



February 11, 2010

Dr. Sid Faucette
sidfaucette@choiceschools.com
Three Oaks Public School Academy
1212 Kingsley Street
Muskegon, MI 49442

Dear Dr. Faucette:

RE: ** IMPORTANT: your board policy update has been processed**

Thank you for subscribing to the National Charter Schools Institute's bi-annual **Board Policy Update Service**. The Institute has prepared the **Fall 2009** policy revisions (and the associated administrative guidelines and forms – if applicable) for the Board's review and subsequent adoption. These documents can be viewed and printed in a PDF format by logging on to your school's virtual board policies on-line (<http://policy.nationalcharterschools.org>). Once the Board has taken action, **please return the completed disposition form (second page of this letter)** and any policy changes, by fax (989)774-2591 or e-mail to scoon@nationalcharterschools.org. Upon receipt, the Institute will finalize the update, post the revisions on-line and send an e-mail to you.

If you have forgotten your user-name or have log-in issues, please contact Angela Irwin, Director of Board Programs at: airwin@nationalcharterschools.org. The National Charter Schools Institute is pleased to offer this service to Three Oaks Public School Academy. Your satisfaction with the service is critical to our success. Should you have comments or suggestions, please contact me or Mr. Craig Marsh, your Institute Associate.

Sincerely,

A handwritten signature in black ink that reads "Angela L. Irwin".

Angela Irwin
Director of Board Programs

THREE OAKS PUBLIC SCHOOL ACADEMY

DISPOSITION FORM
POLICIES FOR BOARD ADOPTION – FALL 2009

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7440.01	_____	_____	_____
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Date of Board Meeting: _____

Return final pdf file to: _____ E-mail Address: _____

5000 STUDENTS

5111	Admission of Students	L
5111.01	Homeless Students	L
5113.02	School Choice Options Provided by the <i>No Child Left Behind Act</i>	BP
5130	Withdrawal from the Academy	BP
5136	Wireless Communication Devices	BP
5200	Attendance	BP
5215	Absent and Missing Children	BP
5223	Absences for Religious Instruction	BP
5230	Custodial Rights	BP
5310	Health Services	BP
5320	Immunization	BP
5330	Use of Medications	L
5331	Students with Special Dietary Needs	BP
5340	Student Accidents	BP
5341	Emergency Medical Authorization	BP
5350	Suicide Prevention	BP
5410	Promotion, Placement, and Retention	BP
5420	Reporting Student Progress	BP
5421	Grading	BP
5430	Class Rank	BP
5451	Student Recognition	BP
5460	Graduation Requirements	BP
5500	Student Conduct	BP
5511	Dress and Grooming	BP
5513	Care of Academy Property	BP
5514	Student Use of Bicycles	BP
5514.01	Student Use of Motorized Vehicles	BP
5516	Student Hazing	L
5517	Harassment of Students	L
5517.01	Bullying and Other Aggressive Behavior toward Students	L
5520	Disorderly Conduct	BP
5530	Drug Prevention	L
5532	Performance-Enhancing Drugs/Compounds	L
5540	Interrogation of Students	BP
5600	Student Discipline	BP
5610	Emergency Removal, Suspension & Expulsion of Students	L
5630.01	Student Seclusion and Restraint	L
5710	Student Grievance	BP
5722	School-Sponsored Publications and Productions	BP
5730	Equal Access for Non-School Sponsored, Student Clubs & Activities	BP
5771	Search and Seizure	BP
5772	Possession of Weapons	BP
5780	Student/Parent Rights	BP

5830 Student Fund-Raising
5850 Social Events

BP
BP

Adopted 6/06
Revised 5/8/08

For Board Approval

REPLACEMENT POLICY – FALL 2009

WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school provided transportation the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles, or stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerry's/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Further, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply when the student obtains prior approval from the building principal.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated.

The use of WCDs in locker rooms and bathrooms is prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). WCDs in Academy custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Adopted 6/06
Revised 5/8/08

NEW POLICY – FALL 2009

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Directors sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. Academy officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. Academy officials may prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudice, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e., publication/performance is limited to students, staff and parents/family members) except with the prior written approval of the Administration.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in school-sponsored student publications/productions.

