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School Staff Policy

It is the policy of the Board that its educational service provider maintain practices and procedures for all staff, contractors and volunteers working at the School that comply with all applicable federal and state laws including, but not limited to, terms and conditions of employment, nondiscrimination, compensation, benefits, performance evaluation systems, opportunities for training and development, drug-free workplace, harassment, family and medical leave and other privileges of employment.

References:

Equal Employment Opportunity Act (Title VII of the Civil Rights Act of 1964), (42 USC Sec. 200e, et. seq.)

[Equal Pay Act of 1963](#) (29 USC 206d)

Fair Labor Standards Act of 1938 (29 USC 201)

[Age Discrimination in Employment Act of 1967](#) (29 USC 621 et. seq.)

Section 503 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793)

[Title I and Title V of the Americans with Disabilities Act of 1990](#) (42 USC 12101 et. seq.)

Family Medical Leave Act of 1993 (38 U.S.C. 4212)

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

Title I of the Americans with Disabilities Act (42 USC 1981)

The [Civil Rights Act of 1991](#) (29 USC 201 et. seq.)

U.S. Constitution, Fourteenth Amendment

Michigan Constitution

MCL 15.301-312; MCL 15.341-407; MCL 257.1853; MCL 380.1230 et. seq., 380.1230d; MCL 380.1249; MCL 380.1300a, MCL 380.1317; MCL 388.1639a

Admission and Enrollment Policy

Admission to the School shall be open to all age-appropriate children for grade levels offered in accordance with the School's charter contract without charge for tuition and without discrimination on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district. Admission shall comply with all applicable federal and state laws. Admission shall be limited to those students who are residents of the state, except a foreign exchange student. The Academy may choose not to accept a student who has been suspended, expelled, or otherwise released or excluded from his or her previous school for disciplinary reasons. The School Leader shall make the decision based on the circumstances involved.

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

It is the policy of the School Board that its educational service provider develop and implement practices and procedures that control the admission and enrollment of students, including public notice, lottery and random selection drawing to be used when the number of applicants exceed the number of available spaces for grades offered. Detailed application, lottery and admission practices and procedures shall be available to parents and the general public at the school office. The School Board will annually approve offered seats and maximum class size of the School.

References:

US Constitution, Fourteenth Amendment

Title IX of Education Amendments Act (20 USC 1681 et. seq.) The Civil Rights Act of 1964

The McKinney-Vento Homeless Education Assistance Act (42 USC §11434a[2]) Rehabilitation Act of 1973 (29 USC 791 et. seq.)

Equal Educational Opportunity Act of 1974 (20 USC 1703 et. seq.) The Americans with Disabilities Act of 1990 (42 USC 12101 et. seq.) Michigan Constitution

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

Admissions and Enrollment Practices & Procedures Homeless Child Practices & Procedures

Revised: March 1, 2017

PREPNET
ADMISSIONS AND ENROLLMENT PRACTICES AND PROCEDURES:

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

Non-Discrimination

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

Open Enrollment Period and Notice

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

PrepNet and/or the school will provide notice of open enrollment by (a) printing a legal notice of the enrollment period in a local newspaper of general circulation; (b) mailing a written notice of the open enrollment period and an application to all families who inquire about school enrollment; (c) posting a written notice of the open enrollment period at the school; and (d) posting the application on the school’s website. In addition, notice may also be provided by airing a public service announcement on local television.

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

Application Procedures

Interested parties may obtain applications at:

- The school website
- PrepNet’s website (www.prepnetschools.com)
- The offices of the school (phone, email, or in-person)

Applications will be mailed or faxed to anyone requesting an application by telephone.

For the current school year, applications for available seats will be filled in the order received, or added to the wait list in the order received and according to enrollment preference.

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

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

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

If a newly-enrolled student does not attend the first day of school or call in to request an excused absence on the first day of school; the student will forfeit his/her registered status in the school and will no longer be enrolled. The school will attempt to contact all such students before de-enrolling.

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

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

Random Selection Process

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

Class Size and Offered Seats

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

Enrollment Preferences

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

- 1) Siblings of currently enrolled students;
- 2) Children of teachers and administrators;
- 3) Qualifying Students pursuant to matriculation agreements (if applicable);
- 4) Siblings of Qualifying Students (if applicable);
- 5) Students selected in the random selection process;
- 6) Siblings of students selected in the random selection process; and
- 7) All remaining applicants

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

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

Procedural Steps

Step 1: Setup

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

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

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

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

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

Step 4: Applications Received After the Close of Open Enrollment

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

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

Appeals

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

**PREPNET
HOMELESS CHILD PRACTICES & PROCEDURES**

1. PURPOSE

To remove barriers to the enrollment and retention in school of children and youth experiencing homelessness in compliance with the McKinney-Vento Homeless Education Assistance Act (42 USC §11434a[2]) ("McKinney-Vento Act").

2. PRACTICE

The school will adhere to the provisions of the McKinney-Vento Act and applicable state requirements to ensure that all identified Homeless Children and Unaccompanied Youth receive a free and appropriate education and meaningful opportunities to succeed in the school.

Definitions

“Homeless Child” - a child who does not have a fixed, regular, and adequate nighttime residence or whose primary nighttime location is in a public or private shelter designated to provide temporary living accommodations, or a place not designed for, or ordinarily used as regular sleeping accommodations for human beings. This definition includes a child who is:

- sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as double-up);
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar settings;
- abandoned in hospitals;
- awaiting foster care placement (eligibility for services for children already placed in foster care should be discussed between the Liaison and the social service provider);
- a migratory child who qualifies as homeless because he or she is living in circumstances described above; or
- an Unaccompanied Youth.

“School of Origin” - the school the child attended when permanently housed or the school in which the child was last enrolled.

“Unaccompanied Youth” - a youth not in the physical custody of a parent or guardian.

3. APPLICABILITY

This document applies to all PrepNet schools.

4. RESPONSIBILITY

4.1 The school principal will designate a local homeless Liaison (“Liaison”).

4.2 The Liaison will serve as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, state coordinators for Homeless Children, public and private service providers in the community, housing and placement agencies, and other service providers.

4.3 The Liaison will:

- Identify and enroll Homeless Children;
- Ensure that Homeless Children and their families receive eligible educational services;
- Make referrals to health, mental health, dental, and other services;
- Inform parents/guardians of educational and related opportunities available to their children;
- Provide parents/guardians with meaningful opportunities to participate in their child's education;
- Inform parents/ guardians and Homeless Children of all transportation services, and assist them in accessing these services;
- Clearly communicate all required information in a form, manner, and language that is understandable;
- Ensure proper mediation of enrollment disputes according to the McKinney-Vento Act and complaint procedures;
- Disseminate public notice of the educational rights of Homeless Children;
- Conduct annual training for school personnel on possible indicators of homelessness, sensitivity in identifying Homeless Children, and procedures for reporting to the Liaison; and
- Record student information data (See Exhibit 6.1);

5. PROCEDURES

5.1 Identification

The burden is on the school to show that the child is not a Homeless Child. The Liaison, in collaboration with school personnel and community organizations, will identify Homeless Children, both in and out of school. Community organizations may include family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

The Liaison must use the Student Residency Questionnaire ("SRQ") (Exhibit 6.2) upon enrollment and clearly describe current living arrangements of the child to determine whether the child meets the definition of a Homeless Child. Upon the receipt of an SRQ indicating potential homelessness, the Liaison will implement these practices and procedures document and ensure adherence with federal, state and PrepNet requirements.

5.2 School Selection

Homeless Children have the right to remain at their School of Origin or to attend any school that houses students who live in the attendance area in which they are actually living.

If the parent/guardian agrees, Homeless Children will remain at their School of Origin to the extent feasible. Homeless Children may remain at their School of Origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if they lose their housing between academic years.

Feasibility is a child-centered determination, based on the needs and interests of the particular child and the parent/guardian or child's wishes. Services that are required to be provided, including transportation and services under federal and other programs, shall not be considered in determining feasibility. Feasibility considerations may include:

- Safety of the child;
- Continuity of instruction;
- Likely area of family or child's future housing;
- Time remaining in the academic year;
- Anticipated length of stay in temporary living situation;
- School placement of siblings; or
- Whether the child has special needs that would render the commute harmful.

5.3 Enrollment

The school selected for enrollment must immediately enroll any Homeless Child. Unaccompanied Youth may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or the Liaison. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, any unpaid school fees, lack of uniforms or clothing that conforms to the school's dress code or any factor related to the child's living situation.

The school will coordinate the transfer of school records with other schools and contact the child's previous school to obtain school records. Initial placement of a child whose records are not immediately available will be made based on the child's age and information gathered from the child, parent, and previous schools or teachers. If no immunization records are available, the school office will refer students to the Liaison to assist with obtaining these records from state registries and/or community based clinics.

The school will excuse any tardiness or absence related to a Homeless Child's living situation when applying any school policy regarding tardiness or absences.

