information..." to determine if they qualify for federal free or reduced cost meal reimbursement. In addition, the policy has been revised to include the stigma language moved from AG 8500D - Procedure for the Collection and Payment for Charged Meals.

Book	Board Policies
Section	Fall 2023 - NCSI BP Update
Title	REVISED POLICY - FALL 2023 - MEMBERSHIP
Code	0140 BP
Status	
Adopted	February 11, 2014
Last Revised	May 14, 2018
Prior Revised Dates	3/8/16; 7/12/16; 3/12/18

MEMBERSHIP

0141 **Number**

The members of the Board of Directors shall consist of the number established within the provisions of the Charter Contract.

0142 **Appointment**

0142.1 **Term**

Each Board member shall be appointed for a term, the length of which is set by the Charter Contract. A member may serve additional terms.

0142.2 **Oath**

Each Board member must swear or affirm and file the oath of public officers established at Art. XI § 1 of the Michigan Constitution of 1963 within the timelines established in the Charter Contract and applicable law.

0142.3 **Vacancies**

(See Provision of Charter Contract Bylaws.)

0142.31 **Filling a Board Vacancy**

(See Provision of the Charter Contract Bylaws.)

0142.4 **Orientation**

The preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the Academy, and learn Board procedures. Accordingly, in conjunction with the Authorizer and the Educational Service Provider, the Board shall give copies of the following items to new Board members no later than their first regular meeting as Board members for their use and possession during their term on the Board:

- A. the Charter Contract;
- B. the Board Policies Manual;

- C. the current budget statement, audit report, and related fiscal materials;
- D. the student handbook;
- E. the staff handbook;
- F. the Open Meetings Act;
- G. materials concerning the conduct of meetings (standard agenda, recording minutes, handling of a motion); and
- H. other materials, as deemed appropriate by the Board.
- I. The Board will provide and maintain a library of publications and reference materials for the use of Board members.

Each new Board member shall be invited to meet with the Board President, Educational Service Provider representative, and Director to discuss Board functions, policies, procedures, and provisions of the Charter Contract.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

0142.9 Board Member Attendance

Members of the Board of Directors are required to make every effort to attend all regularly scheduled and special board meetings. In the event a Board member is not able to attend a meeting, they must notify the Board President at least 48 hours prior to the scheduled meeting, absent an emergency that prevents the ability to provide such notification.

The Board of Directors will consider the following as excused absences:

- A. Medical issues including issues affecting an immediate family member.
- B. Travel that cannot be scheduled at another time.
- C. Unexpected transportation issues that prevent attendance.
- D. Any other reason deemed sufficient by the Board President.

If a Board member has two or more unexcused absences or if they have three (3) or more excused absences or a combination of excused and unexcused absences, during a rolling twelve (12) month period, they may be removed from the Board upon motion and an affirmative vote by a majority of the other Board members.

0143 Authority

MCL 15.261 et seq.

Individual members of the Board do not possess the powers that reside in the Board of Directors. The Board speaks through approval of actions reflected in its minutes, not through its individual members. An act of the Board shall not be valid unless approved by majority vote of the Directors present at a meeting at which a quorum is present. (See Charter Contract Bylaws.)

No member of the Board shall be denied documents or information to which he/she is legally entitled and that are required in the performance of his/her duties as a Board member.

0143.1 Public Expression of Board Members

The Board President functions as the official spokesperson for the Board. Occasionally, however, individual Board members will make public statements on Academy matters.

If such statements imply, or if the readers (listeners) could infer that the opinions expressed or statements made are the official positions of the Board, the Board members shall, when writing or speaking on Academy matters make it clear that their views do not necessarily reflect the views of the Board or those of their colleagues on the Board.

This policy shall apply to all statements and/or writings by individual Board members that are not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter;
- B. routine "thank you" letters of the Board;
- C. statements by Board members on non-Academy matters (providing the statements do not identify the author as a member of the Board); or
- D. personal statements not intended for publication.
- E. A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the Academy, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable Academy policies, and legal obligations.

0144 Operations

0144.1 Compensation

Board members shall not receive annual compensation for service as a Board Member.

0144.11 Reimbursement of Expenses

Reference: MCL 380.1254; MCL 388.1764b

The Board shall pay or cause to be paid the actual and necessary expenses of its members in the discharge of official duties or in the performance of functions authorized by the Board. The expenditure shall be a public record and shall be made available to a person upon request.