Advertisement submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor and/or the Administration for a determination that they are appropriate for juveniles. The Administration retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or questions submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Administration.

Adopted

6000 FINANCES

6110	Federal Funds	BP
6144	Investments	L
6152	Student Fees, Fines, and Supplies	BP
6210	Fiscal Planning	BP
6220	Budget Preparation	BP
6230	Budget Hearing	BP
6231	Budget Implementation	BP
6320	Purchasing	L
6321	New Academy Construction, Renovation	L
6350	Prevailing Wage Coordinator	BP
6423	Use of Credit/Debit Cards	BP
6460	Vendor Relations	BP
6470	Payment of Claims	BP
6510	Payroll Authorization	BP
6520	Payroll Deductions	BP
6680	Recognition	BP
6700	Fair Labor Standards Act (FLSA)	L
6800	System of Accounting	BP

Adopted 6/06

Revised 5/8/08; 6/11/09

REVISED POLICY – FALL 2009

PURCHASING

Reference: MCL 380.1267, 380.1274 et seq.

Each year the state of Michigan informs the Academy of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board of Directors that the Principal/Business Manager adhere to the following procedures:

- A. Seek informal price quotations on purchases that are under fifty percent (50%) of the amount allowed by state statute for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the Academy.
- B. When the purchase of, and contract for, single items of supplies, materials, or equipment is in excess of fifty percent (50%) but less than the amount allowed by state statute the Principal/Business Manager shall whenever possible, require three (3) competitive price quotations.
- C. Purchases that are in excess of the dollar amount permitted by state statute shall, whenever possible, have at least three (3) competitive bids for substantiation of purchase and shall require approval of the Board of Directors prior to approval to purchase.

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to MCL 18.1263.

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

- D. Bids shall be sealed and shall be opened by the Finance Committee. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:
 - 1. the quality of the item(s) to be supplied;
 - 2. its conformity with specifications;
 - 3. suitability to the requirements of the Academy;
 - 4. delivery terms; and
 - 5. past performance of the vendor.

The Board may consider and provide a preference to bidders:

- 1. which use a Michigan-based business as the primary contractor.**
- 2. which use one (1) or more Michigan-based business as subcontractors.**

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under MCL 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- 1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan**
- 2. have filed a Michigan income tax return showing income generated in or attributed to Michigan**
- 3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury**

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

The Principal/Business Manager is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process.

The Principal/Business Manager is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the Academy in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the Academy, the Board requires that the Principal/Business Manager periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Principal/Business Manager shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Academy. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. opportunity be provided to as many responsible suppliers as possible to do business with the Academy;
- B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- C. where the requisitioner has recommended a supplier, the Principal/Business Manager may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- D. upon the placement of a purchase order, the Business Manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

Staff may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Adopted 6/06
Revised

REVISED POLICY – FALL 2009

NEW ACADEMY CONSTRUCTION, RENOVATION

Reference: MCL 380.1267

Before beginning construction of a new school building, or addition to or repair or renovation of an existing school building, except repair in emergency situations, the Board shall request that the Educational Service Provider, obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building **which exceeds the State statutory limit.**

This policy does not apply to buildings, renovations, or repairs costing **less than the statutory limit** or to repair work normally performed by Academy staff.

The Educational Service Provider shall advertise for the bids required under subsection

- A. by placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the department of management and budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the department of management and budget for this purpose.
- B. If the department of management and budget designates a school or organization website for this purpose, the department of management and budget shall indicate this fact on its website and include a link on its website to the school organization website.
- C. The advertisement for bids shall do all of the following:
 1. Specify the date and time by which all bids must be received by the Board at a designated location.
 2. State that the Board will not consider or accept a bid received after the date and time specified for bid submission.
 3. Identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement.
 4. State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the School Leader of the Academy. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the Academy from loss or damage by reason of the

withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.

- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection three (3) of this policy
- F. At a public meeting identified in the advertisement for bids described in subsection three (3) of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall re-advertise in the manner required by this policy.
- G. The Board may consider and provide a preference to bidders:**
 - 1. which use a Michigan-based business as the primary contractor.
 - 2. which use one (1) or more Michigan-based business(es) as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L.A. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- a. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
- b. have filed a Michigan income tax return showing income generated in or attributed to Michigan
- c. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

- H. **The competitive bid threshold amount specified in the State statute is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the 12 months ending August 31 of the year in which the adjustment is made differs from that index's average for the 12 months ending on August 31 of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar.**

Adopted 6/06
Revised

7000 PROPERTY

7217	Weapons	L
7230	Gifts, Grants, and Bequests	BP
7310	Disposition of Instructional Materials and Equipment	BP
7410	Maintenance	BP
7420	Hygienic Management	BP
7430	Safety Standards	BP
7434	Use of Tobacco	L
7440	Facility Security	BP
7440.01	Video Surveillance and Electronic Monitoring	BP
7450	Property Inventory	BP
7455	Accounting System for Fixed Assets	BP
7460	Conservation of Natural and Material Resources	BP
7510	Use of Academy Facilities	BP
7530	Loan of Academy-Owned Equipment	BP
7540	Computer Technology and Networks	BP
7540.01	Technology Privacy	BP
7540.02	Academy Web Page	BP
7540.03	Student Network and Internet Acceptable Use and Safety	L
7540.04	Staff Network and Internet Acceptable Use and Safety	L
7540.05	Electronic Mail	BP
7542	Network Access from Personally-Owned Computers and/other Web-Enabled Devices	L
7543	Remote Access to the Academy's Network	BP
7545	Electronic Communications	BP

Adopted 6/06

Revised 5/8/08; 6/11/09

REVISED POLICY – FALL 2009

FACILITY SECURITY

The Educational Service Provider/Principal shall develop and supervise a program for the security of the Academy's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with **State and Federal law. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around the schools and other school facilities, and on Academy provided transportation.**

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and **Board** property and **may** require prosecution of those who bring harm to persons and/or property. The Board will seek **repair** to rectify the damage or payment of a fee to cover **the cost of repair or replacement from the person(s) responsible.** A reward may be offered for apprehending such persons.

Educational Service Provider/Principal is authorized to install metal detectors and other security devices to assist in the detection of guns and dangerous weapons in Academy buildings and on Academy property.

The Principal shall report to the Board each major case of vandalism and the extent of the damage

Adopted 6/06
Revised

NEW POLICY – FALL 2009

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Reference: FERPA, 20 U.S.C. 1232g
34 C.F.R. 99.1-99.67
Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510-2521

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Directors authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and on school transportation. 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).

The Administration is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the Academy. Building principals and administrators responsible for other facilities shall be responsible for recommending use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallway, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, classrooms), the school parking lots and other outside areas, and in school provided transportation. Except in extraordinary circumstances and with the written authorization of the Administration, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Administration shall carefully consider and consult with Academy legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or in conference/meeting rooms.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to building and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behaviors are being monitored/recorded. Additionally, the Administration is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the Academy and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal

proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Administration may, as appropriate, use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Administration shall maintain video surveillance/electronic monitoring recordings for a limited period. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where Academy officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Adopted

REVISED POLICY – FALL 2009

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

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

The Board encourages students and staff to utilize the Internet to develop the resource sharing, innovation, and communication skills and tools essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Academy's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the Academy's Internet system is in accord with its limited educational purpose. Student use of the Academy's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Board may not be able to technologically limit access to services through the Internet connection to only those **services and resources** that have been authorized for the purpose of instruction, study and research related to the curriculum.

Pursuant to Federal law, the Board has implemented technology protection measures that block/filter Internet access to visual displays and monitor the online activity of students to restrict access to child pornography and other material that may be obscene, objectionable, inappropriate, and/or harmful to minors. Parents or guardians are advised that a determined user may be able to gain access to services and/or sites on the Internet that are not authorized for educational purposes by the Board. Therefore, parents or guardians assume risks by consenting for their child to participate in the use of the Internet. Parents or guardians of minors are responsible for setting and conveying to their children the standards the children must follow when using the Internet. The Board supports and respects each family's right to decide whether or not to apply for independent student access to the Internet.