5.4 Services

The school must provide Homeless Children services comparable to services offered to other students in the school, including:

- Transportation;
- Title I;
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners;
- School nutrition programs (the school will provide free meals to the Homeless Child as all Homeless Children are automatically eligible for free meals);
- Vocational and technical education programs;
- Gifted and talented programs; and
- Before- and after-school programs

Transportation

At a parent/guardian's request, the school will provide transportation to and from the School of Origin. The Liaison will coordinate these arrangements, which may include arrangements with the social service district. The school must provide the transportation for the entire time the child has a right to attend that school, as defined above, including during pending disputes. The length of the commute will only be considered in determining the *feasibility* of placement in the School of Origin based on potential harm to the child. Prior to selection of a school, the Liaison will inform the parent/guardian or Unaccompanied Youth of this right to transportation. Transportation disputes will not result in a Homeless Child missing school. If such a dispute arises, the school will arrange transportation and immediately bring the matter to the attention of the state authorities following the appropriate complaint procedures as detailed in this document.

Title I

Homeless Children are automatically eligible for Title I services. The school will reserve the necessary funds to provide services comparable to those provided to Title I students attending non-participating schools, including education related support services and removing barriers that prevent attendance. The Liaison and the Title I director at the PrepNet Service Center will develop the formula (based upon the per-pupil Title I expenditures) to use for determining the necessary funds to reserve.

The Title I director and the Liaison will ensure coordination between the Title I plan and the McKinney-Vento Act, including the academic assessment, reporting and accountability systems required by federal law and the U.S. Department of Education.

Educational Services

The school shall give evaluations of Homeless Children suspected of having a disability priority and coordinate the evaluation with the student's prior and subsequent schools, as necessary, to ensure timely completion of a full evaluation. When necessary, the school will expeditiously designate a surrogate parent for Homeless Children suspected of having a disability. The school will immediately implement the child's Individualized Education Program (IEP), if available, and promptly conduct any necessary IEP meetings or re-evaluations. If complete records are not available, IEP teams will use good judgment in choosing the best course of action, balancing procedural requirements and the provision of services in an attempt to avoid any disruption in services.

5.5 Complaint and Dispute Resolution

The following steps and procedures should take place in resolving disputes regarding enrollment, school placement, or services.

Complaint

- A complaint is an oral or written and signed statement alleging the violation of a federal or state law, rule, or, regulation. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.
- Parents, teachers, administrators, or other concerned individuals or organizations may file a complaint ("Complainant"). Faculty and staff with knowledge of a complaint must refer the Complainant to the Liaison.
- The Complainant may submit the complaint in writing to the Liaison, using the attached Complaint Resolution Initiation Form (Exhibit 6.3). The Complainant may choose to initiate the complaint orally.

Role of School

- Immediately enroll the child in the school preferred by the person(s) bringing the complaint.
- Provide all educational services for which the child is eligible, pending resolution of the dispute.

Role of Liaison

- After receipt of the complaint, the Liaison must provide a written explanation of the school placement decision and/or provided services to the Complainant and discuss the complaint with the Complainant.
- If the Liaison does not resolve the dispute, the Complainant may forward it to the school principal. The Complainant has a right to obtain assistance from advocates or attorneys in addressing a complaint.
- The Liaison will carry out the dispute resolution in an expeditious manner and will provide the Complainant these written procedures, including the appeal procedures outlined below.
- In the event the school is unable to resolve the complaint, the Complainant may pursue the applicable appeal procedure(s).

Appeal Procedures – Michigan

If the dispute is not resolved at the school level, the Complainant may direct the complaint to the Michigan Department of Education. Complaints made under this process must be in writing and signed by the Complainant.

Address the complaint to the following address:

- State Homeless Coordinator, Office of Field Services, Michigan Department of Education, P.O. Box 30008, Lansing, MI 48909.

The complaint should include:

- the name, address, and telephone number of the person filing the appeal;
- the relationship or connection of the person to the child in question;
- the name and age of the child involved;
- the name of the school and school personnel involved in the complaint;
- the federal requirement alleged to have been violated;
- a description of the situation that prompted the complaint;
- a description of the attempts that were made to solve the issue; and
- the relief the person is seeking.

The State Homeless Coordinator will gather needed information from statements of the parties involved and will forward the information to the Director of the Office of Field Services along with a recommendation of resolution or for further investigation.

Within 30 days after receiving a complaint, the Director of the Office of Field Services will recommend a resolution and will inform interested parties in writing of the decision.

If a Complainant or one of the parties involved in the complaint disagrees with the decision, that party may, within 10 working days, appeal to the Deputy Superintendent. This appeal must be in writing and state why the party disagrees with the decision of the Director of the Office of Field Services.

Within 30 days after receiving an appeal, the Deputy Superintendent will render a final administrative decision and notify the Complainant and the school in writing.

If the party disagrees with the decision of the Deputy Superintendent, the party may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 299.11.

6. EXHIBITS

6.1 Student Information System

6.2 Student Residency Questionnaire

6.3 Complaint Resolution Initiation Form

Board Member Qualification Policy

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

Qualifications:

The Board may consist of members of the community, parents, and educators in accordance with the corporation's adopted bylaws. Qualifications for Board membership shall include but not be limited to:

1. an interest in children and their education;
2. enthusiasm for the school and conviction in its purpose;
3. willingness to give time and energy to the school;
4. special skills to address specific management and needs of the school;
5. ability to represent the community and interpret community needs and views;
6. willingness to accept and support decisions democratically made; and
7. ability to represent the school to the community.

Expectations:

1. Advance the school's mission and purpose
2. Provide oversight of the authorizing contract
3. Monitor school's progress toward educational goals
4. Develop and adopt policies
5. Enhance the school's public image and develop community relationships
6. Avoid conflicts of interest
7. Subscribe to a code of ethics
8. Attend all meetings
9. Be informed, prepared and professional

Board Powers Policy

Board Powers

The Board shall have the power and authority to:

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

Board Delegation of Authority

The Board has the authority to delegate all powers, functions and responsibilities not reserved to the Board by applicable federal or state law. The Board may delegate all other duties, functions or responsibilities it deems necessary and appropriate for the effective administration of the school. To the extent that the Board delegates the development and/or implementation of administrative guidelines, it shall be governed by such guidelines. The Board shall not delegate the authority to:

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

References:

Michigan Constitution 1963, Art. XI, §1

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

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

Board Reimbursement Policy

While directors of the Board serve as volunteers, it is the policy of the Board to reimburse its directors for expenses incurred in connection with their service to the School. Board members must seek Board approval in the form of a resolution prior to making the financial commitment.

References:

The Revised School Code, MCL 380.1254

Conflict of Interest Policy

It is the policy of the Board to protect the School's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the School. Board members and administrators shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. No Board member or administrator shall engage in or have financial interest in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities.

Substantial Conflict of Interest

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

Duty to Disclose Conflict of Interest

A Board member, administrator or employee involved in the contracting process who is employed by or under contract with a business enterprise with which the School or its educational service provider is considering entering into a contract, or knows that he or she has a family member who has an ownership interest or is employed by that business enterprise, the Board member, administrator, or employee is required to disclose this information to the Board at a public meeting before the Board enters into the contract. The Board is required to vote at the public meeting on whether or not it considers the relationship to be a conflict of interest.

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

After disclosing a potential conflict of interest, the Board member shall leave the Board meeting while the Board discusses the conflict. Determination of the existence of a conflict of interest prohibits the interested director from voting on the matter, but it does not prohibit the Board from entering into the contract.

References:

The Revised School Code, MCL 380.634

Contracts of Public Servants with Public Entities Act, MCL 15.321-15.330

Deposit Policy

The School shall deposit or invest all surplus funds received by the School in a bank, savings and loan association, or credit union which is eligible to be a depository of surplus funds belonging to the state under Sections 5 or 6 of Act No. 105 of the Public Acts of 1855, being Section 21.146 of the Michigan Compiled Laws. Such deposit shall be made within three (3) business days after receipt of the funds by the School Board.

References:

MCL 21.146

Facility Use Policy

It is the policy of the Board to open the School facility on a limited basis for uses that promote the educational mission of the School, involvement of parents in the School, and active participation in the community. Such use may not conflict with the educational program of the School.

The Board directs its educational service provider to develop and implement practices and procedures for use of the School's facilities by students, parents and the community in compliance with the First Amendment of the U.S. Constitution and all other applicable law.

References:

U.S. Constitution, First Amendment

Equal Access Act (20 USC 4071)

PrepNet Facility Use Practices & Procedures

**PREPNET
FACILITY USE PRACTICES & PROCEDURES**

The School's Property may be used by students, parents and the community for student-related activities, community activities and as recreational centers. The Property may also be used for the education of the adults and children of the community and for programs tending toward the development of personal character and of civic welfare. Such use may not conflict with or interfere in any way with the educational program of the school and is subject to the procedures established by PrepNet. Student use will always take priority over all other uses of the Property. PrepNet will be present during and monitor the use of the building by students, parents, community, and any third party use to ensure compliance with this document.