The Board shall approve payment of an expense incurred by a Board member only if either (1) the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred, or (2) the expense is consistent with the following policy, and the Board approves the reimbursement before it is actually paid:

The following categories of expenses shall be reimbursable:

- A. Mileage for Board-related activities and meetings, not to exceed the then-current rate established by the Internal Revenue Service;
- B. Expenses of attending a Board-approved conference, including fees, parking, mileage, meals and housing
- C. Expenses related to purchase of printed or other materials relating to Board membership; and
- D. Expenses of attending a community or Academy-related event, if the individual attends as the designated representative of the Board.

The following categories of expenses shall not be reimbursable:

- A. Expenses of attending a community or Academy-related event, if the individual attends as a private citizen;
- B. Entertainment expenses; and
- C. The purchase of alcoholic beverages.

A voucher detailing the amount and nature of each expense must be submitted to the Academy Board for approval at a Board meeting, prior to reimbursement.

0144.2 **Board Member Ethics**

Reference: Board of Directors, National School Boards Association

Members of the Board of Directors will strive to improve public education. To that end, Board members will do the following:

- A. attend all regularly scheduled and special Board meetings, insofar as possible, and stay informed concerning the issues to be considered at those meetings;
- B. endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, refusing to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members and seek systematic communications among the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and delegate authority for the administration of the Academy;
- F. communicate to other Board members and the Educational Service Provider expressions of public reaction to Board policies and Academy programs;
- G. inform themselves concerning current educational issues through individual study and participation in programs, which provide relevant information;
- H. support the employment of persons best qualified to serve as staff, and insist on regular and impartial evaluations of all staff;
- I. avoid conflict of interest and refrain from using their Board positions for personal or partisan gain;
- J. take no private action that may compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law;
- K. remember that their first and greatest concern must be for the educational welfare of the students attending the Academy;
- L. observe all applicable statutory limitations and duties regarding conflicts of interest;
- M. avoid actions or behaviors that if done by a Board Member in a Board meeting or as a Board representative that would amount to grounds for dismissal from the Board. For examples, misrepresenting the Board's position to the general public; disrespect of another Board Member in public; acting without authority of the Board; violations of the FOIA or the transparency required of public officials;
- N. avoid interfering with the ongoing operation of the school itself or of any of the administrators or teachers;
- O. avoid interfering with the contract with Ombudsman or any other contractual obligation of the Board.

0144.3 **Conflict of Interest**

MCL 15.323; 380.1203, 450.2545a

Board members shall perform their official duties free from any conflict of interest. To this end, no Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency, apart from the total interest of the Academy.

When a member of the Board suspects the possibility of a personal interest conflict, he/she should disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board) and thereafter abstain from any participation in both the discussion of the matter and the vote thereon.

If a Board member's financial interest pertains to a proposed contract with the Academy, the following requirements must be met:

- A. The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more, or five percent (5%) or more of the contract cost to the Academy, the Board member shall make the disclosure in one of two (2) ways:
 1. In writing, to the Board President (or, if the member is the Board President, to the Board Secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Board Operating Policy 0165.)
 2. By verbal announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
- B. Any contract in which there is a conflict of interest, as defined by this Policy and the related statute (MCL 15.321 et seq.), must be approved by a vote of not less than two-thirds (2/3) of the full Board (excluding the vote of any Board member with a financial interest).

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of or at the Academy.

Having a child in the Academy does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the Academy.

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage.

A Board member is not considered to have a financial interest in any of the following instances:

1. A contract or other financial transaction between the Academy and any of the following:
 - a. A corporation in which the individual is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
 - b. A corporation in which a trust, if the individual is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
 - c. A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.
2. A contract or other financial transaction between the Academy and any of the following:
 - a. A corporation in which the individual is not a director, officer, or employee.
 - b. A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
 - c. A corporation or firm that has an indebtedness owed to the individual.

3. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This does not apply to any amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

D. The official minutes of the Board must disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract, including the duration; financial consideration between the parties; facilities or services of the Academy included in the contract; and the nature and degree of assignment of Academy staff needed to fulfill the contract.

E. A Board member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.

Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

0144.4 Indemnification

MCL 691.1408, 450.2561 – 2569

The Board may hold Directors and Officers harmless and may indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law. The Board may also purchase Errors and Omissions insurance coverage for the Board of Directors.

0145 Discriminatory Harassment

MCL 37.1101 et seq., 37.2101 et seq.

The intent of the Board of Directors is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to the maintenance of an environment free of harassment and intimidation.

Harassment of students, persons providing services to the Academy, and employees on the basis of their race, color, national origin, sex, disability, age, religion, or any other legally protected characteristic in its educational programs or activities is prohibited and will not be tolerated. See Policy 5517.

