



# LIGHTHOUSE ACADEMY

## BOARD OF DIRECTORS POLICIES

Lighthouse Academy

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## OVERVIEW

The Board of Directors adopts and incorporates by reference herein the following Policies set forth in the Charter Contract approved by the Authorizer and the Board:

**ADMINISTRATIVE GOVERNANCE STRUCTURE** (Schedule 7 of the Charter Contract)

**AGE OR GRADE RANGE OF PUPILS** (Schedule 7 of the Charter Contract and the Management Agreement with IES)

**APPLICATION AND ENROLLMENT OF STUDENTS** (Schedule 7 of the Charter Contract and the Management Agreement with IES)

**BYLAWS** (Board Operations Policy and General Governance, Schedule 2)

**CURRICULUM** (Schedule 7 of the Charter Contract and the Management Agreement with IES)

**DESCRIPTION OF ADMINISTRATIVE RESPONSIBILITIES:** Administration shall have the responsibilities and requirements set forth in the Description of Staff Responsibilities. (Schedule 5 of the Charter Contract)

**DESCRIPTION OF STAFF RESPONSIBILITIES** (Non-Administrative) (Schedule 5 of the Charter Contract)

**EDUCATIONAL GOALS AND EDUCATIONAL PROGRAMS** (Article VI and Schedule 7 of the Charter Contract; and the Management Agreement with IES), and will contain the curriculum content required by applicable law.

**FINANCES** of the Academy shall be controlled by Article III, Article VI, Article XI of the Charter Contract; the Management Agreement with IES; the State School Aid Act, MCL § 388.1601, et seq.; the financial requirement of the Revised School Code relative to Public School Academies set forth in MCL § 380.501, et seq.

**GENERAL OPERATING REQUIREMENTS** (Article VI of the Charter Contract and the Management Agreement with IES)



**METHODS OF PUPIL ASSESSMENT** (Article VI and Schedule 7 of the Charter Contract; and the Management Agreement with IES)

**PHYSICAL PLANT** (Article XI and Schedule 6 of the Charter Contract, and the Management Agreement with IES)

**SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE** (Schedule 7 of the Charter Contract and the Management Agreement with IES)

## **BOARD POLICIES**

### **COMMUNICATION WITH THE BOARD**

The Superintendent and the School Leader shall keep the Board of Directors informed of Academy operations by contributing to the preparation of the monthly Board agendas and by providing oral and/or written reports as the Board deems necessary.

### **CONFLICT OF INTEREST**

The Board shall at all times comply with applicable law as it relates to conflicts of interest, including MCL 15.321, *et seq.*

### **DEVELOPMENT OF ADMINISTRATIVE PROCEDURES**

The Board of Directors delegates to the Superintendent and School Leader the function of designing and implementing the procedures, required actions, and detailed arrangements under which the Academy will operate. These administrative procedures shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative policies only when required by law, and when the Superintendent and/or School Leader recommend Board adoption.

The Superintendent and/or School Leader may also issue such administrative handbooks and student handbooks as he or she may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

A copy of the Academy's administrative procedures and the student handbook shall be made a part of the Board's reference materials maintained in the Academy office.

The Superintendent and/or School Leader shall maintain a current organizational chart to which reference can be made by the Board or any employee of the Board.

The Board delegates to IES and the Superintendent and/or School Leader the authority and responsibility to implement administrative guidelines that are consistent with these policies as adopted by the Board of Directors. These administrative guidelines should be consistent with Federal and Michigan law, the Board Policies, and the Charter Contract.

## REIMBURSEMENT OF EXPENDITURES AND CREDIT CARDS FOR BOARD MEMBERS

(1) Except as provided in subsection (3), the Board of Directors of Lighthouse Academy may pay the actual and necessary expenses incurred by its members and employees in the discharge of official duties or in the performance of functions authorized by the board. The expenditure, and the policy described in subsection (2)(b) that establishes specific categories of reimbursable expenses, shall be a public record and shall be made available to a person upon request.

(2) The Board of Directors of Lighthouse Academy shall not approve payment of an expense incurred by a board member under subsection (1) unless 1 or both of the following conditions are met:

(a) The board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred.