DEFINITIONS

For the purposes of this document, these terms shall have the following meanings:

- A. "Board": The Board of Directors of the school operated on the Property.
- B. "Child Care Provider": A third party other than PrepNet which provides or offers to provide before or after school child care programs on the Property.
- C. "Community Group": Groups and/or organizations comprised of members of the community, including Parents or Parent Groups requesting use of the Property. Community Groups include, but are not limited to, business organizations, recreational organizations, religious organizations and churches, civic and cultural organizations, and organizations involving the arts and/or sciences.
- D. "Facility Use Agreement": The agreement used to request use of the Property.
- E. "PrepNet, LLC": The private corporation owning the Property.
- F. "Parent": The parent, guardian or legal custodian of a Student.
- G. "Parent Group": A group comprised of Parents. A Parent Group may involve outside speakers and/or guests.
- H. "Property": The real property and building structures that are occupied and used by a school.
- I. "School Hours": Regularly scheduled hours of classroom instruction inclusive of lunch and recess.
- J. "Student": A child enrolled in school on the Property.
- K. "Student Activities": Curriculum and/or non-curriculum related activities involving Students and taking place outside of School Hours. Such activities include, but are not limited to, activities which are educational, recreational, cultural or civic in nature.
- L. "Use and Services License Agreement": the agreement required for Child Care Providers or any other licensed use of the Property.

GENERAL

- 1.1** Subject to a written agreement to the contrary, PrepNet shall have the authority to deny and/or cancel any and all permits or approvals for the use of the Property at any time, including, but not limited to, when PrepNet or the Board deems that such use is inconsistent with: (i) any lease associated with the Property, (ii) the school's educational program, (iii) the community uses allowed by this document, or (iv) if such an action is in the best interest of the school.
- 1.2** Persons or groups using the Property shall clean the area used and shall remove all debris and materials brought into the Property after each use, and shall leave the area used in the same condition as it was prior to their use. Restitution is required of persons or groups using the Property and causing any damage or loss to the Property.
- 1.3** Smoking, liquor consumption, gambling, immoral or illegal activity shall not occur in or around the Property.
- 1.4** PrepNet may charge a fee for the use of the Property. The fee may include, but not be limited to, amounts to cover the cost to PrepNet and the Board in providing the Property.

STUDENT USE OF PROPERTY

- 1.1** Except as set forth in Part 3, Student Activities shall take priority over any other use of the Property. Use of the Property for Student Activities shall be free of charge to Students.
- 1.2** Student Activities that are curriculum related and include the involvement of staff do not require a Facility Use Agreement prior to the use.
- 1.3** Student Activities that are unrelated to the curriculum shall require a written request submitted to the principal and written approval from the principal prior to the use. The principal's approval shall be based on the proposed use not being inconsistent with the school's educational program. Time allowed for such activities shall not exceed one hour and shall be scheduled continuous to the school day. Such activities require adult supervision.

COMMUNITY USE

- 1.1** Community Groups may not use the Property during School Hours.
- 1.2** Community Groups may use the Property for specific times during non-School Hours and must complete a Facility Use Agreement. If the request is for summer use, PrepNet and the principal must approve the request. Renewal of the request must be submitted in writing at the beginning of each new school year and upon the close of the year if summer use is intended.
- 1.3** The principal will grant the reservation request unless (i) there is a conflict or the principal deems the proposed use inconsistent with this document or the school's educational program; or (ii) if the use could create an appearance of a school-sponsored or school-endorsed religious activity, political campaign, the election of a particular legislator, or the advocating of particular legislation. By granting permission for use of the Property, neither PrepNet, the principal, or the school shall be deemed to have endorsed any person or organization, the beliefs of any person or organization, or the expression of any opinion of any person or organization.

1.4 The Community Group applicant, by signing the Facility Use Agreement, shall agree to indemnify the Board, the landlord, the Property owner and any person or entity whose property is within the Property for loss or damage to such property caused by any person attending such meeting or any damage or injury arising by reason of the Community Group's use of the Property.

1.5 PrepNet reserves the right to adopt such rules and regulations as it deems appropriate to govern use of the Property by Community Groups, including, but not limited to, a requirement that Community Groups post a performance bond or provide a deposit to PrepNet prior to using the Property.

CHILD CARE PROVIDERS

Child Care Providers must enter into a Use and Services License Agreement with PrepNet before operating a child care program at the Property. PrepNet reserves the right to deny, in its sole discretion, any and all requests to operate a child care program at the Property. The Child Care Provider will not be allowed to use the Property until a certificate of insurance, a current child care license if applicable, and criminal background check information has been provided and is acceptable to PrepNet.

Family Educational Rights and Privacy Act (FERPA) Policy

It is the policy of the Board to protect the privacy of students and their parents by restricting access to the student's non-directory educational records and by allowing parents access to their child's educational records in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).

It is the policy of the Board to require written consent from a parent before asking a student to submit to a survey, analysis, or evaluation that reveals personal information concerning matters that are statutorily protected.

The Board directs its educational service provider to develop and implement practices and procedures for FERPA notices, consent, disclosures, educational record challenges, and record-keeping as required by law.

References:

Family Educational Rights and Privacy Act of 1974 (20 USC 1232(g))
FERPA Practices & Procedures (*See School's Parent and Student Handbook*)
PrepNet Directory and Photo/Video Authorization form

DIRECTORY AND PHOTO/VIDEO AUTHORIZATION

PLEASE SELECT ONE BOX IN EACH SECTION

The **Family Educational Rights and Privacy Act of 1974 (FERPA)** protects the privacy of students' education records. However, FERPA allows the release of Directory Information about a student unless the student's parent(s)/guardian(s) inform the school in writing not to release such information. "**Directory Information**" includes information such as a student's name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, grade level, most recent previous school attended, photograph, and student ID number that standing alone cannot be used to access educational records. The primary purpose of Directory Information is to allow the school to include this type of information in certain school publications such as a yearbook, newsletters, honor roll, student work achievement boards or other recognition lists, graduation programs, sports activity sheets or a student directory. Directory Information can also be disclosed to outside organizations, including but not limited to, the school's authorizer, local newspapers, or a yearbook provider, all in accordance with FERPA. Please refer to your Rights under FERPA under the Notifications Section in the school's Parent and Student Handbook. Please check one of the two boxes below:

I allow the use of Directory Information as described above.

Do not disclose Directory Information as described above. I understand that this will prevent my child's name from appearing in school publications such as school directories, yearbooks, and honor roll announcements.

In addition, we would like your permission to use photographs and video/audio of your child in printed materials, videos, websites, and presentations for one or more of the following purposes:

- Parent and community outreach to promote the school, other PrepNet managed schools, and its educational environment
- To enable you to experience your child's school activities, photos/videos of classroom events and student presentations may be placed on the school website or school Facebook page
- Recruitment, training and development of teachers, staff and volunteers
- To keep school boards, authorizers, and other interested parties informed about the school and PrepNet
- Members of the media may take photos or shoot live video footage

With the exception of photographs or video/audio recordings taken by the media, PrepNet will own the photographs, video/audio, printed materials, and websites that include your child's image. The photographs and video/audio recording may be viewed by members of the general public.

Please check one of the boxes below, fill in your child's name, sign below, and return to the school.

I allow the publishing and use of photographs and/or video/audio recordings of my child(ren) as described above.

Do not publish or use photographs or video/audio recordings of my child(ren) as described above.

The responses above are applicable to the following students (Please Print):

	Last	First	Middle	Grade	Teacher Name (if known)
(1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____
(4)	_____	_____	_____	_____	_____
(5)	_____	_____	_____	_____	_____

Parent/Guardian Signature

Date

First Amendment Policy

It is the board's policy to comply with all the constitutional protections of the First Amendment of the United States Constitution. The First Amendment both prohibits religious indoctrination by the public schools and protects the freedom of certain religious expression. The Supreme Court has made it clear that certain religious freedoms follow individuals into school. To the extent required or permitted by law, students' and teachers' religious beliefs and rights to express those beliefs will be accommodated, avoiding situations that have the appearance of board or school sponsorship or endorsement of religion. Nothing in this policy shall be construed to prevent, or otherwise deny participation in, constitutionally protected prayer.

TEACHING ABOUT RELIGION

This policy requires that there be neither a preference for any one religion over any other nor a preference shown for religion over non-religion or for non-religion over religion. This policy is one of neutrality, not indifference. It is part of the educational mission and program of the school to teach about religion when doing so would enhance the students' understanding of the subject matter covered in the curriculum. The school may offer instruction about religions and the role and influence of religion in history, literature, art, music, science or any other area of study in which religion has played a role. Such instruction shall:

- foster knowledge about religion, not indoctrination into religion
- be academic, not devotional or testimonial
- promote awareness of religion, not sponsor its practice
- inform students about the diversity of religious views rather than impose a particular view
- promote understanding and respect rather than divisiveness

Curriculum

Teaching about religion is a legitimate part of a complete education. There may be the study of religion and religions, but not the sponsorship or the practice of religion with its purpose and effect to educate about, rather than promote or denigrate, religion. Neither the School nor its staff members shall endorse or impose a particular religious view.

