

East Point Academy – Policy
Focus Area – Business Management
Policy BM 100 – Hazardous Materials

Issued: October 26, 2017

Purpose: To establish the basic structure for dealing with hazardous substances.

The East Point Academy Board is committed to creating and maintaining a safe and healthy environment for students, staff and community persons who use school facilities. The Board, Head of School and school employees share the responsibility of maintaining healthful and safe conditions in the school buildings.

The Board also recognizes that the daily operations of school entails the use of many potentially hazardous substances. Hazardous materials are defined as any substance or mixture of substances that constitutes a fire, explosive, reactive or health hazard.

Such substances may include, but are not limited to, the following:

- art supplies (i.e. rubber cement, spray paints, chemical-based marking pens)
- paint thinners
- solvents (i.e. gasoline, turpentine, mineral spirits)
- pesticides
- underground storage tank hazardous materials
- compressed gases and other liquids, compounds, solids or hazardous chemicals which might be toxic, poisonous or cause serious bodily injury

Insofar as possible, the Head of School or his/her designee will minimize the quantities of hazardous substances stored on school property. Hazardous materials on school property must be inventoried, used, stored and regularly disposed of in a safe and legal manner.

The Board encourages staff to substitute less dangerous and more environmentally friendly materials for hazardous ones whenever possible.

The Board directs the Head of School or his/her designee to provide school personnel with procedures that address the purchase, storage, use, transportation and disposal of hazardous materials. The procedures will stress instruction in the importance of proper handling, storage, disposal and protection of all potentially hazardous substances. The procedures will comply with all Department of Health and Environmental Control regulations and will also include emergency response and evacuation plans.

This policy supersedes all previous EPA policies concerning Hazardous Materials.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 101 – Safety Drills

Issued: October 26, 2017

Purpose: To establish the basic structure for the conduct of school safety drills.

The East Point Academy Board is committed to the safety and security of all students and employees. School leaders must put appropriate procedures in place to ensure student safety.

Fire evacuation drills

School leaders will conduct/coordinate fire evacuation drills at least once each month as required by law. The staff will fully cooperate to carry out this legal requirement and will train students in prompt and orderly evacuations. All staff must participate in fire evacuation drills.

Natural disaster drills

School leaders will conduct/coordinate a minimum of one tornado / earthquake drill within 30 days of the first day of school each school year. All staff must participate in Natural Disaster drills.

Lock-Down or Lock-Out

The Head of School or his/her designee will coordinate with local law enforcement and first responders to conduct a minimum of one Active Shooter / Intruder Drill for each school building each school year. All staff must participate in Active Shooter / Intruder Drills.

This policy supersedes all previous EPA policies concerning Safety Drills.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 102 – School Closings and Cancellations

Issued: October 26, 2017

Purpose: To establish the basic structure for dealing with school closings in the event of emergency or other specified situations.

The Head of School is empowered to close school buildings in the event of hazardous weather, epidemics, maintenance concerns or other emergencies which threaten the safety or health of students or staff members. The Head of School will take such action only after consultation with knowledgeable authorities.

The Head of School also has the authority to delay the opening of any or all schools or to dismiss them early, due to weather conditions or other emergencies.

If school is to be closed, a decision will be made as soon as possible and every effort will be made to notify the parents/legal guardians of all students directly through social media, the school's webpage and local news media.

Any school days missed due to snow or other extreme weather conditions must be made up in accordance with state law.

This policy supersedes all previous EPA policies concerning School Closings and Cancellations.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 103 – Management, Maintenance and Repair of School Facilities

Issued: October 26, 2017

Purpose: To establish the basic structure for the management, maintenance and repair of school property

General

The East Point Academy Board is committed to maintaining school facilities to a high standard of cleanliness, maintenance and repair. The Board is aware of the tremendous investment in school facilities. Therefore, the Head of School must establish a continuing program for ongoing cleaning and maintenance of all school property.

The care, custody and safekeeping of school property are the general responsibility of the Head of School. Within separate school buildings, the Head of School may assign an administrator the responsibility to oversee proper care and maintenance of the building, equipment and grounds.

