

## **Annual Notices 2015-2016**

### **Civil Rights Compliance Officer Contract**

The Board of Education has assigned a Civil Rights Compliance Officer Contact, which is: Leann Hedke, Interim Superintendent.

### **Nondiscrimination in education (Policy 2260.01)**

It is the policy of the Summit Academy Schools that no person may be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Statues. This policy does not intend to prohibit the provision of special programs or services based on objective standards of individual need or performance to meet the needs of pupils, including gifted/talented, special education, school-age parents, and bilingual bicultural, at risk and other special programs or programs designed to overcome the effects of past discrimination. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Age Discrimination Act of 1975, Title IV of the Civil Rights Act of 1964 (race and national origin), and Section 504 (handicap) of the Rehabilitation Act of 1973.

Summit Academy Schools encourages informational resolution of complaints under this policy. A formal Complaint resolution is available. To address allegations of violations of the policy in the Summit Academy Schools or ask any questions concerning Civil Rights Compliance and/or Title IX, please contact:

Leann Hedke  
Interim Superintendent  
30100 Olmstead, Bldg. B.  
Flat Rock, MI 48134  
734-379-9766

Inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, should be directed to: Brenda Vandercook, 734-379-6810, [bvander@summit-academy.com](mailto:bvander@summit-academy.com).

### **Non Discrimination in Employment Policy (Policy 3122/3122.02/1422.02)**

The School shall not discriminate in its policies, practices, procedures or activities on the basis of race, color, national origin, sex, disability/handicap, marital/parental/family status, or genetic information and shall comply with all applicable law with respect to equitable treatment of students, employees, and applicants for employment. The School shall ensure equivalence among buildings within the School in teachers, administrators, and other staff, as well as in the provision of curriculum materials and instructional supplies.

In addition, the School shall not do any of the following:

- . Discriminate against an individual in the full utilization of or benefit from the School or the services, activities, or programs provided by the School because of religion, race, color, national origin, or sex.
- . Print or publish or cause to be printed or published a catalog, notice, or advertisement indicating preference, limitation, specification, or discrimination based on the religion, race, color, national origin, or sex of an applicant for admission to the School.
- . Announce or follow the policy of denial elimination through a quota or otherwise of educational opportunities of a group or its members because of religion, race, color, national origin, or sex.

Written or unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or disability insurance or sick leave plan, formal or informal, shall be applied to disability due to pregnancy, childbirth, or related medical conditions on the same terms and conditions as they are applied to other disabilities.

Prior to the beginning of each school year, the School shall announce its policy of nondiscrimination to students, parents, employees, and the general public, together with a summary of the School's program offerings and admissions criteria and contact information for the person designated to coordinate compliance activities. The School's policy of nondiscrimination shall be stated in all announcements, bulletins, catalogs, or application forms. All School personnel shall adhere to such policies.

**Directory Information (See Policy 8330)**

Summit Academy Schools does not release directory information. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose.)

**Selective Service Registration**

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

**Drug prevention memorandum to parents (Policy 5530)**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. The use, manufacture, possession, distribution, or dispensation of alcoholic liquor or the illegal use, manufacture, possession, distribution or dispensation of drugs or drug paraphernalia is strictly prohibited on School property, School transportation, or at School sponsored events. The School shall maintain a drug-free environment at all times.

Students found in possession of alcohol or illegal drugs (including drug paraphernalia), or found to be under the influence of such substances, shall be subject to discipline pursuant to the School Code of

Conduct. The School administration shall establish a drug-free awareness program consistent with this policy and all applicable law. Such a program may include reasonable guidelines and procedures designed to ensure that an individual who has formerly engaged in the illegal use of drugs is no longer engaging in the illegal use of drugs.

Students of the School shall be provided with a copy of the standards regarding alcoholic liquor and illegal drugs, including drug paraphernalia, and shall be informed that compliance with these standards is mandatory.

#### **Memorandum to staff on Federal drug regulations**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials.

Summit Academy Schools is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. A staff member should contact his/her supervisor or the Superintendent’s office whenever such help is needed.

#### **Staff Information on Toxic Hazards (See Full Policy 8431)**

Training on toxic hazards (hazmat) is required of all staff assigned to Summit Academy Schools.

#### **Blood-borne Pathogens and Hepatitis B Information (See Full Policy) 8453)**

The Board of Directors directs the designated school leader to provide a safe, healthy environment for students and staff. This can best be accomplished when all persons within the School community understand the method of transmission and prevention of diseases not contracted through air-borne pathogens, but rather through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board also assures the confidential status of individuals who may be diagnosed with a blood-borne communicable disease.