Book	Board Policies
Section	Fall 2023 - NCSI BP Update
Title	REVISED POLICY - FALL 2023 - ONLINE/BLENDED LEARNING PROGRAM
Code	2370.01 BP
Status	From NCSI
Adopted	February 11, 2014
Last Revised	March 10, 2015
Prior Revised Dates	9/17/14

ONLINE/BLENDED LEARNING PROGRAM

Reference:

M.C.L. 388.1621

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

~~Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1622f~~

The Academy shall provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using online and distance education technology in both traditional and nontraditional classroom settings. The Academy must make all eligible students and their parents or guardians aware of this program.

A. Definitions

1. Online Learning- Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. Blended Learning- A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The Academy shall offer a program for students in Grades **nine (9) through** ~~twelve (12)~~.

C. Student Eligibility

1. ~~Students eligible for the Academy online/blended learning program must meet at least one of the following conditions:~~

~~a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~

~~b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~

- ~~2. Only students enrolled in grades 6 to 12 are eligible to enroll in an online Learning course. Students in grades K-5 are only eligible to participate in Blended Learning Courses.~~

D. Course Availability and Access

1. The Academy shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The Academy will provide at least one (1) of the following online Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
2. The Academy shall enroll an eligible student in up to two (2) online courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18), **except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14), which allows an academy to provide online instruction for not more than fifteen (15) days per school year under specific circumstances.**
3. **A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:**
 - a. **The Academy has determined that it is in the best interest of the student.**
 - b. **The student agrees with the recommendation of the Academy.**
4. The Academy will provide two (2) or fewer courses per semester in Grades K ~~through~~ **five (5)** and one or more courses per semester in Grades ~~six (6) through twelve (12)~~. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.
5. An eligible student may enroll in an online course published in the Academy online course syllabus, as described in section 8 below, or the statewide catalog of online courses maintained by the Michigan ~~V~~irtual ~~U~~niversity.
6. The Academy may deny a student enrollment in an online course if any of the following apply, as determined by the Academy:
 - a. **The student is enrolled in any of grades K to five (5).**
 - b. The student has previously gained the credits provided from the completion of the online course.
 - c. The online course is not capable of generating academic credit.
 - d. The online course is inconsistent with the remaining graduation requirements or career interests of the student.
 - e. **The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content**~~does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.~~
 - f. The online course is of insufficient quality or rigor. If the Academy denies a student enrollment for this reason, the Academy shall make a reasonable effort to assist the student **in finding to find** an alternative course in the same or a similar subject that is of acceptable rigor and quality.
 - g. **The cost of the virtual course causes the Academy to exceed the target foundation allowance percentage.**
 - h. **The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the Academy.**

- i. If a student is denied enrollment in an online course by the Academy, the student may appeal the denial by submitting a letter to the Board of Directors. The appeal must include the reason provided by the Academy for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Board of Directors shall respond to the appeal within five (5) days after it is received. If the Board of Directors determines that the denial of enrollment does not meet one (1) or more of the reasons specified in **this subsection 4(E) i-vi**, the Academy shall allow the student to enroll in the online course.

- g. An online learning student shall have the same rights and access to technology in his or her Academy's facilities as all other students enrolled in that Academy.
- h. If a student successfully completes an online course, as determined by the Academy, the Academy shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the online course title as it appears in the online course syllabus.
- i. The enrollment of a student in one (1) or more online courses shall not result in a student being counted as more than 1.0 full-time equivalent students under this act.

E. Nonresident Applications

- ~~1. The Academy shall determine whether or not it has capacity to accept applications for enrollment from nonresident applications in online courses and may use that limit as the reason for refusal to enroll an applicant.~~
- ~~2. If the number of nonresident applicants eligible for acceptance in an online course does not exceed the capacity of the Academy to provide the online course, the Academy shall accept for enrollment all of the nonresident applicants eligible for acceptance.~~
- ~~3. If the number of nonresident applicants exceeds the Academy's capacity to provide the online course, the Academy shall use a random draw system.~~

F. Requirements Specific to online Learning Courses

To offer an online course, the Academy must:

1. Provide the Michigan **Virtual U**niversity with the course syllabus in a form and method prescribed by the Michigan **Virtual U**niversity for inclusion in a statewide online course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the online courses offered by the Academy, ~~as described in section 8,~~ and a link to the statewide catalog of online courses maintained by the Michigan **Virtual U**niversity.
- 3. Assign to each student a teacher of record.**
4. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. online Course Syllabus

The Academy must publish an online course syllabus for each online course offered. The online course syllabus must include:

1. **An alignment document showing how the course meets applicable** State academic standards ~~addressed in an online course.~~
2. online course content outline.
3. online course required assessments.