The Board, acting on recommendations from the Head of School, must approve renovations, reconditioning and improvement of school buildings that will alter the purpose or appearance of the facility. Routine actions to maintain facilities (such as painting) are at the discretion of the Head of School.

Volunteer assistance

The Board encourages partnerships with parent and community organizations to help maintain and improve school facilities. The Head of School or his/her designee must approve any volunteer projects on school property.

This policy supersedes all previous EPA policies concerning Management, Maintenance and Repair of School Facilities.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 104 – Building Safety and Security

Issued: October 26, 2017

Purpose: To establish the basic structure for the security and safety of EPA students, employees, facilities and grounds, school events and sanctioned activities.

Overview

It is the responsibility of every EPA staff member, student and parent to help ensure that our school buildings are safe places to learn and grow.

School level security planning and responsibilities

The Head of School is responsible for developing an individual, comprehensive school level security and safety plan. The plan must address threats or situations unique to East Point Academy. The Head of School will cooperate and coordinate with local law enforcement agencies and first responders as necessary in the development of the plan. The Head of school will ensure teachers and staff are adequately trained to follow relevant school level security and safety procedures, participate in drills and take appropriate measures to protect all life safety and property at their school.

Teacher security and safety responsibilities

Administrators, teachers and staff must participate in drills, attend mandatory training and learn relevant safety and security procedures. Teachers are responsible for sharing relevant safety and drill information with their classroom students at the start of each semester and throughout the school year as needed. Teachers should also train their students on safety equipment relevant to their particular classrooms or area of instruction. Teachers should personally follow school level security procedures such as locking doors and taking reasonable measures to protect personal and school owned property while on campus. Teachers will take reasonable measures to ensure that students are advised and are able to secure their valuables, such as expensive technology, during their class or in clubs or afterschool. Teachers and staff should also encourage students to report crimes, bullying or threats to the school.

Security authority

Security and law enforcement officers contracted by the school and all on-duty local law enforcement officers will have the authority to enforce all laws, to include traffic and parking laws, on any school property or school sponsored/sanctioned events. The Head of School is empowered to swear out warrants and issue no trespass notices against any person(s) who willfully and unnecessarily interferes with the peace and operation of the school, or loiters without permission, acts in an obnoxious or disruptive manner or otherwise performs illegal acts on school property or events.

Security reporting

All school employees are required to contact law enforcement authorities immediately upon notice that a person is engaging in or has engaged in criminal activities on school property or at a school sanctioned or sponsored activity. All EPA employees are required to immediately report serious crimes and follow the mandatory reporting laws regarding abused or missing children and child sexual assault to law enforcement and / or DSS without delay. The reporting of these crimes to school administration does not relieve the individual employee of his/her burden and his/her responsibility to report these crimes to law enforcement without delay. The Head of School or his/her designee should ensure that crimes and emergencies are reported to law enforcement and the Board of Directors in a timely manner.

Security responsibilities of all supervisors

School Administrators will ensure that the staff under their supervision follow school security procedures including locking doors, gates and rooms as directed; and protecting school issued property, keys, passwords and alarm codes. Administrators will ensure that their staff takes reasonable actions to protect school property, their own personal property and that of their students while on school grounds and they follow security procedures as directed. Administrators should counsel and take corrective or disciplinary action against employees that do not follow security and safety procedures, perform their duties and jobs in an unsafe manner or fail to practice due diligence to protect life and property.

Physical security

The school maintains school buildings and grounds for the education and recreation of the EPA school children and families. No one may use the buildings or grounds in a way that would interfere with security or safety or their most effective use for the benefit of the school children.

After hours security

The Head of School will ensure the school has written school-specific procedures for addressing emergencies that might occur during activities scheduled after the regular school day ends, on the weekend or during other periods beyond the regular school day. The Head of School is responsible for establishing a system to see that all doors are locked, equipment is shut off and windows are secured at the close of the school day. Employees designated by the Head of School who work after he/she leaves must accept full responsibility in these matters and report crimes, trespassers or suspicious persons and emergencies to the appropriate public safety agency.