The curricula may include appropriate objectives regarding the role religions have played in the development of the various countries, cultures, movements, customs, traditions, and values. When an integral part of the curriculum, teachers may include literature, music, drama and arts of a religious nature, if it is presented objectively, in a balanced manner, and serves an educational purpose. In determining all course content and curriculum, care and sensitivity shall be shown for the religious or non-religious beliefs, attitudes, and feelings of the students. Special attention shall be given to the developmental differences between elementary and secondary students. The decision to include or exclude material from the curriculum shall not be based on religious reasons. Materials should not be deleted just because someone's religious sensibilities might be offended. All materials should be presented objectively.

Programs and Holidays

Secular and religious holidays provide opportunities for educating students about history and cultures, as well as traditions of particular religious groups within society. However, teachers must exercise special caution and sensitivity whenever discussing religious holidays. Presentation of materials dealing with religious holidays must be accurate, informed, descriptive, and balanced. Focus should be on the origins, history and generally agreed-upon meanings of the holidays. Teachers may not emphasize only religious

aspects of holidays that have both secular and religious meaning. Since teachers will need to be aware of the diversity of religious beliefs in their classroom and in the country at large, they will need to be particularly sensitive to the rights of religious minorities as well as those who hold no religious beliefs. Teachers may not use the study of religious holidays as an opportunity to proselytize or to inject religious beliefs into the discussion. Teachers should be aware of the major religious holidays of all represented religions in their classrooms so they avoid teaching about some represented religious holidays but omitting others.

School programs, performances and celebrations must serve an educational purpose. The inclusion of religious music, symbols, art or writings may be permitted if the religious content has an independent educational purpose that contributes to the stated objectives of the approved curriculum. While a school program prepared for and presented by the school may contain religious music, the program as a whole should not be nor have the effect of being religiously oriented or a religious celebration. Seasonal programs prepared for or presented during school hours may include religious music as long as the total effect of the music program or concert is non-religious.

The use of religious symbols is permitted as a teaching aid or resource, provided they are used only as an example of cultural and religious heritage. These symbols may be displayed only for the length of time that the instructional activity requires. Religious symbols include any object that portrays or recognizes the existence of a Supreme Being or deity.

Religious symbols may be displayed for show-and-tell or class discussion so long as students volunteer their appearance, and so long as the symbols are removed from display upon completion of the report or discussion. The school will not prevent a student from raising a religious topic on his or her own initiative. The teacher in such instances will remain neutral, and proceed with the discussion or the display of symbols consistent with the educational purposes for which the presentation or discussion was begun. Religious symbols created by students in response to a class project or assignment, which are relevant to the subject matter assigned, may be displayed with all other students' work. Such displays are permitted only where the student has chosen a religious subject matter on his or her own initiative. Teachers shall not encourage students to choose religious subjects, nor shall they discourage students from doing so. Teachers should neither encourage nor discourage students from expressing themselves through the use of religious symbols in art assignments.

Scheduling

The school calendar should reasonably accommodate national, state, school and community observances. The calendar should minimize conflicts with religious holidays. Students seeking to observe a religious holiday beyond those accommodated by the calendar will be accommodated as reasonably as possible.

A student's absence from school on a religious holiday shall be recognized as an excused absence, without penalty on scholastic or attendance records, provided that the student's parent or guardian informs the school of the reason for the absence in advance. The teacher may require the student to make up assignments missed.

Recognizing the importance of religious liberty and freedom of conscience, the school will excuse students, when feasible, from activities that are contrary to the student's religious beliefs. Students are responsible for notifying the school in advance and arranging make-up work with the appropriate teacher.

RELIGIOUS EXPRESSION – STUDENTS

The school will show neither favoritism toward nor hostility against religious expression but will accommodate student expression of religious belief unless that expression either substantially interferes with the work and/or educational mission or program of the school or impinges upon the rights of other students.

Student Speech

Students have the right to express religious beliefs at school during non-instructional time. Students have the right to express religious beliefs at school during instructional time if the expression is relevant to the subject matter of the classroom assignment, project, discussion, etc. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Such home and classroom work shall be judged by ordinary academic standards of substance and relevance.

Teachers may limit student religious expression where the expressive activity materially disrupts the educational process or where the expressive activity collides with the rights of other students. Students have the right to refuse to participate in activities that are contrary to their religious beliefs.

Constitutionally Protected Prayer

Student Prayer During Non-Instructional Time: Students may pray when not engaged in school activities or instruction, subject to the same rules designed to prevent material disruption of the educational program. Students may read their Bibles or other scriptures, pray before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in nonreligious activities.

Organized Prayer Groups and Activities: Students may organize prayer groups, religious clubs, and gatherings before school to the same extent that students are permitted to organize other non-curricular student activities groups.

Moments of Silence or Quiet Reflection: If the school has a “moment of silence” or other quiet reflection periods during the school day, students are free to pray silently or not to pray, during these periods of time. Teachers and other school employees may neither encourage nor discourage students from praying during such time periods.

Prayer at Graduation: If students or other graduation speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or anti-religious content.

RELIGIOUS EXPRESSION – SCHOOL STAFF

The school neither promotes nor discourages individual religious expression. The school will accommodate staff expression of religious belief provided that such expression occurs neither during instructional hours, nor in the presence of students, nor interferes with their duties or the rights of other staff.

During Instructional Time

Teachers may not use the school to indoctrinate the students on matters of religion. They may, however, teach about religion. When teaching about religion or celebrating holidays with religious aspects, teachers should not convey to students which beliefs align with their personal beliefs. If, however, a student asks a teacher a particular question about religious belief, the teacher may choose to answer the question honestly without taking the opportunity to proselytize.

When acting in the official capacities as representatives of the school, teachers, school administrators, and other staff are prohibited from encouraging or discouraging prayer and from actively participating in such an activity with students.

During Non-Instructional Time

Teachers may be present during a religious event or activity – to the extent they may be present during other non-religious, non-curriculum related activities – merely to ensure order and good behavior. Teachers may not participate in religious events or activities in their official capacities. Participation includes bowing their heads in prayer, holding hands with individuals who are praying, or otherwise indicating their agreement with or endorsement of the religious event or activity. During non-instructional time, teachers may discuss religious topics with other teachers or adults on a voluntary basis as long as such discussion and meetings do not occur in the presence of students. Before school or during lunch, for example, teachers may meet with other teachers for prayer or Bible study to the same extent that they may engage in other conversation or nonreligious activities.

Teachers and other staff members may not harass other teachers and staff members or use the work environment to proselytize.

DISTRIBUTION OF NON-CURRICULAR MATERIALS

The school facility is open on a limited basis for the purpose of disseminating community information to students and parents, provided that the information is consistent with the educational mission of the school and doesn't conflict with the educational program of the school or directly or indirectly promotes illegal conduct, hatred, or violence. By permitting or not permitting the distribution of materials, the board and the school are neither sponsoring nor endorsing the activity or ideas contained in such materials.

It is important that the school is a participant in the community and that by allowing community groups to disseminate information through the school regarding community events, the school's students and families will benefit and the school serves the community.

All community groups that desire to distribute literature regarding community events or activities must have a non-parent representative of the community group first obtain permission from the principal. School staff and volunteers will be responsible for putting all materials in the teacher mailboxes.

The principal may grant approval of distribution of non-curriculum-related literature if all the following conditions are met:

- The literature pertains to a relevant community event or activity.
- Neither the literature nor the event is inconsistent with the educational mission or educational program of the school.
- Neither the literature nor the event encourages illegal conduct, hatred, or violence.
- The literature is printed on paper that will fit reasonably in the students' mailing folders.
- There is no substantial cost to the school in preparing or distributing the materials.
- The community group desiring to distribute literature at the school is responsible for providing the materials, all necessary copies thereof, and dividing the materials into the right quantities per classroom.

References:

U.S. Constitution, First Amendment

U.S. Department of Education Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Fiscal Management Policy

The School shall comply with all charter contract requirements and all applicable federal and state laws related to the fiscal management of the school including, but not limited to, compliance with the Uniform Budget and Accounting Act, P.A. 493 of 2000, as amended.

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

April/May	Proposed budget presented to the Board
April/May	Public hearing on the proposed budget
April/May	Board adoption of budget
November/December	Board adoption of amended budget

References:

Good Government Financial Reporting Disclosure Act, MCL 15.421-425

The Revised School Code, MCL 380.503, 380.1267; 1274; 1281

Uniform Budgeting and Accounting Act, Act 2 of 1968, MCL 141.421 et. seq.

Indemnification Policy

School Indemnification

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

Authorizer Indemnification

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

References:

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

The Revised School Code, Part 6a Public School Academies, MCL 380.501 et. seq.

Governmental Liability for Negligence Act, MCL 691.1401 et. seq.