(b) The expense is consistent with a policy adopted by the board, by a majority vote of its members at a regular board meeting, establishing specific categories of reimbursable expenses and the board, by a majority vote of its members at an open meeting, approves the reimbursement before it is actually paid.

(3) The Board of Directors of Lighthouse Academy shall not provide, allow, or obtain credit cards for, issue credit cards to, or provide to a board member a debit card or similar instrument that pledges payment of funds from an account of the public school academy except in compliance with law.

## ACADEMY OPERATIONS

### ANTI-BULLYING/CYRBERBULLYING POLICY

The Lighthouse Academy (LA) board of directors recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of education prohibits acts of bullying, harassment, and other forms of aggression and violence both in person or in cyberspace. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior. Complaints regarding bullying should be delivered in writing to

the School Leader, or his/her designee, of the Academy. The Administration shall develop guidelines to effectuate this policy.

### **ANTI-HARASSMENT/ANTI-VIOLENCE**

It is the Academy's policy to maintain learning and working environments that are free from all forms of harassment, including sexual harassment, physical assault and threats of imminent harm. No board member, staff member or student at the Academy shall be subjected to any form of harassment or intimidation on the basis of a protected characteristic. No Board member, staff member or student of the Academy shall be subjected to any form of harassment including sexual harassment, bullying or physical assault or threats of imminent harm by another.

### **ATHLETIC PROGRAM**

The Academy's athletic program shall comply with all Federal and State laws and regulations. No person shall be discriminated against on the basis of race, color, gender, religion, national origin or disability, while at the Academy, or at any Academy activity. Student athletes must comply with the Board of Directors' Policy regarding prohibition against performance-enhancing substances as required by Michigan law.

### **CERTIFICATE OF COMPLETION AND PERSONAL CURRICULUM**

The Academy's Personal Curriculum (PC) and Certificate of Completion (CoC) shall comply with all federal and state laws, including the Michigan Merit Curriculum legislation, 380.1278a and 380.1278b. The Administration shall develop guidelines to effectuate this policy.

### **COMMUNICABLE DISEASE**

The Academy will cooperate with the County Health Department to enforce and adhere to the Michigan Public Health Code for the prevention, control and containment of communicable diseases.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The Board of Directors seeks to protect those staff members and volunteers who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties. As such, the Board directs IES to develop a Blood-borne Pathogen Exposure Control Plan to limit and/or prevent the risk of occupational exposure to blood and other infectious body fluids and the transmission of blood-borne disease.

### **COORDINATION OF HOMELESS STUDENT SERVICES**

The Superintendent will appoint a Liaison for Homeless Children and Youth whose general duty will be to safeguard the rights of homeless children attending school in this District. The Liaison must be notified immediately upon the enrollment or assignment of a homeless child. The Liaison will coordinate District operations and services so that:

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| A. | homeless children are identified, with special attention given to the locating and enrolling of homeless children who are not currently attending school;  |
| B. | homeless children have a full and fair opportunity to succeed in school;   |
| C. | homeless families and children receive all educational services for which they are eligible, including any District preschool programs, and referrals to health care services, dental services, mental health services, and other appropriate services;  |
| D. | parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;  |
| E. | public notice of the educational rights of homeless children is disseminated at locations where homeless families and children receive services, such as schools, family shelters, and soup kitchens, public aid offices, city hall, food pantries, public libraries, court houses, and police stations; |
| F. | enrollment/assignment disputes are mediated/handled in accordance with Board Policy, District guidelines, applicable laws, and the State Consolidated Plan;  |
| G. | the parents or guardians of any homeless child and any unaccompanied homeless minor are fully informed of all transportation services including transportation to the school of origin and are assisted in accessing transportation to the school that is appropriately selected.                        |

Upon enrollment of a homeless child, the Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the student does not have any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records.