For purposes of this policy, these direct-contact communicable diseases shall include the following: HIV (human immunodeficiency virus); AIDS (acquired immune deficiency syndrome); AIDS- related complex (condition); HAV, HBV, HCV (hepatitis A, B, C); and other diseases specified by the Michigan Department of Community Health as contact communicable diseases. Staff is trained on the risks of Hepatitis B and other Blood-borne pathogens. They may request vaccination for Hepatitis B or request a waiver of the vaccination.

**Indoor Environmental Quality and Pesticide Application (See Policy 8431)**

Indoor Environmental Quality is a priority for Summit Academy Schools. In an effort to comply with environmental policy and applicable regulations, the Academy follows procedures designed to prevent air and water pollution; minimize or eliminate waste streams, where possible; and identify possible sources of air and water pollution.

Summit Academy Schools follows a pest management program, in accordance with the U.S. Environmental Protection Agency’s Integrated Pest Management (IPM) in the Academy’s guidelines.

Summit Academy Schools provide a safe and healthy learning environment that is relatively pest-free with the least possible use of pesticides. Parents, students, and staff are notified in advance prior to pesticide treatments pursuant to the requirements under the Natural Resources and Environmental protection Act. Re-entry to a pesticide treated area may not occur less than 4 hours after the application, unless the product labels require a longer period of time.

**Use of a Respirator (See Policy 7430)**

Summit Academy Schools is aware that there are situations where students may be in need of a respirator. With the appropriate Physician’s approval/certification for use of a respirator, the respirator shall be used.

When necessary staff members may be trained in the reason for the need of respiratory protection, the effects of respiratory hazards, type of respirator, operation of the respirator and other necessary education on its use.

**Locker Search Policy (See Policy 5771)**

The Board of Directors has charged Academy authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, Academy authorities may search School property such as lockers and computers used by students and/or the students’ personal property, including vehicles.

The Board acknowledges the need for in-school storage of students’ possessions and shall search all such storage places. In the course of any search, students’ privacy rights will be respected regarding any items that are not against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the designated school leader has reasonable suspicion that illegal drugs or devices may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is

not to be used to search students, unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions-The Board recognizes that the privacy of a student and his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are authorized to arrange for a breath-test instrument, according to the designated school leader's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the designated school leader. He/She shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the designated school leader in the presence of the student and another staff member. A search, prompted by the reasonable belief that health and safety are immediately threatened, will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances, when the health or safety of the student or of others is immediately threatened.

The designated school leader shall be responsible for the prompt recording, in writing, of each student search, including the following information: reasons for the search; information received that established the need for the search; the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The designated school leader shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

#### **Student Privacy and parent Access to Information (Policy 2416)**

The Board of Directors respects the privacy rights of parents and their children. Without prior written consent of the student, (if an adult or an emancipated minor) or his/her parents (if an un-emancipated minor), no student shall be required, as a part of the School program or the School's curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following:

- a. Political affiliations or beliefs of the student or his/her parents;
- b. Mental or psychological problems of the student or his/her family;

- c. Sexual behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). The designated school leader shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Upon request, parents shall have the right to inspect a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the School to the student. The parent shall have access to the survey/evaluation within a reasonable period of time after the request is received by the designated school leader. NOTE: The following arrangements to protect privacy or equivalent must be inserted.

To ensure the right of parents, the Board directs the designated school leader to perform the following:

- a. Provide timely, written notification to parents about any surveys, analyses, or evaluation that may reveal any of the information identified in a-h above. Such notification shall inform parents about their right to inspect the survey, analysis, or evaluation prior to the initiation of the activity with students.
- b. Allow the parent the option of excluding their student from the activity.
- c. Report collected data in a summary that does not permit one to make a connection between the data and individual students or small groups of students.
- d. Treat information as identified in a-h above as confidential information in accordance with Policy 8350.

Upon written request, parents have the right to inspect any instructional material used as part of the educational curriculum of the student. Parents will have access to the instructional material within a reasonable period of time after the written request is received by the building the designated school leader. The term instructional material means any learning materials provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose). The designated school leader shall provide notice directly to parents of students enrolled in the School of the substantive content of this policy, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in this policy. In addition, the designated school leader shall notify parents of students in the School, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- b. Activities involving the administration of any survey by a third party that contains one or more of the items described in a-h above.

For purposes of this policy, the term parent includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent, with whom the child lives, or other person legally responsible for the welfare of the child).

#### **Fair Labor Standards (Policy 6700)**

It is the Board of Director's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees or salaried employees who do not qualify for a professional, administrative, computer, or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay, in accordance with the FLSA, for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the designated school leader or a supervisor may be subject to disciplinary action up to, and including, termination.

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than those mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption, even if the employee's pay is reduced or the employee is placed on a leave without pay, for absences for personal reasons or because of illness or injury of less than one (1) work-day (because accrued leave is not used for specific reasons), the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- a. The employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability;
- b. The employee is absent from work for one (1) or more full days due to sickness or disability, if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- c. To offset amounts, which employees receive as jury or witness fees or for military pay;
- d. For unpaid disciplinary suspensions of one (1) or more full days, imposed in good faith for workplace conduct rule infractions;
- e. For penalties, imposed in good faith, for infractions of safety rules of major significance.