Medical Health Policy (including Epinephrine Auto-Injectors)

Medication Administration

The Board requires that administration of medications shall comply with the requirements of state law and delegates to the educational service provider the responsibility of establishing and implementing practices and procedures, including the establishment of asthma management and support strategies.

Blood Borne Pathogens

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

Epinephrine Auto-Injectors (Epi-Pens)

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to possess and self-administer the medication, provided that:

1. The student has written approval to possess and use the Epi-Pen from the student's physician or other health care provider authorized by law to prescribe an Epi-Pen, and, if the student is a minor, from the student's parent or legal guardian.
2. The Principal or his/her designee of the student's school has received a copy of each written approval required under subdivision (1) for the student.
3. There is on file at the student's school a written emergency care plan that contains specific instructions for the student's needs, that is prepared by a physician licensed in this state in collaboration with the student and the student's parent or legal guardian, and that is updated as necessary for changing circumstances.

The school shall have at least two (2) Epi-Pens available at the school site. It shall be the responsibility of the Principal to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The Principal shall also be responsible for coordinating the training of school staff to administer Epi-Pen injections and to maintain the list of school staff authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the school or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the school maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for school staff reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) school staff at that site shall be appropriately trained in the use of an Epi-Pen.

Training of school staff on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the school staff's understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized school staff member under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the school, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the student's parent/guardian and call 911 that an injection has been administered.

All Epi-Pen injections by employees to students shall be reported in writing to the Principal, and if the Principal administers the injection, then he or she shall report to the Principal's immediate supervisor. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Principal (and if the Principal administers the injection, then he or she shall report to the Principal's immediate supervisor) shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with school Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

References:

The Revised School Code, MCL 380.1169; 1178; 1178a; 1179
Occupational Safety and Health Administration Act (29 U.S.C. 651 et seq.)
Michigan Department of Education Model Policy and Guidelines for Administering Medications to Pupils at School
Michigan State Board of Education Policy on the Management of Asthma in Schools
Michigan DELEG – Blood borne Infectious Diseases Standard Training Requirements
Michigan State Board of Education Policy to Promote Health and Prevent Disease and Pregnancy
PrepNet Blood Borne Pathogens Practices & Procedures
PrepNet Medication Administration Practices & Procedures
MCL 380.1178, 380.1179, 380.1179a
Michigan Department of Education, Model Policy and Guidelines for Administering
Michigan Department of Education, “Medications to Pupils at School”

PREPNET
BLOOD BORNE PATHOGENS PRACTICES & PROCEDURES

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immune-deficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings. HIV infection with or without symptoms is consistently considered a disability by the Courts.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunt directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

1. School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same policies and or procedures. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis following established procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician (licensed health care professional) and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

The School, will, if the HIV positive student's condition warrants changes in educational services, provide reasonable accommodation within the school. This may include individualized education program, modifying the schedule or course loads, and administering medicines. Any actions concerning accommodations will be documented. Records will include the date of the accommodation, actions taken, and responses.

2. Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action up to and including dismissal.

No information regarding a person's HIV status (includes medical prescriptions, discussions, telephone communications, etc.) will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor or a student 18 years of age or older). The written consent must specify the name of the recipient of the information and the purpose for disclosure. Staff members are strictly prohibited from sharing medical information with anyone without a signed consent. Confidential records will not be given to any unauthorized person to duplicate or

file. Written consents are valid for 1 year and must be renewed annually to continue sharing information and can be rescinded at any time by written request.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Confidential record/folder will list the names of the people (not positions) permitted to access it. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

Social workers, employed by the school, shall keep all personal notes about students in locked files.

3. Infection Control

All employees are required to consistently adhere to the School's Blood borne Infectious Disease Exposure Control Plan which was developed and implemented in accordance with the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.1030 and Michigan OSHA (Michigan Department of Consumer and Industry Services) regulations, Part 554, as amended June 28, 2001, and its appendices to minimize employee exposure to blood borne pathogens in the school workplace. .

A School staff member is expected to alert the person responsible for health and safety issues if a student's health condition or behavior presents a reasonable risk of transmitting an infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation. Employees are educated, as part of the Blood borne Infectious Disease Exposure Control Plan, to report all exposure incidents.

4. HIV and Athletes

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow HIV infected students to participate in school sponsored physical activities.

All employees must consistently adhere to infection control guidelines (e.g. universal precautions) in all play and athletic settings. First aid kits must be on hand at every athletic event.

5. Staff Development

All School staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and include annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities, especially in accordance with PrepNet's Blood borne Infectious Disease Control Program.

**PREPNET
MEDICAL ADMINISTRATION PRACTICES & PROCEDURES**

1. PURPOSE

The purpose of this document is to ensure the safe, secure and proper administration of medication to students of PrepNet schools.

2. PRACTICE and DEFINITIONS

PrepNet school staff will administer medications according to state requirements and the practices and procedures provided for in this document, including obtaining proper permission, administration, record keeping, storage, and training practices.

Medication administration typically varies in frequency, but for students living with food allergies and diabetes, administration is a daily occurrence. Additional resource guidelines for food allergies (Exhibit 6.1) and diabetes (Exhibit 6.2) must be consulted and implemented in tandem with all policy requirements outlined herein.

Controlled Substance is defined as a drug regulated by the Federal Controlled Substances Acts including opiates, depressants, stimulants, and hallucinogens (list found at: <http://www.usdoj.gov/dea/pubs/csa/812.htm#c>).

Medication/medication is defined as prescription, non-prescription and herbal medications and includes those medications taken by mouth, by inhaler, injected, applied as drops to eyes or nose, and applied to the skin.

Self-Administration/Administer means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the parent (and physician if required) without additional assistance or direction.

Self-Possess/Possession means that the student may carry medication on his/her person to allow for immediate and self-determined administration.

3. APPLICABILITY

This document applies to all PrepNet schools and the administration of all prescribed and non-prescribed medications by the schools.

4. RESPONSIBILITY

4.1 The principal is responsible for the oversight of the administration of medication practices and procedures and will designate the individual(s) responsible for administering medications to students at the school.

4.2 The school employee or nurse as designated by the principal will administer, record, and store medication in compliance with this document. No employee will be required to administer medications and volunteers may be sought.

4.3 The PrepNet Service Center will arrange for the training outlined in this document.

4.4 The parent/guardian of a student is responsible for the requirements listed on the Parent/Guardian Instruction Sheet (Exhibit 6.3).

5. PROCEDURES

5.1 Permission and Delivery

- Only those medications which are necessary to maintain the student in school and which must be given during regular school hours will be administered.
- All medications require written permission, instructions and signature from the student's parent/guardian in order to be administered to the student at the school. Only a custodial parent/guardian can grant this permission.
- A physician's written permission, instructions and signature are required under the following conditions:
 - Any possession or use of an inhaler or epinephrine auto-injector (an emergency care plan provided by the physician is also required)
 - Any self-possession or self-administration of any medication
- The student's parent/guardian and/or student's physician (if required as noted above) will complete the Medication Administration Permission (MAP) form (Exhibit 6.4), giving the school written permission and requesting the administration of medication to the student. Each medication requires a separate form and the form must be renewed each school year or upon any change in medication or dosage. The parent is to include any prescribed treatment or care plan with the form.
- Written instructions which include the name of the student, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the student will be included on the MAP or accompany the MAP.
- If the conditions of permission and instructions above are met, the school cannot deny administration of the medication. The principal, after consultation with the parent/guardian, may discontinue a student's right to Self-Administer or Self-Possess if there is misuse by the student or the student cannot demonstrate the skill level necessary to Self-Administer or Self-Possess. In addition, the principal may disallow self-possession if carrying the medication is not critical to a student's wellbeing and to prevent the medication from theft or misuse by other students.
- The medication will be delivered to the school by the parent/guardian and be in the original container prepared and labeled by a pharmacy. The label must include the dosage and frequency of administration. If the medication is an over-the-counter medication, the medication must be in the original package and have the student's name affixed to the package.
- The person designated to administer the medication must verify that the permission and instructions received correspond to the medication provided. If they do not correspond, the medication will not be administered until the parent/guardian and the student's physician has been contacted and the discrepancy resolved and documented correctly. If any doubt exists as to the parent's instructions or the administering of medication, contact the parent with the concern, and if not resolved, require a physician's review and signature.

- The medication supplied must be in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
- A student who, under the above conditions, is in possession of an inhaler for relief or prevention of asthma symptoms will have each of his/her teachers notified of this by the school office. A backup asthma medication may be provided by the parent/guardian.
- A school employee may provide emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student. The care given will comply with the school's emergency medical plan.