The Liaison will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's Transportation Policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

As part of his/her assigned duties, the Liaison will coordinate and collaborate with the State Coordinator for Homeless Children and other community and school personnel responsible for providing education and related services to homeless children including but not limited to:

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| A. | School District services with local social service agencies and other agencies or programs providing services to homeless children and their families; and |
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- B. With other school districts on inter-district issues, such as transportation or the transfer of school records.

Such coordination should be designed to: (1) facilitate homeless children having access and reasonable proximity to available education and related support services; and (2) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

As part of his/her assigned duties, the Liaison for Homeless Children will inform school personnel, services providers and advocates working with homeless families about his/her duties.

### **DELEGATION OF COMPLIANCE WITH STATE AND FEDERAL LAW TO IES**

The Academy has entered into a Management Agreement with Integrity Educational Services (“IES”) to, in part, provide all personnel and labor necessary for the operation of the Academy. The terms and conditions of employment shall meet the requirements of all applicable Federal and Michigan employment and discrimination laws, including but not limited to the following:

Title VII of the Civil Rights Act of 1964, 42 USC §2000e, *et seq.*

Age Discrimination in Employment Act of 1967, as amended, 29 USC §621, *et seq.*

Americans With Disabilities Act, as amended by the ADAAA of 2008, 42 USC §12101, *et seq.*

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments Act of 1972, 20 USC §1701, *et seq.*

Family Medical Leave Act of 1993, 29 USC §2601, *et seq.*

Michigan’s Elliott-Larsen Civil Rights Act, MCL §37.2201, *et seq.*

Michigan’s Persons With Disabilities Act, MCL §37.1101, *et seq.*

Criminal History & Unprofessional Conduct Checks, MCL §380.1230, *et seq.* and

Student Safety Legislation, MCL §380.1230(a)-380.1230(h)

### **DIRECTORY INFORMATION**

The Academy shall annually notify parents of education record information that it designates as Directory Information pursuant to the Family Educational Rights and Privacy Act.

### **DISCRIMINATION, SEXUAL OR OTHER HARASSMENT, TITLE IX COMPLAINTS**

A person who believes they have been subjected to discrimination based on race, sex, age, religion, national origin, disability, height or weight, sexual harassment or other harassment or violation of Title IX, should immediately report the alleged violation to the Building Administrator, EEO Compliance Officer, or Title IX Coordinator. All alleged conduct should be reported as soon as the alleged discrimination, sexual harassment, harassment or violation of Title IX occurs. Such reports shall be investigated thoroughly.

## **DRUGS (INCLUDING ALCOHOL AND TOBACCO)**

The Academy maintains zero tolerance for the use, possession, or distribution of any alcohol, tobacco or illegal drug on Academy property, in an Academy vehicle or at any Academy-sponsored event.

## **EMERGENCY DRILLS**

The Academy shall conduct emergency drills as required by State law.

## **FREEDOM OF INFORMATION ACT (FOIA)**

The Academy will comply with the Freedom of Information Act (Act 442 of the Public Acts of 1976) which provides for public access to certain public records of public bodies; to permit certain fees; to prescribe the powers and duties of certain public officers and public bodies; to provide remedies and penalties; and to repeal certain acts and parts of acts. FOIA should be delivered in writing or electronically to the FOIA Coordinator of the Academy. The Administration shall develop guidelines to effectuate this policy.

## **GENDER EQUITY (TITLE IX)**

The Academy certifies compliance with Title IX of the Education Amendments Act of 1972, as amended, 20 USC §1681, *et seq.*, and its implementing regulation, at 34 CFR, Part 106, which prohibits discrimination based on sex. The Academy does not discriminate based on sex in employment or any educational program of activity it operates.

Complaints regarding discrimination based on sex should be delivered in writing to the Superintendent, School Leader, or his/her designee, of the Academy. The Administration shall develop guidelines to effectuate this policy.

## **HEALTH EDUCATION**

The Board of Directors, in compliance with State law, has adopted an appropriate program of health education, which will prepare students to maintain good health and enable them to adapt to changing health problems of our society. All health education curriculum shall be developed in accordance with applicable law and Michigan Department of Education Guidance.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent or guardian involvement in this procedure is required by federal (IDEA) and State law.