Any student who attempts to disable the technology protection measures will be subject to discipline. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

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

The Educational Service Provider is responsible for training Internet users under their supervision to ensure they are knowledgeable about this policy and its accompanying guidelines. The Board expects staff members to provide guidance and instruction to students about the appropriate use of the Internet. **Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.** All Internet users (and their parents, if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers and network and on the Internet, just as they are in classrooms, in Academy hallways, on other Academy premises, and at Academy-sponsored events. Communications on the Internet are often public in nature. The Academy's general rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by, or conducted strictly in compliance with, this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their technology-use privileges suspended or revoked, and disciplinary action may be taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Educational Service Provider/Principal as the administrators to be responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the network and the Internet for instructional purposes.

Adopted 6/06
Revised

NEW POLICY FOR THREE OAKS – FALL 2009

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

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

The Board of Directors is pleased to provide Internet service to its staff. The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Academy's Internet system has not been established as a public access service or a public forum. The Board and the Educational Service Provider have the right to place restrictions on its use to assure that use of the Academy's Internet system is in accord with its limited educational purpose. Student use of the Academy's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any staff member who attempts to disable the technology protection measures will be subject to disciplinary action, up to and including termination. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The Administration may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

The Administrator is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or

inappropriate activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

The Board designates the Administration as the persons responsible for initiating, implementing, and enforcing this policy.

Adopted

REPLACEMENT POLICY – FALL 2009

NETWORK ACCESS FROM PERSONALLY-OWNED COMPUTERS AND/OR OTHER WEB-ENABLED DEVICES

Academy students and employees, as well as contractors, vendors and agents of the Academy, shall not be permitted to access the Academy's server and internal network, while on-site at an Academy facility, from their personal computers and/or web-enabled devices of any type.

Exceptions to this policy must be approved in advance, in writing, by the Administration.

Adopted 5/8/08
Revised

For Board Approval

NEW POLICY – FALL 2009

REMOTE ACCESS TO THE ACADEMY'S NETWORK

Access to the Academy's Website is encouraged.

The following resources shall be available on the Academy's website:

- A. the Academy's calendar of events
- B. (required State report)

The Board encourages employees, parents, students, and community members to check the Academy's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the grade book program and e-mail system). If a user name and password, or login procedure, is necessary to access a resource, information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.

Access to the Academy Network through Server

Academy employees are permitted to use their personally-owned or Academy-owned computer or workstation and/or web-enabled devices of any type to remotely (i.e. away from Academy property and facilities) access the Academy's server and thereby connect to the Academy's Network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the Academy, including, but not limited to, reading or sending e-mail and reviewing Academy-provided intranet web resources.

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

- A. his/her device computer/device must have, at the minimum, the anti-virus software specified in the Academy's standards for remote access and connection
- B. the individual may only access the Network using his/her assigned user name and password

The individual must not allow other persons, including family members, to use his/her user name and password to login into the Network. The user may not go beyond his/her authorized access.

- C. his/her device may not be connected to any other network at the same time s/he is connected to the Network, with the exception of personal networks that are under the complete control of the user
- D. the individual may not access non-school e-mail accounts (e.g. Hotmail, Gmail, Yahoo, AOL, and the like) or other external resources while connected to the Network

- E. his/her device may not, at any time while the individual is using remote access to connect to the Network, be reconfigured for the purpose of split tunneling or dual homing**
- F. use of the Network is contingent upon the individual abiding by the terms and conditions of the Academy's Network and Internet Acceptable Use and Safety policy and guidelines**

Users may be required to sign the applicable agreement form (Form 7540.03 F1 or Form 7540.04 F1) prior to being permitted to use remote access.

Additional standards and regulations for remotely accessing and connecting to the Academy network shall be developed and published in AG 7543 - Standards and Regulations for Remote Access and Connection.

Any user who violates this policy may be denied remote access and connection privileges.