Security and safety of school facilities and equipment

The Head of School or his/her designee will guarantee the inspection and repair of equipment by the School Facilities Manager/Head Custodian on a regular and routine basis. Equipment includes, but not limited to, the following

:

- locks on all entrance doors
- locks on all classroom doors
- locks on fences/gates
- locks on mechanical and technology room doors
- locks on hazardous material storage areas
- classroom/office lights
- stairway and hallway lights
- all outside lighting
- emergency lights
- PA system
- parking areas
- student pick-up and drop-off areas
- security cameras
- security alarm systems
- stairway handrails, steps, etc.
- fire alarm systems and sprinkler systems (in accordance with state laws)

The school facilities manager should make any needed repairs, or where appropriate, request to employ a vendor to complete the needed work. This must be done in a timely manner.

The school's Student Nutrition Coordinator will have a process to ensure that kitchen and cafeteria areas are inspected in accordance with local and state laws and are repaired or replaced if necessary in a timely manner.

The school's Technology Coordinator will ensure that school cameras, lobby guard machines and other security related technology are inspected regularly and routinely.

This policy supersedes all previous EPA policies concerning Building Safety and Security.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 105 – Vandalism

Issued: October 26, 2017

Purpose: To establish the basic structure for dealing with vandalism to school property/personal property.

The school's buildings and grounds are built and maintained with taxes. All repairs must be paid for in the same way. The Board urges every citizen to cooperate in reporting any incidents of vandalism to school property/personal property and the name of the person(s) believed to be responsible.

The administration will seek police cooperation and take action to protect school property/personal property from theft and vandalism.

The Head of School will report damage of any nature to school property, whether willful or otherwise, to the Board of Directors. The Head of School will also report break-ins to the Board of Directors and will report all suspected incidences of theft and vandalism to appropriate law enforcement authorities. Each employee of the school will report to the Head of School every incident of vandalism known to the employee and, if known, the names of those responsible.

Any EPA student who enters or comes upon school grounds any time of the day or night and damages school or anyone's personal property will be guilty of trespassing and vandalism and therefore subject to disciplinary action. Any EPA student who willfully damages school or personal property while participating in or attending a school sponsored event away from school will be guilty of vandalism and therefore subject to disciplinary action. The student(s) and parents/legal guardians will be responsible for the damage and may be required to pay for repairs and or replacement of the damaged property.

This policy supersedes all previous EPA policies concerning Vandalism.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 106 – Centralized Inventory

Issued: October 26, 2017

Purpose: To establish the basic structure for a centralized inventory of equipment. The school will maintain an inventory system of all equipment meeting the established criteria. The purpose of this system is to account for property owned by the school. The system will assist in the control, efficient acquisition and distribution of physical assets.

Definition

Property will be divided into three classifications: capitalized equipment, non-capitalized equipment and technology equipment.

Property owned by the school classified as capitalized equipment will be defined as any item which is non-consumable (expected to last more than a year) in nature with an original acquisition cost of \$1,000 or more.

Property owned by the school classified as non-capitalized equipment will be defined as any item costing less than \$1,000 that is expected to last less than one year.

Technology equipment owned by the school is any device, computer or technology item costing more than \$500.

Responsible unit

The responsible unit for maintaining property records for capitalized inventory will be the Assistant Principal for Operations. The responsible unit for maintaining property records for technology inventory will be the Assistant Principal for Operations with assistance from the Technology Coordinator.

Records to be maintained on equipment

- date of purchase
- original cost
- description
- manufacturer and or vendor
- serial number
- model number
- location or person to whom the equipment was issued

Records to be maintained on furniture

- date of purchase
- original cost
- description
- manufacturer and or vendor
- model number
- location

Inventory audit

Selected audits will be conducted annually to determine if this policy and established procedures are being followed.

This policy supersedes all previous EPA policies concerning Centralized Inventory systems

East Point Academy – Policy
Focus Area – Business Management
Policy BM 107 – Waste Management and Recycling

Issued: October 26, 2017

Purpose: To establish the Board's vision for resource conservation and a basic structure for waste management and recycling.