5.2 Administration of Medication

- Medications will be administered only by the person designated by the principal and a person properly trained in accordance with this document.
- Medications will be administered according to the written instructions received from the parent/guardian and/or physician. No changes to medication dosage or frequency will be made except by written instruction.
- Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the student.
- The principal may set a reasonable designated time for the administration of medications. The parent/guardian will be informed of this designated time and communicate this to the physician. The school will request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary.
- When it is necessary for a student to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container. If the student's parent/guardian is accompanying the student on the field trip, the parent/guardian will administer the required medication.
- Any adverse reaction to medication, as described in the written instructions will be reported to the student's parent/guardian immediately.
- Any errors made in the administration of medications will be reported to the principal immediately, and the principal will report the medication error to the student's parent/guardian immediately.
- Needles, syringes, and any other medication-related items should be disposed of after use according to the school's health and safety guidelines.

5.3 Record-Keeping

- All permission and instruction documentation referred to in this document will be kept in the student's record.
- A Medication Administration Log (Log) (Exhibit 6.5) will be kept in the school office and filed in a student's record at the end of each school year. The individual giving the medication will record the date and time of the administration of the medication for each event. The Log will be signed by the person(s) who administer the medication and initialed each time the medication is administered. In addition, you may use the Blood Sugar Tracking Log (Exhibit 6.6) to record the levels of blood sugar.
- All Controlled Substance medications will be counted and recorded upon receipt from the parent/guardian. The medication will be recounted no less than monthly and reconciled with the Log.
- Documentation of any verbal communication with student, parent/guardian, and physician will be entered into the student's record.
- Documentation of any adverse reactions and any first aid treatment rendered in response to any adverse reaction will be entered into the student's record.
- For medication administered on a school-sponsored field trip or off-site activity, all required log information will be entered immediately upon return from the trip/activity.
- Any errors made in the administration of a medication will be noted and entered into the student's record. If an error is made in recording, the individual who administered the medication will cross out, initial the error, and make the correction in the Log.

5.4 Storage, Access and Disposal

- Medications will be stored in a locked location, separated from food, cleaning compounds and other toxic substances.
- Medications requiring refrigeration will be kept in a locked refrigerator, not otherwise used for food.
- Medications will be kept in the original labeled container provided by the pharmacy.
- Expiration dates on medication will be checked at least twice each school year by the person administering the medications and will inform the parent/guardian of any expired medications.
- Medication remaining at the end of the school year, or after a student has withdrawn from the school, is to be picked up by the parent/guardian. If this is not done within a reasonable amount of time, the individual who administers the medication will dispose of the medication and record this disposal in the Log. This procedure will be witnessed and initialed by a second adult. To dispose of a medication, check the prescription container for any disposal instructions. Absent those instructions, contact a local pharmacy or the local health department to see if they will dispose of the medication or provide instruction for disposal. If they do not, then remove the medication from its original container and dispose of the container separately. Mix the medication in some other undesirable refuse, like coffee grounds, and put in a sealed unmarked bag in the regular garbage pickup.

5.5 Training

- All individuals designated to administer medication will receive training on this document and its procedures. Training will include practice in identifying and administering medications.
- Training will be conducted by a licensed registered professional nurse, physician, or physician assistant if required.
- Documentation that school personnel have completed training will be maintained by the trainer with a copy provided to the school for its files.
- The PrepNet Service Center will arrange training.

6. EXHIBITS

6.1 Food Allergy Resource Guidelines

6.2 Diabetes Resource Guidelines

6.3 Parent/Guardian Instruction Sheet

6.4 Medication Administration Permission Form

6.5 Medication Administration Log

6.6 Blood Sugar Tracking Log

Nondiscrimination Policy

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

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

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

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

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

Reference:

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

Parent Involvement Policy

Parents of students are vital contributors in the education of their children. Accordingly, they are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover, they are to be kept informed of the academic progress their children make as a result of participation in these programs, for it is through mutual understanding and close cooperation between the school and home that a student's academic success improves. Two-way communication between the school and home, both verbal and written, provides a sound base for a good partnership to provide an effective educational program for all students. Full realization of the partnership will be achieved through the on-going commitment and active participation by both home and school.

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community that will improve student academic achievement, the school shall:

1. Provide to students' parents assistance in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, and monitoring students' progress and work with educators;
2. Educate principals, teachers, student services personnel, and other staff, with the assistance of parents, regarding the value and utility of parental contribution, ways to reach out to, communicate with, and work with parents as equal partners, ways to implement and coordinate parent programs, and ways to build ties between parents and the school;
3. Coordinate and integrate, to a feasible and appropriate extent, parental involvement programs and activities with other programs available within the community;
4. Conduct activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; and
5. Ensure that curriculum, textbooks, and teaching materials of the school are available for review by the parent.

This Parent Involvement Policy is fulfilled as follows:

1. Parents are notified in writing regarding their child's participation in Title I programs. The written materials include a copy of this Parent Involvement Policy, the Commitment to Excellence contract, and a summary overview of Title I programs that are offered during the school year.
2. The Commitment to Excellence Contract was developed with input from parents. This contract describes how the parents, school staff, and students share the responsibility for improving student achievement. It is given to all parents prior to school opening and is presented to parents annually for further development. Parent input is collected through parent meetings and parent surveys.
3. Early in the school year, parents are invited to meet the staff, learn more about available Title I programs, ask questions, and give suggestions. They learn how progress is measured and how they receive feedback about their child's progress. Parents are also invited to attend Parent-Teacher conferences.
4. Efforts are made to assist parents in understanding federal and state academic expectations, state content standards, student performance standards, the school curriculum, and school expectations and assessment results. This is accomplished by scheduling regular parent meetings throughout the school year.
5. Parents are encouraged to visit the school for volunteer training and information, visit their child's classes, actively volunteer in the life of the school, and attend other meetings and events. In addition, the school encourages parents to offer their ideas and suggestions to the school staff.

6. The school seeks ideas and suggestions from community-based organizations and coordinates parent involvement opportunities with such programs.
7. A school newsletter or similar communication is sent to all families. This communication provides for home reinforcement of skills and concepts taught at the school.
8. Efforts are made to accommodate parents with disabilities and with varying work schedules. Efforts are also made to provide information to parents in the language used at home (i.e. home language).
9. Through a Parent Satisfaction Survey each year, parents can share concerns and offer suggestions for the continued improvement of the school's Title I program. Parents of students participating in the Title I program are encouraged to help organize, plan, and review the Title I programs in subsequent years.
10. Parent involvement activities are fully integrated into the School Improvement Plan process for academic accountability. At least one parent representative participates on the School Improvement Planning Committee and is included in the school's comprehensive needs assessment and annual Title I program planning. Also, it is through this committee that the school plans the coordination and integration of Title I parent involvement strategies with other programs. Elements of this plan include:

A. **Regular Communication with Parents:** In order to build consistent and effective communication between the home and the school, communication includes:

- i. The Parent and Student Handbook
- ii. Regular school and classroom newsletters
- iii. The annual school calendar
- iv. Special event and reminder notices
- v. Report cards
- vi. Parent-Teacher Conferences
- vii. Parent Nights
- viii. School assemblies/ceremonies (parents invited)
- ix. The Commitment to Excellence Contract

B. **Parent Trainings:** These are opportunities to help parents develop and use at-home skills that support their children's academic efforts and social development. Parents are given techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home. A Parent Needs Assessment survey is conducted at the first Parent Night.

C. **Ongoing Assessment and Evaluation of Parent Involvement Initiatives:** At least annually, the school and parents convene to evaluate the Parent Involvement Policy. This assessment includes metrics so the school can evaluate the effectiveness of parent involvement initiatives and the level of responsiveness to parent concerns. This assessment initiative helps the school identify barriers to greater parent participation. The school uses the findings of this assessment initiative to design strategies for more effective parent involvement and to revise, if necessary, this Parental Involvement Policy. Further, these metrics may be used as a measure in the performance evaluations of the school principals and staff. Examples of metrics include, but are not limited to:

- i. Responses to and the results of the annual Parent Satisfaction Survey
- ii. Increase or decrease in the number of parents involved in school activities
- iii. Percent of signed Commitment to Excellence Contracts
- iv. Attendance at Parent-Teacher conferences

- v. Workshops and learning experiences offered for parents
 - vi. Professional development for staff regarding how to work with parents and how to develop parent involvement strategies
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References:

No Child Left Behind Act of 2002 (20 USC 6318 et. seq.) (Title I, Part A, § 1118)

The Revised School Code, MCL 380.10; 380.501, et seq., 380.1137, 380.1294

Commitment to Excellence Contract (*See School's Parent and Student Handbook*)

Public Comment Policy

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

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

References:
MCL 15.263(5)

Procurement Policy

It is the policy of the Board to comply with state and federal law regarding the procurement of supplies, materials and equipment. The Board directs its educational service provider to develop and implement appropriate and lawful practices and procedures for such procurement with Board funds.

References:

The Revised School Code, MCL 380.1267; 380.1274

PrepNet Purchasing – Grant Funds Practices and Procedures

PrepNet Purchasing – Non-Grant Funds Practices and Procedures

**PREPNET
PURCHASING – GRANT FUNDS PRACTICES & PROCEDURES**

1. PURPOSE

This document prescribes the process for purchasing goods and services funded by federal and state formula and charter school grants in order to provide timely purchasing of quality goods and services in a cost effective manner and insure compliance with state and federal rules and regulations. This document covers the purchase to payment process including Authorization, Vendor Management, Vendor Selection, and Approved Purchase Methods.