## **MAINTENANCE OF STUDENT RECORDS – IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS AND EXPULSIONS**

Records of student discipline shall be maintained in accordance with state and federal law, including required provisions relating to confidentiality.

## **PARENT / FAMILY INVOLVEMENT**

The Academy recognizes that a child’s education is a responsibility shared by both the school and the child’s parents and family. In order to provide the most effective education for all students, the Academy believes that teachers and parents must work as knowledgeable partners. The Academy, in collaboration with parents, has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families.

The Academy also supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The administrative leadership also helps to set expectations and create a climate conducive to parental participation.

The Academy believes that parent/family participation is essential to improved student achievement. To this end, the Academy is committed to establishing effective two-way communication; connecting students and families with community organizations that provide education enrichment and support, and providing parents with opportunities for input into their child’s education. The Academy shall also insure that parents and legal guardians of a student enrolled in the Academy have the opportunity to review the curriculum, text books and teaching materials of the Academy at a reasonable time and place, and in a reasonable manner, and permit parents and legal guardians, subject to reasonable restrictions and limits, to observe instructional activity in a class or course in which their child is enrolled.

The Superintendent, School Leader, or his/her designee, shall develop administrative guidelines to implement this policy.

## **PARENT PARTICIPATION IN TITLE I PROGRAMS**

In accordance with requirements of Section 118 of ESEA Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent, School Leader or designee shall ensure that the Title I plan contains written procedures which have been developed with, approved by, and distributed to parents of participating students.

The Superintendent, School Leader, or his/her designee, shall develop guidelines to implement this policy.

## **PESTICIDE NOTIFICATION**

The Academy will notify parents in advance of pesticide applications unless an emergency exists. Notice will be in accordance with federal and state law.

## **PROHIBITION AGAINST PERFORMANCE ENHANCING SUBSTANCES**

It is the policy of the Academy that a student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance prohibited by law. Any loss of eligibility imposed pursuant to this policy shall be in addition to any other discipline under the Code of Conduct. Any staff member providing, promoting or advising the use of such substances shall be subject to discipline, up to and including termination.

## **PUBLIC RECORDS / FREEDOM OF INFORMATION ACT REQUESTS**

In accordance with the Freedom of Information Act (FOIA), MCL 15.231 *et seq.*, the Academy will make public records accessible as required by law. The Academy shall designate a FOIA Coordinator.

In responding to a FOIA request, the Academy may charge for any and all costs, including a good faith deposit, allowable under applicable law.

## **PURCHASING**

The Academy will procure supplies, materials, and equipment in accordance with applicable law, including MCL §§380.1274, 380.1267, and 15.321.

## **SOCIAL SECURITY NUMBERS**

No Social Security number or portion of a Social Security number will be used in the conduct of the Academy's business other than as permitted by applicable law.

## **TESTING OUT POLICY**

Lighthouse will grant high school credit to any pupil who can demonstrate mastery in the subject area content expectations or guidelines for a course. Teachers will establish the assessment process that measures a student's understanding of the subject area content expectations for the course (the principal should approve the test out assessment and keep on file, as well as completed test out assessments). To all students who wish to test out of a course, teachers will provide all the learning objectives for that course, a summary of the course syllabus, a sample written examination, and a description of the final assessment required to establish mastery. The teacher will ensure that the assessment used to determine mastery is comparable to that required of students taking the actual course for credit.

## **TOXIC AND ASBESTOS HAZARDS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (AHERA) requires the Academy to annually notify parents, students, staff and others who regularly occupy the school building of compliance with AHERA. An Asbestos Management Plan (AMP) and Preparedness for Toxic Hazard Policy (PTHP) have been developed for the Academy and are on file in the school office. Parents may schedule an appointment with the building administrator to review the AMP and PTHP.



## **VISITORS**

Parents and other adults are encouraged to visit the Academy. The School Leader will ensure that visits do not disrupt the educational program.

The School Leader may impose such conditions on the presence of registered sex offenders on Academy premises, or at Academy functions, as he or she deems reasonable and appropriate, including: advance permission for visits; escort by a staff member or other adult; and, time and place restrictions.