The Board believes that resource conservation should be an integral part of the physical operation of the school and of the school curriculum. The Board is committed to the conservation of energy and other resources as a part of prudent financial management. EPA must set an example of stewardship of our natural resources and develop responsible citizenship in our students.

The Board directs the Head of School to develop and implement an energy management program that will result in energy conservation throughout the school. The program will ensure that employees, students and users of facilities cooperate and support measures designed to conserve energy.

The program will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at appropriate grade levels and content areas.

The program should be designed to decrease the amount of waste of consumable materials by promoting:

- Reduction of the consumption of consumable materials
- Utilization of all materials prior to disposal
- Minimization of the use of non-biodegradable products

To the extent practical, the school will consider generally accepted concepts and principles of ecology when writing bid specifications or selecting products for material used by the school. Personnel responsible for both purchasing and utilization will have a joint responsibility to consider ecological implications of such material.

Fitness and quality being equal, the school will purchase recycled products whenever available at no more than the total cost of non-recycled.

In addition, the school will cooperate with, and participate in, recycling efforts made by local governmental units and non-governmental units, subject to the approval of the Head of School.

This policy supersedes all previous EPA policies concerning Waste Management and Recycling.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 108 – Outside Use of School Facilities

Issued: October 26, 2017

Purpose: To establish the Board's vision for use of school owned facilities.

The East Point Academy Board of Directors recognizes the benefit of granting permission to recognized groups/organizations for the use of school buildings, facilities and/or grounds for educational, recreational or community activities.

The Board supports use of school facilities for the common good so long as the use does not interfere with the daily school routine, school sponsored activities or the instructional process in general.

The Head of School must oversee the use of school buildings, facilities and grounds. He/she must ensure applicants requesting use of school buildings, facilities or grounds:

- Officially represent the organization listed on the application.
- Indicate they will be present for entirety of event.
- Sign or cause to have signed a “Hold Harmless” agreement releasing EPA from any legal claims.
- Guarantee orderly behavior of attendees while using the facility.
- Underwrite any damage due to their use of the premises and agree to make prompt restitution.
- Ensure their activity is lawful and in conformity with local laws and school regulations.
- Be at least 18 years of age at the time the application is submitted.
- Submit the request in writing at least thirty (30) days prior to the requested date
- Make payment with all monies submitted to the bookkeeper at least five (5) days before the event.
- Only use the facilities requested in the application

East Point Academy reserves the right to cancel any request, at any time with or without cause. Approved applications are not transferable and any inaccurate or untruthful statements made in applications or violation of regulations may be cause for denial of future building use.

The rental schedule below provides standard rental rates. The total cost includes the Facilities Cost plus the custodial fee.

Location	Facilities Cost	Custodial Fee
Gymnasium	4 hours or less - \$100 4 – 8 hours \$150	\$45 per hr. w/ a 2 hour min
Cafeteria	4 hours or less - \$65 4 – 8 hours \$90	\$45 per hr. w/ a 2 hour min
Media Center	4 hours or less - \$65 4 – 8 hours \$90	\$45 per hr. w/ a 1 hour min
Classroom	4 hours or less - \$40 4 – 8 hours \$75	\$45 per hr. w/ a 1 hour min
Other	As determined by the Head of School	

- All activities must be supervised by a responsible adult or adults. Failure to control the behavior of users may result in the forfeiture of future privileges to use the facilities.
- In all cases where minors are present, a sufficient number of chaperones (at least 18 years of age) must be present, at a minimum of 1 adult for every 25 minors.
- Names of supervisors or chaperones must be filed with the application.
- An authorized school employee shall be on duty when school facilities are in use. He/she shall be responsible for custodian service, opening and closing of the building.
- Any group using school facilities shall be responsible for all damages to the school facilities, normal wear and tear accepted. Failure to make prompt settlement with the school shall result in the forfeiture of future privileges to use the facilities.
- School personnel on duty shall inspect facilities before and after use. Evidence of damage shall be reported in writing to Head of School.
- All damages will be restituted promptly.

This policy supersedes all previous EPA policies concerning Outside Use of School Facilities.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 109 – Employee Travel

Issued: October 26, 2017

Purpose: To establish policies for the official travel of EPA Employees.