2. PRACTICE

2.1 Authorization

Only those authorized in the below procedures have the authority to contract for goods and services which create financial obligations for PrepNet.

2.2 Compliance

All actions, policies, and procedures will be completed in accordance with governmental regulations.

2.3 Code of conduct

Those operating on behalf of PrepNet will conduct themselves professionally and use methods that avoid appearances of impropriety or conflict of interest. Decisions will be made with integrity and objectivity in the best interest of the organization.

2.3.1 Any employee, agent, or officer with a real or apparent potential or possible conflict of interest (see PrepNet Employee Handbook for further definition) in a vendor bidding on proposed business, must not participate in the selection, award, administration or fulfillment of the contract. This also applies to any employee, agent, or officer who has a family member with a real or apparent conflict of interest in a vendor bidding on proposed business. If any employee, agent, or officer has a real or apparent potential or possible conflict of interest, they must disclose the conflict and all relevant facts to the Purchasing Department and the Chief Financial Officer.

2.3.2 Gifts made with the intent to influence the recipient's business decisions may not be accepted. Courtesy gifts of nominal value not influencing business decisions may be accepted.

3. APPLICABILITY

These practices and procedures apply to the purchase of goods and services funded by local, state, federal, and competitive federal and state formula and charter school grants. Authorizer and other non-government grants fall under PrepNet's non-grant purchasing practices and procedures.

4. RESPONSIBILITY

- 4.1** The Intervention Services Department is responsible for initiating purchases in order to ensure that purchases are made within the budget and requirements of the grant project, including qualification as an allowable cost.
- 4.2** The Purchasing Department is responsible for monitoring and initiating changes to this document.
- 4.3** The Purchasing Department is responsible for overall vendor management, category management and overseeing the overall purchase process for goods and services to ensure the purchase of high value products (cost, quality, and service) for each school served by PrepNet.
- 4.4** The Purchasing Department is responsible for ensuring that purchasing policies and procedures are made in accordance with applicable federal, state, and local laws, regulations, codes, and ordinances.
- 4.5** The Purchasing Department is responsible for compliance with all policies and procedures for purchasing goods and services.

5. PROCEDURES

5.1 Authorization

All purchases must be approved by an Authorized Approver in the Intervention Services Department.

5.3 Vendor Management

The Purchasing Department performs vendor evaluations, prepares Requests for Proposals (RFPs – see RFP Template Exhibit 6.1), reviews proposals, and selects vendors and manages vendor relations to maximize the value of each purchase (cost, quality, and service) for each school served by PrepNet.

5.4 Vendor Selection

5.4.1 The PrepNet Purchasing Department will maintain a uniform vendor selection process. The selection process is as follows:

- For purchases of goods and services of more than \$20,000, the following steps are to be completed.
 - The Purchasing Department follows the federal purchasing guidelines (section 80.36d.3 and d.4) and department of education guidance memorandums.
 - The Purchasing Department prepares an RFP (Exhibit 6.1) and requests quotes from at least three vendors unless other methods are more effective in maximizing value for each school on an individual school basis.
 - Documentation supporting the selection process will be retained by the Purchasing Department as required by the Record Retention and Disposal Practices and Procedures OP – 111.
 - No school will benefit at the expense of another school that PrepNet serves.

- The Purchasing Department performs an analysis and evaluates proposals (see Award Sheet – Template Exhibit 6.2).
- The Purchasing Department performs an analysis and evaluates alternatives so that the alternative offering the maximum value to each school on an individual school basis (see Award Sheet – Template Exhibit 6.2).
- For purchases of goods and services below \$20,000, the following steps are to be completed.
 - Determine the best method of evaluating potential vendors (RFP, negotiated price, discount, etc.) and the goods or services they provide. Competitive processes will be used to the extent practicable for maximizing value for each school PrepNet serves, on an individual school basis. Typical practices would be to receive three competitive quotes.
 - The Purchasing Department performs an analysis and evaluates alternatives to select the alternative offering the maximum value to each school PrepNet serves, on an individual school basis.
 - Documentation supporting the selection process, such as evidence of quotes obtained or reasons for not getting competitive pricing will be retained by the Purchasing Department as required by the Record Retention and Disposal Policy OP – 111.
- For contractors receiving individual awards of \$25,000 or more, verification will be made by the Purchasing Department that the organization is not suspended or debarred based on the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA).

5.5 Approved Purchase Methods

The following methods are the approved methods for purchasing goods and services.

- Purchase Orders (POs) are the default method of purchasing goods. Purchase requests will be submitted and approved through the established electronic process. Vendors will acknowledge receipt and approval of the PO electronically to serve as the evidence of an appropriate obligation. All obligations for grant purchases will be documented (whether properly dated contract, agreement or confirmed purchase order).
- Use of Corporate Credit Cards should be minimal. Refer to Corporate Credit Cards Policy AC – 103 for credit card purchase approval and documentation.

Vendor payment is executed by PrepNet’s Accounts Payable department and depends on the method of purchase used. Refer to the Accounts Payable Policy AC – 104 for processing of payments to vendors.

6. EXHIBITS

6.1 RFP Template

6.2 Award Sheet

**PREPNET
PURCHASING – NON-GRANT FUNDS PRACTICES & PROCEDURES**

1. PURPOSE

This document prescribes the process for purchasing goods and services for PrepNet’s Service Center departments and schools in order to provide timely purchasing of quality goods and services in a cost effective manner. The purchase of goods or services with grant funds is covered separately by Purchasing – Grant Funds Practices and Procedures OP – 101b). This document covers the purchase to payment process including Authorization, Vendor Management, Vendor Selection, and Approved Purchase Methods.

2. PRACTICE

2.1 Authorization

Only those authorized in the below procedures have the authority to contract for goods and services which create financial obligations for PrepNet.

2.2 Compliance

All actions, policies, and procedures will be completed in accordance with governmental regulations.

2.3 Code of conduct

Those operating on behalf of PrepNet will conduct themselves professionally and use methods that avoid appearances of impropriety. Decisions will be made with integrity and objectivity in the best interest of the organization.

3. APPLICABILITY

These practices and procedures apply to the purchase of goods and services to support PrepNet with the following exceptions:

- 3.1** Purchases using grant funds (see Purchasing – Grant Funds Practices and Procedures OP – 101b)
- 3.2** Purchase of real estate
- 3.3** Property management contracts
- 3.4** Complex business arrangements
- 3.5** Provision of educational or other services to PrepNet students
- 3.6** Transactions that by nature may expose the organization to compliance risk or present a significant business exposure to PrepNet
- 3.7** Expense reports
- 3.8** Insurance

4. RESPONSIBILITY

- 4.1** The Purchasing Department is responsible for monitoring and initiating changes to this document.
- 4.2** The Purchasing Department is responsible for overall vendor management overseeing the overall purchase process for goods and services.
- 4.3** The Purchasing Department is responsible for ensuring that Purchasing practice and procedures are in accordance with applicable Federal, State, and local laws, regulations, codes, and ordinances.
- 4.4** The Leadership Team establishes the approval authority for the purchasing process and contracts and approves Authorized Approvers (See Section 5.1).
- 4.5** The purchasers and Authorized Approvers are responsible for compliance with all policies and procedures for purchasing goods and services. They are responsible for ensuring that purchases are made within their allowable budget and scope of business activities.

5. PROCEDURES

5.1 Authorization

- 5.1.1** All purchases must be approved by an Authorized Approver.
- 5.1.2** The Leadership Team has established the following Authorized Approvers for the purchasing of goods and services.
 - Principals and Directors of School Quality – These individuals have the authority to approve purchases within their budget or Board Discretionary Funds. All purchases must align within the budget and curriculum standards. The Purchaser and the Authorized Approver should consult the Board Discretionary Funds Policy AC – 105 and budget guidelines as necessary.
 - Service Center Department Managers – These individuals have the authority to approve purchases within their department budget or school budget for which they have assigned responsibility. Purchases must impact the position’s direct responsibilities and NOT include those goods and services that are purchased centrally by the Purchasing department.
 - Senior Vice Presidents and Executive Council – These individuals have the authority to approve purchases within the budget for the applicable school year.
 - Authorized Approvers may delegate their approval authority to others.

5.2 Vendor Management

- 5.2.1** The Purchasing Department performs vendor evaluations, prepares Requests For Proposals (RFPs – see RFP Template Ex 6.1), reviews proposals, and selects vendors and manages vendor relations to maximize value for PrepNet managed schools.
- 5.2.2** For certain commodities, the Purchasing Department evaluates vendors and completes a vendor selection process. The Purchasing Department provides on-going support and management of these vendors.
- 5.2.3** Preferred vendors are evaluated by the Purchasing Department. A formal RFP process may be performed. The vendor chosen by the Purchasing Department is recommended for purchases of the specific goods and services.