## **VOLUNTEERS**

Parents and other adults are encouraged to volunteer at the Academy. The School Leader may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. The School leader may also establish guidelines that require background checks for volunteers in order to protect the safety of students, staff, and visitors.

## **WELLNESS POLICY**

The Academy is committed to providing a healthy school environment that enhances learning and development of lifelong wellness practices.

The School Leader shall establish rules and regulations to be used in the implementation of this policy.

## **WORLD LANGUAGE TESTING OUT POLICY**

The board recognizes the value of preparing students to be global citizens with the skills to communicate in English and other world languages. In our world's diverse communities, it is not unusual for students to have various opportunities to develop language skills, for example, through experiences of using the language at home, attendance at language programs offered in the community, learning online or time spent living abroad. The district encourages students and their families to take advantage of any language learning opportunities available to them.

To enable students to fully benefit from the advantages of multilingualism, the district will encourage students to learn to understand, speak, read and write at a high level of language proficiency. Proficiency can also be demonstrated in languages that are only spoken or signed.

In order to recognize the language proficiency of students, the superintendent is directed to develop procedures for awarding world language credits to students based on demonstrated proficiency across a range of language skills.

The Administration shall develop guidelines to effectuate this policy.

## **STUDENT POLICIES**

### **ACADEMY SPECIFIC DRESS CODE/UNIFORM**

The Board empowers the Administration to make decisions and interpretations concerning the dress code and enforcement thereof in accordance with the requirements of applicable law.

### **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Board of Directors to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, ancestry, age or national origin to learn through the curriculum offered by the Academy.

### **FIELD TRIPS**

Only trips off school grounds approved by the School Leader shall be deemed official field trips. Faculty, staff or others are not to use the Academy's name or imply endorsement by the Academy without such approval.

### **HAZING**

Hazing on or in any Academy property at any time, or in connection with any activity supported or sponsored by the Academy, whether on or off Academy property, is strictly prohibited.

### **IMMUNIZATIONS**

The Board of Directors believes that immunization is one of the most cost-effective measures to protect children from vaccine-preventable diseases. Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the State Health Department regulations.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an academy. It is, therefore, the policy of the Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy.

### **MEDICATIONS**

The Academy shall comply with applicable law in the administration of medication for students, including MCL §380.1178a.

## **PUBLICATIONS -- SCHOOL-SPONSORED, CURRICULUM-RELATED PUBLICATIONS**

The Administration may impose reasonable time, place and manner restrictions on the distribution of all student publications and communications and may prohibit any speech or publication which may be reasonably anticipated to cause substantial disruption.

## **SEARCHES OF STUDENT LOCKERS AND LOCKER CONTENTS**

Lockers, cubbies and other school-supplied storage areas are Academy Property: all lockers, cubbies and other storage areas assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these areas. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas.

The School Leader or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas at any time, without notice and without parental/guardianship or student consent.

Cell Phones/Electronic Devices: possession of cell phones and any electronic devices shall be consent to the search of those devices.

Notice of Policy: a copy of the Board of Directors policy regarding locker searches shall be provided annually to each student and parent/guardian of the student assigned a school locker.

## **STUDENT DISCIPLINE**

The Academy will follow all Michigan laws regarding misconduct which requires student discipline, including: arson; criminal sexual conduct; possession of dangerous weapons; physical assault involving an employee, volunteer, or contractor; physical assault against another student; verbal assault against an employee, volunteer, or contractor; bomb threats or similar threats; and, any other misconduct which may by law require disciplinary action by the Academy. The Academy shall develop a Student Code of Conduct prescribing offenses, their consequences, and due process rights of students.

Nothing in this Policy shall diminish the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

The Academy shall comply with the Statewide School Safety Information Policy.

## **STUDENT SECLUSION AND RESTRAINT**

The Academy shall follow the guidelines adopted by the State Board of Education for seclusion and restraint; for notification requirements and for required training. Corporal punishment, as defined by applicable law, is prohibited at all times.

## **TECHNOLOGY / INTERNET USE**

The Administration shall develop a technology use policy in accordance with the requirements of applicable law.