Any employee who violates this policy may be disciplined, up to and including termination;

Adopted

For Board Approval

NEW POLICY – FALL 2009

ELECTRONIC COMMUNICATIONS

The advancement of technology has provided many new ways for individuals to communicate with one another. These electronic communications include social networking sites, instant messaging, text messaging, e-mailing and photo-sharing, among others. Additional methods of electronic communication can be anticipated as the technology continues to evolve.

However, use of such technology must be approached with caution by Academy employees. Given the nature of the communications, there is a significant potential both for inappropriate use and for alleged inappropriate use. To protect staff and students, the following restrictions are established:

- A. Electronic communications with students should be appropriate in tone, content, and quantity. Stalking, harassment, or other unwelcome behaviors are prohibited, including any type of sexually suggestive comments, photos, or graphics.
- B. Electronic communications with other employees should be appropriate in tone, content, and quantity. Stalking, harassment, or other unwelcome behaviors are prohibited.

The Academy may require the employee to produce records for review when there is reason to believe that this policy has been violated. Records within the Academy's control may be reviewed periodically to assure that this policy is being complied with. These may include Internet logs, cell phone records, or other similar documentation.

Questions regarding acceptable electronic communications or unwelcomed electronic communications from someone associated with the Academy should be submitted to the Building Principal and/or Educational Service Provider.

Adopted

0000 BOARD OPERATING POLICY

0100 Definitions

0110 Official Description

- 0111 Name
- 0112 Purpose
- 0115 Address

0120 Powers and Philosophy

- 0121 Authority
- 0122 Board Powers

0130 Functions

- 0131 Legislative
- 0131.1 Charter Contract Bylaws and Board Operating Policies
- 0132 Executive
- 0132.1 Selection of Educational Service Provider
- 0132.2 Administrative Guidelines BP
- 0133 Judicial

0140 Membership

- 0141 Number
- 0141.1 Student-Body Representatives
- 0142 Appointment
- 0142.1 Term
- 0142.2 Oath
- 0142.3 Vacancies BP
- 0142.31 Filling a Board Vacancy BP
- 0142.4 Orientation BP
- 0143 Authority
- 0143.1 Public Expression of Board Members BP
- 0144 Operations
- 0144.1 Compensation
- 0144.11 Reimbursement of Expenses L**
- 0144.2 Board Member Ethics BP
- 0144.3 Conflict of Interest BP
- 0144.4 Indemnification BP
- 0145 Discriminatory Harassment

0150 Organization

- 0151 Annual Organizational Meeting
- 0152 Officers
- 0154 Annual Organizational Meeting Agenda (Motions)
- 0155 Committees

Legend:

- L = Legally Required (if applicable)
- BP = Best Practice

0160 Meetings

0161	Parliamentary Authority	
0162	Quorum	
0163	Presiding Officer	
0164	Call	
0164.1	Regular Meetings	
0164.2	Special Meetings	
0164.3	Emergency Meetings	
0165	Notice	BP
0165.1	Posting Notice of Regular Meetings	BP
0165.2	Change of Regular Meetings	BP
0165.3	Posting Notice of Special Meetings	BP
0165.4	Posting Notice of Emergency Meetings	BP
0165.5	Recess	BP
0166	Agenda	
0166.1	Consent Agenda	
0167	Conduct	
0167.1	Voting	
0167.2	Closed Session	
0167.3	Public Participation at Board Meetings	
0167.4	Administrative Participation	BP
0167.5	Use of Electronic Mail	BP
0168	Minutes	BP
0168.1	Open Meeting	BP
0168.2	Closed Meeting	BP
0169	Student Disciplinary Hearings	BP
0169.1	Closed Session Requested	BP
0169.2	Open Hearing	BP

0170 Duties

0171	Officers	
0171.1	President	
0171.2	Vice-President	
0171.3	Secretary	BP
0171.4	Treasurer	BP
0172	Legal Counsel	BP
0173	Independent Auditor	BP
0175	Association Memberships	BP
0175.1	Board Conferences, Conventions, and Workshops	BP

1000 ADMINISTRATION

1110	Assessment of Academy Goals	
1130	Conflict of Interest	BP
1210	Board – Educational Service Provider Relationship	BP

Legend:

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BP = Best Practice

1220	Employment of the Principal	BP
1230	Responsibilities of the Principal	BP
1230.01	Development of Administrative Guidelines	BP
1240	Evaluation of the Educational Service Provider	BP
1241	Termination of the Educational Service Provider Agreement	BP
1400	Job Descriptions	
2000	PROGRAM	
2105	Mission of the Academy	BP
2110	Statement of Philosophy	BP
2111	Value Statements for Board, Staff and Students	
2112	Parental Involvement	L
2120	School Improvement	
2131	Educational Outcomes Goals	
2132	Educational Process Goals	
2210	Curriculum Development	
2210.01	Right to Inspect Instructional Materials	BP
2220	Adoption of Curriculum	BP
2221	Mandatory Courses	BP
2225	Students with Limited English Proficiency (LEP)	BP
2240	Controversial Issues	BP
2260	Anti-Discrimination	L
2261	Title I Services	
2261.02	Title I – Parent’s Right to Know	BP
2261.03	Federal School Improvement Plan	L
2270	Religion in the Curriculum	BP
2271	Post Secondary Enrollment Option Program	BP
2330	Homework	BP
2340	Field and Other Academy-Sponsored Trips	BP
2412	Homebound Instruction Program	BP
2413	Critical Health Problems	BP
2414	Reproductive Health and Family Planning	BP
2416	Student Privacy and Parental Access to Information (FERPA)	L
2430	Academy-Sponsored Clubs and Activities	BP
2431	Interscholastic Athletics	L
2433	Operation of a Child Care Center or Before/After School Program	L
2460	Special Education	L
2460.02	Least Restrictive Environment (LRE) Position Statement	L
2510	Adoption of Textbooks	BP
2521	Selection of Instructional Materials and Equipment	BP
2531	Copyrighted Works	BP

Legend:

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2605	Program Accountability and Evaluation	BP
2623	Student Assessment	BP
2700	Combined P.A. 25 Annual Report and NCLB Report Card	BP
3000	STAFF	
3110	Conflict of Interest	BP
3112	Board-Staff Communications	BP
3120	Employment of Professional Staff	
3120.04	Employment of Substitutes	BP
3120.09	Volunteers	BP
3121	Criminal History Record Check	BP
3122	Anti-Discrimination	L
3122.01	Drug Free Workplace	L
3140	Termination and Resignation	BP
3150	Employee Absences	
3160	Physical Examination	BP
3161	Unrequested Leaves of Absence	BP
3170	Substance Abuse	BP
3210	Staff Ethics	BP
3213	Student Supervision and Welfare	BP
3231	Outside Activities of Staff	BP
3310	Freedom of Speech in Non-instructional Settings	BP
3362	Harassment of Staff or Applicants	L
3362.02	Workplace Safety	
3430.01	Family and Medical Leave Act (FMLA)	BP
3437.01	Military Leave	BP
5000	STUDENTS	
5111	Admission of Students	L
5111.01	Homeless Students	L
5113.02	School Choice Options Provided by the <i>No Child Left Behind Act</i>	BP
5130	Withdrawal from the Academy	BP
5136	Wireless Communication Devices	BP
5200	Attendance	BP
5215	Absent and Missing Children	BP
5223	Absences for Religious Instruction	BP
5230	Custodial Rights	BP
5310	Health Services	BP
5320	Immunization	BP
5330	Use of Medications	L
5331	Students with Special Dietary Needs	BP
5340	Student Accidents	BP

Legend:

L = Legally Required (if applicable)