5.2.4 In order to control costs and continuously maximize value to PrepNet managed schools, PrepNet’s vendor relations will be monitored and periodically reviewed.

5.3 Vendor Selection

5.3.1 PrepNet will maintain a uniform vendor selection process, whether performed by the Purchasing Department, a Service Center department, or a school. The selection process is as follows:

- For purchases of goods and services of or over \$20,000, the following steps are to be completed.
 - The Purchasing Department or purchaser prepares an RFP (see RFP Template Ex. 6.1) and requests quotes from at least three vendors unless other methods are more effective in maximizing value for PrepNet.
 - The Purchasing Department or purchaser performs an analysis and evaluates alternatives so that the alternative offering the maximum value to PrepNet can be selected.
 - Documentation supporting the selection process, such as evidence of quotes obtained should be retained by the Purchaser as required by the Records Retention and Disposal Policy OP – 111.
- For purchases of goods and services below \$20,000, the following steps are to be completed.
 - Determine the best method of evaluating potential vendors (RFP, negotiated price, discount, etc) and the goods or services they provide.
 - Competitive processes will be used to the extent practicable for maximizing value for PrepNet. Typical practices would be to receive three competitive quotes.
 - The Purchasing Department or purchaser performs an analysis and evaluates alternatives so that the alternative offering the maximum value to PrepNet can be selected.

5.4 Approved Purchase Methods

The following methods are the approved methods for purchasing goods and services. The following methods are legally binding contracts between PrepNet and a vendor, authorized by the Authorized Approver on behalf of PrepNet.

- Purchase Orders (POs) are the default method of purchasing goods. Purchase requests will be submitted and approved through the established electronic process. Corporate Credit Cards may be used by authorized card holders for the purchase of goods, travel and certain other expenses with a total value under \$2,000, inclusive of tax, delivery and add-on costs. Purchases are not to be “split” into multiple purchases to avoid the \$2,000 ceiling. Refer to Corporate Credit Cards Policy AC – 103 for credit card purchase approval and documentation.
- Non-PO Invoices may be submitted to Accounts Payable if a vendor does not accept PrepNet Purchase Orders or credit card. These should be used by exception only. Non-PO Invoices are NOT to be used as substitutes for Purchase Orders. Non-PO Invoices must be approved before payment is made.

Vendor payment is executed by PrepNet's Accounts Payable department and depends on the method of purchase used. Refer to the Accounts Payable Policy AC – 104 for processing of payments to vendors.

6. EXHIBITS

6.1 RFP Template

School Safety and Anti-Bullying Policy

School Safety & Student Discipline

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

The School's educational service provider shall adopt administrative practices and procedures for the School that are consistent with the mission of the School and applicable state and federal laws regarding physical and verbal assaults, arson, physical violence, sexual conduct or contact, written and verbal threats, bomb threats, weapons, illegal alcohol and/or drug possession, and other student and classroom behavior.

The School's educational service provider shall forward reports of each of the following to the Board:

1. physical assault at school by a student in grade six or above against another student;
2. physical assault at school by a student in grade six or above against an employee, volunteer, or contractor; and
3. verbal assault at school by a student in grade six or above against an employee, volunteer, or contractor

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

Harassment and Violence Prevention

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

It is the policy of the Board not to tolerate violence or crime at the school. The School will promote the long-term prevention of violence by preparing students to manage their lives and relationships in non-violent ways. It is the School's policy to encourage the whole community (including students, parents or guardians, staff, and the local community) to support violence-prevention initiatives and to play an active role in promoting violence prevention.

Prohibition against bullying, harassment, retaliation and false accusation

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

Definitions

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

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

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

Authority

The Board delegates to the school administrator, and/or the School's educational service provider, the following responsibilities:

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

Reporting

The school administrator or his/her designee is responsible for receiving complaints alleging violations of this policy. All School staff is required to report alleged violations of this policy to the school administrator or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Legally recognized student confidentiality requirements will be followed, and the identity of an individual who reports an act of bullying shall remain confidential. The Principal, or his or her designee, will ensure that the name of an individual who reports an act of bullying is withheld from the alleged perpetrator and his or her parent(s) or legal guardian(s) and is redacted from any report of bullying that is publicly disclosed.

Investigation

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

Notification

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

Documentation/Reports

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

Dissemination of Policy

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

Positive Behavior Support

It is the policy of the Board to promote school-wide positive behavior. The Board delegates to its educational service provider the responsibility to develop and implement a system of school-wide positive behavior support strategies, including guidelines for the emergency use of seclusion and restraint of students.

Search and Seizure

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

Code of Student Conduct

The School's educational service provider shall develop and implement a Student Code of Conduct consistent with the mission of the School and in compliance with federal and state law regarding student discipline. The discipline practices of the School will promote a safe and orderly school environment, protect learning opportunities for all students, and support positive student behavior.

Prohibition against Corporal Punishment

The Board prohibits the use of corporal punishment as defined by applicable law by school employees, volunteers or contractors acting in the classroom, elsewhere on school premises, on a school bus, or other related school vehicle or at a school sponsored activity or event whether or not on school premises, subject to reasonable physical force as defined by statute, utilized as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning for all students.

Unsafe School Choice Option

It is the policy of the Board to inform parents of students who are impacted by the state Unsafe School Choice legislation of their rights under state and federal law regarding school choice.

Fire and Emergency Safety

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

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

References:

File Prevention Code, MCL 29.19(5)

The Revised School Code, MCL 380.1300a-1313 Emergency Management Act of 1976, MCL 30.409 Gun-Free Schools Act of 1994 (18 USC 921 et. seq.)

MCL 380.1310b (The Matt Epling Safe School Law, PA 478 of 2014)

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

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

Michigan State Board of Education Policies on Safe Schools

Michigan State Board of Education Standards for the Emergency Use of Seclusion and

Restraint Michigan State Board of Education Positive Behavior Support Policy

Student Code of Conduct and Safe Schools Discipline Practices & Procedures

Search and Seizure Practices & Procedures

PrepNet Employee Handbook

Technology Use and Internet Safety Policy

It is the policy of the Board to encourage responsible use of technology and to monitor online activities of minors. The School delegates to its educational service provider the development and implementation of technology use practices and procedures that promote the responsible and lawful use of technology to support and enhance student learning consistent with the School's mission and educational goals.

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

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

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

References:

No Child Left Behind Act of 2002 (20 USC 6303 et. seq.)

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

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

Technology Use and Internet Safety Practices & Procedures (*See School's Parent and Student Handbook*)

Tobacco-Free Policy

It is the policy of the Board to maintain a tobacco-free environment at the School. Smoking and tobacco use are prohibited throughout the building and on the premises (including building, parking lot, sidewalk, etc.) at all times. Tobacco advertising or promotion, including on clothing, is prohibited.

References:

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

The Michigan Penal Code, MCL 750.473

Michigan State Board of Education Policy on 24/7 Tobacco-Free Schools

Wellness Policy

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

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

Goals for Nutrition Education

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

Goals for Physical Activity

1. Physical Education will be provided to all students and will teach students the knowledge, skills, and values necessary to understand the short- and long-term benefits of a healthy life style.
2. Physical activity will be integrated into the curriculum by classroom teachers, where deemed appropriate.
3. Students may be provided a daily recess period which will not be used as a punishment or reward. The school will consider planning recess prior to lunch as research has shown that physical activity prior to lunch can increase nutrient intake and reduce food waste.
4. The school will provide a physical and social environment that encourages safe and enjoyable activity for students.
5. The school will encourage families and community members to institute programs that support physical activity.

Goals for Other School Based Activities Designed to Promote Student Wellness

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

Nutrition Guidelines for Foods Available at School during the School Day

1. Students will have affordable access to nutritious foods they need to stay healthy and learn well.
2. Food for sale throughout the instructional day will meet the National School Lunch Program requirements.
3. The school will encourage the consumption of nutrient dense foods, i.e., fresh fruits and vegetables.
4. Sale of vended soft drinks to students will not be permitted during the school day.
5. Classroom snacks will feature healthy choices.
6. Fundraisers will consider healthy choices.
7. Foods made available will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HAACP) plans and guidelines will be in place to prevent food illness.

Assurance

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

Plan for Measuring Implementation and Evaluation

1. The school principal shall ensure that this Policy is implemented and annually evaluated.
2. The school will form a Student Nutrition Advisory Council (SNAC) that will review and provide input on school menus. The SNAC will review this Policy not less than annually and provide the school Board suggested changes to this Policy on an annual basis. The SNAC members will include parents, students, food service employees, school administrators, school Board members, and members of the interested public.

References:

National School Lunch Act (42 U.S.C.1751 et seq.)
The Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)
Women Infants and Children Reauthorization Act of 2004 – §204 of Public Law 108-205
Michigan State Board of Education Model Local Wellness Policy
Michigan State Board of Education Policy on Offering Healthy Food and Beverages