4. online course pre-requisites.
5. Expectations for actual teacher contact time with the online learning student and other student-to-teacher communications.
6. Academic support available to the online learning student.
7. online course learning outcomes and objectives.
8. Name of the institution or organization providing the online content.
9. Name of the institution or organization providing the teacher of record online instructor.
10. The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics school codes for the exchange of data.
11. Number of eligible nonresident students that will be accepted by the Academy in the online course. This may include limiting enrollment to students enrolled in the Academy.
12. Results of the online course quality review using the guidelines and model review process published by the Michigan Virtual University.

The Academy may offer a full time or part time program for grade nine (9) through twelve (12) students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

Book	Board Policies
Section	Fall 2023 - NCSI BP Update
Title	REVISED POLICY - FALL 2023 - WEAPONS
Code	7217 BP
Status	From NCSI
Adopted	February 11, 2014

WEAPONS

Reference:

18 USC. 922
MCL. 28.425o
20 USC 4141(g)
Michigan Gun Owners, Inc. v. Ann Arbor Public Schools
Michigan Open Carry, Inc. v. Clio Area School District

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

The Board has a constitutional and statutory obligation to provide a free and appropriate education to all students who qualify. This includes the obligation to provide a safe and secure learning environment. The presence of dangerous weapons on academy property or at academy-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

The Board, therefore, prohibits weapons on academy property and at academy-sponsored events due to reasonably related legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process.

~~State~~ Federal law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air, and gas-powered guns, (whether loaded or unloaded) that will expel a BB, pellet, or paintball, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 USC 921.

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

~~E~~The following are the exceptions exceptions to this policy ~~include~~:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a Director as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. ~~firearms~~ firearms that are lawfully stored inside a locked vehicle in an academy parking areas, if the Academy adopts appropriate safeguards to provide for student safety.

These restrictions shall not apply in the following circumstances to persons who are properly licensed to carry a concealed weapon:

- A. A parent or legal guardian of a student of the Academy, may carry a concealed weapon while in a vehicle on school property, if s/he is dropping the student off at the school or picking up the child from the school, and any person may carry a concealed weapon solely in the parking lot.
- B. A county corrections officer, a member of a Sheriff's posse, a police or sheriffs reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer, or a parole, probation, or corrections officer or absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.
- C. A retired police or law enforcement officer, a retired Federal law enforcement officer, or a retired State court judge, a retired corrections officer of a county sheriff's department, if that individual has received county sheriff approved weapons training, or a retired parole, probation, or corrections officer or retired absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.

In the event that a visitor violates this policy and refuses to leave the property or take other action as directed by the administrator, the administration is directed to immediately initiate a lockdown of the affected school or area, consistent with the lockdown procedures set out in Policy 8420. There are no exceptions to this mandate.

The Administration shall take the necessary steps to prosecute for a violation of the Weapon-Free School Zone.

Book	Board Policies
Section	Fall 2023 - NCSI BP Update
Title	REVISED POLICY - FALL 2023 - ACCOUNTING SYSTEM FOR CAPITAL ASSETS
Code	7455 BP
Status	draft
Adopted	February 11, 2014
Last Revised	August 9, 2022

ACCOUNTING SYSTEM FOR CAPITAL ASSETS

The Board of Directors shall maintain a capital-asset accounting system. The capital-asset system shall maintain sufficient information to permit the following:

- A. adequate insurance coverage;
- B. control and accountability.

The Kalamazoo RESA shall be responsible for the development and maintenance of the capital-asset accounting system. The Kalamazoo RESA shall develop procedures to ensure compliance with all capital-asset policies.

Capital-assets are defined as those tangible assets of the Academy with 1.) a useful life in excess of one (1) year 2.) and an initial cost equal to or exceeding the amount determined annually in the Academy's administrative guidelines, 3.) which are capitalized in accordance with GAAP, and 4.) which the Academy intends to hold or continue in use over an extended period of time. If a single item does not meet the threshold amount, but is typically purchased in aggregate by the Academy, the Educational Service Provider shall verify which items shall be classified as capital-assets and recorded at the time of purchase or acquisition. Further some items may be identified as "controlled" assets that are to be recorded on the capital-asset system to maintain control, although they may not meet all capital-asset criteria.

Capital-assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards, and;
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital-assets that materially increase their value or useful life (not ordinary repairs and maintenance).;

Leased capital-assets and assets jointly owned shall also be identified and recorded on the capital-asset system.