BP = Best Practice

5341	Emergency Medical Authorization	BP
5350	Suicide Prevention	BP
5410	Promotion, Placement, and Retention	BP
5420	Reporting Student Progress	BP
5421	Grading	BP
5430	Class Rank	BP
5451	Student Recognition	BP
5460	Graduation Requirements	BP
5500	Student Conduct	BP
5511	Dress and Grooming	BP
5513	Care of Academy Property	BP
5514	Student Use of Bicycles	BP
5514.01	Student Use of Motorized Vehicles	BP
5516	Student Hazing	L
5517	Harassment of Students	L
5517.01	Bullying and Other Aggressive Behavior toward Students	L
5520	Disorderly Conduct	BP
5530	Drug Prevention	L
5532	Performance-Enhancing Drugs/Compounds	L
5540	Interrogation of Students	BP
5600	Student Discipline	BP
5610	Emergency Removal, Suspension & Expulsion of Students	L
5630.01	Student Seclusion and Restraint	L
5710	Student Grievance	BP
5722	School-Sponsored Publications and Productions	BP
5730	Equal Access for Non-School Sponsored, Student Clubs & Activities	BP
5771	Search and Seizure	BP
5772	Possession of Weapons	BP
5780	Student/Parent Rights	BP
5830	Student Fund-Raising	BP
5850	Social Events	BP
6000	FINANCES	
6110	Federal Funds	BP
6144	Investments	L
6152	Student Fees, Fines, and Supplies	BP
6210	Fiscal Planning	BP
6220	Budget Preparation	BP
6230	Budget Hearing	BP
6231	Budget Implementation	BP

Legend:

L = Legally Required (if applicable)

BP = Best Practice

6320	Purchasing	L
6321	New Academy Construction, Renovation	L
6350	Prevailing Wage Coordinator	BP
6423	Use of Credit/Debit Cards	BP
6460	Vendor Relations	BP
6470	Payment of Claims	BP
6510	Payroll Authorization	BP
6520	Payroll Deductions	BP
6680	Recognition	BP
6700	Fair Labor Standards Act (FLSA)	L
6800	System of Accounting	BP
7000	PROPERTY	
7217	Weapons	L
7230	Gifts, Grants, and Bequests	BP
7310	Disposition of Instructional Materials and Equipment	BP
7410	Maintenance	BP
7420	Hygienic Management	BP
7430	Safety Standards	BP
7434	Use of Tobacco	L
7440	Facility Security	BP
7440.01	Video Surveillance and Electronic Monitoring	BP
7450	Property Inventory	BP
7455	Accounting System for Fixed Assets	BP
7460	Conservation of Natural and Material Resources	BP
7510	Use of Academy Facilities	BP
7530	Loan of Academy-Owned Equipment	BP
7540	Computer Technology and Networks	BP
7540.01	Technology Privacy	BP
7540.02	Academy Web Page	BP
7540.03	Student Network and Internet Acceptable Use and Safety	L
7540.04	Staff Network and Internet Acceptable Use and Safety	L
7540.05	Electronic Mail	BP
7542	Network Access from Personally-Owned Computers and/other Web-Enabled Devices	L
7543	Remote Access to the Academy's Network	BP
7545	Electronic Communications	BP

Legend:

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BP = Best Practice

8000 OPERATIONS

8210	Academy Calendar	
8220	Academy Day	
8310	Public Records	L
8320	Personnel Files	BP
8330	Student Records	BP
8350	Confidentiality	BP
8400	Academy Safety Information	L
8401	Fire Safety and Fire Department Notification	L
8405	Environmental Health and Safety Issues	BP
8420	Emergency Evacuation of the Academy	BP
8431	Preparedness for Toxic Hazards and Asbestos Hazard	L
8450	Control of Casual-Contact Communicable Diseases	BP
8450.01	Pediculosis (Head Lice)	BP
8453	Direct Contact Communicable Diseases	BP
8453.01	Control of Blood-Borne Pathogens	BP
8462	Student Abuse and Neglect	BP
8470	Students – Sex Offender Registry; Criminal Convictions	BP
8500	Food Services	BP
8510	Wellness	L
8660	Transportation by Private Vehicle	BP
8710	Insurance	BP
8740	Bonding	BP
8800	Religious/Patriotic Ceremonies and Observances	BP

9000 RELATIONS

9130	Public Complaints	BP
9150	Academy Visitors	BP
9160	Public Attendance at Academy Events	BP
9211	Academy Support Organizations	BP
9250	Relations With Parents	L
9700	Relations with Special Interest Groups	BP

Revised 6/11/09

Legend:

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BP = Best Practice