The Board shall not be required to pay the full salary in the initial or terminal week of employment or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act. The Board recognizes that, with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes an improper deduction has been made to his/her salary, the employee should immediately report this information to the, [Business Manager, or his/her immediate supervisor]. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the board will make a good faith commitment to avoid any recurrence of the error. Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's Web site.

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. If the policy results in any conflict or exceeds the statutory requirements, the statute and its implementing regulations prevail.

The Board directs the designated school leader or his/her designee to distribute the policy to all employees upon initial hire and on an annual basis.

#### **Notification of Rights Under FERPA (Policy 8330)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."



. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31): School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

You have the right to file a complaint with the U.S. Department of Education by contacting the: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

#### **FMLA (Family and Medical Leave of Absence) (Policy 3430.01)**

In accordance with Federal law, the Board of Directors shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons. (See Policy 3430.01)

#### **USERRA (Uniformed Services Employment and Reemployment Rights Act) (Policy 3437.01)**

If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the designated school leader may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule which would

exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

. Transfer temporarily to an available alternative position offered by the School Leader for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The designated school leader will notify the staff member when the School intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the designated school leader does not have sufficient information about the reason for an employee's use of paid leave, the designated school leader may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the designated school leader learns that a paid leave is for an FMLA leave-qualifying reason, the designated school leader will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) FMLA- leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.

When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness.

The staff member may either:

A. Submit the completed medical certification to the designated school leader; or

B. Direct the healthcare provider to transfer the completed medical certification directly to the designated school leader, which will generally require the staff member to furnish the healthcare provider with a HIPAA- compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for the FMLA leave is foreseeable and at least thirty (30) days' notice has been provided, the staff member must provide the medical certification before the leave begins.

### **Bullying and Other Aggressive Behaviors towards Students (See Policy 5517.01, 7540.03)**

It is the policy of the School to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the School, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. (See Full Policy 5517.01 and 7540.03)

### **Code of Conduct**

The Board of Directors acknowledges conduct is closely related to learning and an effective instructional program requires an orderly school environment, as reflected in the behavior of students.

The Board shall require each student of this School to adhere to the Code of Conduct established by the administration and submit to such disciplinary measures, appropriately assigned for infraction of those rules. The designated school leader shall have the authority to assign discipline to students, subject to School Administrative Guidelines (code of Conduct) and the student’s due process right to notice, hearing, and appeal. (See Full Code of Conduct at your child’s school office or at our website [www.summit-academy.com](http://www.summit-academy.com))

### **Anti-Harassment (see Policy 3362)**

It is the policy of the Board of Directors to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board (see Policy 3362)

**Entry on School Grounds (See Policy 9150)**

The Board of Directors welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines. The designated school has the authority to prohibit the entry of any person to this School or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the School. If such an individual refuses to leave the school grounds or creates a disturbance, the designated school leader is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis. Parent concerns about any aspect of hi/her child's educational program should be presented through the procedure set forth in Board Policy 9130-Public Complaints, a copy of which is available at the Board office and at each school.

**Handicapped Access (See Full Policy 9160)**

The Board of Directors welcomes the attendance of members of the community at athletic and other public events held by the schools in the School, but the Board also acknowledges its duty to maintain order and preserve the facilities of the School during the conduct of such events.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function sponsored by the School.

Raffles and similar forms of fun-raising by School-related organizations may be permitted by the designated school leader in accordance with Policy 9211-School Support Organizations and Policy 9700-Relations with Special Interest Groups.

No qualified person with a disability will, because the School's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

**Emergency Medical Authorization (Policy 5341)**

The designated school leader will distribute the Emergency Medical Authorization Form annually to parents or guardians of all students. If an emergency medical treatment for a student is necessary, the School will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in the School office during the year.

Any time a student or a group of students is taken out of the school to participate in a School event, the staff in charge of the event must take the Emergency Medical Forms for those students and must return the forms to the office file immediately after the event.

The designated school leader shall develop Administrative Guidelines to ensure the prompt return of said from by parents or guardians and the implementation of other provisions of this policy.

#### **Emergency Medical Authorization-STAFF (Policy 3610)**

The Board of Directors or the designated school leader reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the designated school leader's guidelines and/or the terms of the negotiated, collectively-bargained agreements. Reports of all such examinations or evaluations shall be delivered to the designated school leader, who shall protect their confidentiality. Reports will be discussed with the employee or candidate.

Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the American with Disabilities Act and the Genetic Information Discrimination Act (GINA). In the event of a report of a condition that could influence job performance, the designated school leader shall base a non-employment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.