Capital-assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the Kalamazoo RESA.

The purchase of capital-assets, the transfer of capital-assets between buildings, and the disposal of capital-assets shall be initiated by the KRESKA and shall require the prior written approval of the Board President. An asset to be disposed of by sale with a current value in excess of ~~\$500.00~~ **\$5,000** shall be sold at auction. An auction shall be held at the discretion of the Administration and Educational Service Provider when sufficient assets have accumulated to warrant the cost. The Board/Educational Service Provider shall establish minimum acceptable prices for assets sold at auction.

Depreciation shall be recorded for fund capital-assets, using the method(s) agreed upon by the Administration and KRESA.

Accumulated depreciation shall be calculated on a straight line basis and recorded for general capital -assets.

The following information shall be maintained for all capital-assets:

- A. description;
- B. asset classification (land, building, equipment, etc.);
- C. location;
- D. purchase price;
- E. vendor;
- F. date purchased;
- G. voucher number;
- H. estimated useful life;
- I. estimated salvage value;
- J. replacement cost;
- K. accumulated depreciation;
- L. method of acquisition (purchase, trade-in, lease, donated, etc.);
- M. appropriation;
- N. manner of asset disposal.

Book	Board Policies
Section	Fall 2023 - NCSI BP Update
Title	REVISED POLICY - FALL 2023 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	7540.03 BP
Status	From NCSI
Adopted	February 11, 2014
Last Revised	July 12, 2023
Prior Revised Dates	03/10/2015

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Reference:

P.L. 106-554, Children's Internet Protection Act of 2000
 P.L. 110-385, Title II, Protecting Children in the 21st Century Act
 18 U.S.C. 1460
 18 U.S.C. 2246
 18 U.S.C. 2256
 20 U.S.C. 6777, 9134 (2003)
 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
 as amended (2003)
 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
 47 C.F.R. 54.520

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Directors provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "Academy Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, Academy Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Directors provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Academy's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of Academy Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the Academy's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of Academy Information & Technology Resources and students' personal communication devices when they are connected to Academy Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using Academy Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using Academy Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted procedures and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the School Leader, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Academy also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. However, the Board is cognizant of the fact that such software and/or hardware is not perfect and relies on students to self-police (and immediately cease viewing) online activity that would otherwise be in conflict with these policies and to immediately report such to the Educational Service Provider. The technology protection measures may not be disabled at any time that students may be using Academy Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Educational Service Provider may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Educational Service Provider, is directed to prepare procedures which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by minors online.

The Director or designee is responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

The Board directs the Educational Service Provider to implement procedures, guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, the Educational Service Provider will implement monitoring procedures for the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use Academy Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying procedures. (See Form 7540.03 F1)

In order to keep Academy Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all Academy-established cybersecurity procedures for which they have been trained. The Director or designee is responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students are responsible for good behavior when using Academy Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school-academy buildings and at school-academy-sponsored events. Because communications the Internet are often public in nature, general school-academy rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A+ **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B+ **Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C+ **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D+ **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E+ **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Academy Information & Technology Resources that are not authorized by this policy and its accompanying procedures.

The Board designates the Educational Service Provider as the person(s) responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of Academy Information & Technology Resources.

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Book	Board Policies
Section	Fall 2023 - NCSI BP Update
Title	REVISED POLICY - FALL 2023 - FREE AND REDUCED-PRICED MEALS
Code	8531 BP
Status	From NCSI
Adopted	February 11, 2014

FREE AND REDUCED-PRICED MEALS

Reference:

380.1272 et seq.
M.C.L. 388.1630d
M.C.L. 388.1631k
42 USC 1751 et seq.
42 USC 1771 et seq.

The Board of Directors recognizes the importance of good nutrition to each student's educational performance. The Board ~~may~~ **shall** provide eligible students with breakfast and lunch at a reduced rate or at no charge to the student. A student's eligibility for free or reduced-price meals shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the MDE.

Parents or guardians will be required to fill out relevant information to determine student eligibility for Federal free or reduced-cost meal reimbursement rates and CEP eligibility determinations.

The Board designates the Administrator to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals. The Academy shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the Academy and ~~may~~ **shall** seek out and apply for such Federal, State, and local funds as may be applied to the Academy's program of free and reduced-price meals.

However, in accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:

- A** the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;
- B** the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;
- C** the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative meal payment balance;
- D** communicating directly with a student about a student meal debt unless the Academy has attempted to contact, but has been unsuccessful in communicating with, a student's parent or legal guardian through telephone, mail, and email; and
- E** discussing a negative meal payment balance with a student in the presence of other students.