The Board shall assume any uninsured fees for required examinations.

#### **Wellness (See Policy 8510)**

Summit Academy Schools are committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

Nutrition Education- every year, all students, PreK-12, shall receive nutrition education that is aligned with the Michigan Health Education Content Standards and Benchmarks. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

### **Late Arrival and Early Dismissal (Policy 5230)**

It is necessary that a student be in attendance throughout the school day to benefit fully from the educational program of the School. However, the Board of Directors recognizes that compelling circumstances occasionally require that a student be late to school or dismissed before the end of the school day.

If one parent has been awarded custody of the student by the courts, the custodial parent shall provide the School with a copy of the custody order and inform the School in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the School will presume that the student may be released into the care of either parent.

No student who has a medical disability that may be incapacitating will be released without a person to accompany him/her. No student shall be released to anyone who has not been authorized such custody in writing by the parents. The School Leader shall develop Administrative Guidelines to ensure the proper implementation of this policy. Any student arriving late or leaving prior to the end of the school day shall be signed in/out by parent or legal guardian, or parent authorized designee.

The Board of Directors believes 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 or appropriate waivers signed, at the time of registration or not later than the first day of school pursuant to the provisions of the State Health Department regulations.

### **Parent/Students Acknowledgment of Risk in Interscholastic Athletics**

Parents sign a form acknowledging there is a risk when participating in interscholastic athletics during sign-up.

### **Parent Authorization for child to go on trips (See Policy 2340)**

Parents provide written authorization for their child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc.

### **Student Accident Insurance (See Policy 8760)**

The Board of Directors recognizes the need for insurance coverage for injuries to students caused by accidents that occur while students are in the educational, athletic, and co-curricular programs of the School. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance for students, at the expense of the parents.

A signed statement of insurance coverage on the part of the student's parent/guardian shall be a prerequisite for student registration in any School activity having a potential for personal injury. The designated school leader may recommend suitable and qualified insurance carriers and notify all parents of their availability.

### **Parent Notification Regarding Blood-Borne Pathogens (See 8453.01)**

All school staff should be aware of the risks involved when exposed to and dealing with body fluids. It must be assumed that all body fluids are potentially infectious. However, by following procedures for universal infection control, the risks can be greatly reduced and the possibility of accidental infection can be minimized or prevented. A surface should be considered contaminated if blood, or the reasonably anticipated presence of blood, or other potentially infectious body fluids occur, even if the contaminates have dried. Certain pathogens (e.g., HCV) remain viable for extended periods in dried blood.

The Board of Directors directs the School Leader to protect staff members who may be exposed to blood-borne pathogens and other potentially infectious materials in their performance of assigned duties.

### **Parent Notification regarding sex education and AIDS classes (Policy 2413)**

The Board of Directors, consistent with Michigan law, has adopted a comprehensive program, inclusive of the Michigan Model for Comprehensive School health, along with supplemental curriculum of to prepare students to maintain good health and enable them to adopt to changing health problems in our society.

The Board recognizes this program, like others the School offers, may contain content and/or activities that some parents might find objectionable. The School shall notify the parents in advance of the instruction, about the content of the instruction and shall give parents an opportunity to review the materials to be used.

### **Reminders to Staff on student supervision/health/safety matters (Policy/3213)**

Staff members are frequently confronted with situations that could result in liability to the School and personal liability to the staff member. The Board of Directors shall direct the preparation of guidelines that would minimize that possibility.

Pursuant to the laws of the State and Board Policy 8462, each staff member shall immediately report any sign of suspected child abuse or neglect to the proper legal authorities.

### **Notice of use of video surveillance/electronic monitoring of school facilities (see Policy 7440.01)**

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Directors authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings, and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

**\*\*All Forms available at your child's school and on our website at [www.summit-academy.com](http://www.summit-academy.com)\*\***

### **Constitutionally Protected Prayer**

The U.S. Department of Education (USED) requires that each local or intermediate school district or public school academy, as a condition of receiving funds under any portion of the elementary and Secondary School ACT (ESEA) of 1965 as amended, annually certifies to the state agency, that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools.

### **Eye Protective Devices**

State law requires all public schools and public school academies provide adequate eye protective devices for students enrolled in courses where danger to the eye exists [MCL 380.1288]. Administrative Code Rules governing Eye Protective Devices require that all public schools and public school academies certify compliance with this requirement.

### **Constitution Day**

Public Law 108-447 requires all educational institutions receiving federal funds to hold an educational program on the United State Constitution on September 17, 2014, for the students served by the educational institution.

### **Asbestos Statement**

We are required yearly to notify our parents that Summit Academy Schools are asbestos free. An Asbestos Management Plan is on site at all of our buildings, which clarifies that our schools contain no asbestos building materials. These plans are available for your review.

Updated 05/26/2015