The Board encourages employees to participate in activities, attend professional development and support functions which benefit the school. Employees must follow the established procedures below. Failure to do so or false reporting of travel expenses can result in disciplinary action including termination.

- All travel requests must be for the benefit of EPA and its students.
- All travel requests must be approved in advance by the Head of School or his/her designee. Employees must not make travel arrangements or conference commitments until the travel is approved.

Conference / Professional Development Registration

The participant will provide information concerning the cost and benefits of the Conference or Professional Development opportunity. The School will pay a registration fee in advance for attendance at an approved conference, seminar, or workshop. This should be paid in advance by the Financial Coordinator using the purchase order system or official school credit card.

Conference / Professional Development Transportation

The school will pay for travel to and from authorized Conferences and Professional Development opportunities that are 50 miles or greater from the employee's residence or school whichever is closer to the event.

The school will pay the least expensive method of transportation (automobile or plane).

When possible, flights should be paid in advance by the Financial Coordinator using the purchase order system or official school credit card.

If the traveler elects to book their flight expenses on their personal credit card, they must ensure that the flight is a reasonable expense. The traveler will not be reimbursed for flight expenses until return from travel.

Conference / Professional Development Lodging

The School will pay for reasonable hotel/lodging expenses. When possible, lodging should be paid in advance by the Financial Coordinator using the purchase order system or official school credit card. If traveler elects to book their lodging expenses on their personal credit card, then the traveler will not be reimbursed for the lodging expenses until return from travel. The lodging expense should not exceed the standard Federal Lodging rates.

Conference / Professional Development Meals

The school will pay for reasonable meal expenses. As indicated in the chart below:

	Depart before	Arrive After	In State	Out of State
Breakfast	6:30 AM	10:00 AM	\$8.00	\$10.00
Lunch	11:00 AM	1:30 PM	\$10.00	\$15.00
Dinner	5:00 PM	8:30 PM	\$17.00	\$25.00

Note: No claim can be made for meals provided as part of the Conference / Professional Development opportunity even if the traveler chooses not to partake of the meal.

Daily Travel

- The school will not provide travel reimbursement to or from an employee's home to the school.
- The school will not provide travel for locations unless those locations are at least 50 miles from the school or employee's residence whichever is closer.
- The school will not normally provide meals or lodging reimbursement for one day conferences, seminars, or workshops.

Automobile Travel rate

EPA will reimburse employees .50 per mile for automobile travel approved in advance. A computer-generated map including distance to the selected location must accompany the request for reimbursement. The reimbursement cannot exceed the cost of a standard airline ticket

Documentation

Employees must provide original and complete documentation of all travel related expenses to be eligible for reimbursement. Documentation can include:

- hotel/motel receipt with “-0-“ balance
- registration receipt & agenda
- parking receipts
- plane, train, bus, limo, taxi or boat fare receipt
- toll receipts

Prohibited Reimbursements

Employees will not be reimbursed for entertainment expenses (i.e. in room movies), alcoholic beverages, tobacco products, any expense that is not related to the purpose of the travel.

Travel Advances

When possible travel expenses will be paid in advance by the Financial Coordinator using the purchase order system or official school credit card. Individuals who choose to pay travel expenses and seek reimbursement later must be sure to follow the procedures above. Failure to abide by this policy may result in loss of reimbursement.

This policy supersedes all previous EPA policies concerning Employee Travel.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 110 – Student Transportation

Issued: October 26, 2017

Purpose: To establish the basic structure for management of student transportation.

Transportation to and from school

Parents are responsible for providing appropriate transportation for their students to and from school. Parents should follow established drop-off and pick-up procedures. Every effort will be made to ensure students arrive and depart school in a safe and orderly fashion.

In accordance with federal law, the school will also provide transportation to homeless students to and from their school of origin, students transferring from a Title I school identified for school improvement, a student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or a student transferring from a school identified as persistently dangerous for three consecutive years.

Bus transportation for School Sponsored Activities

EPA has a student activity bus which is available for school activities. Safety is of prime importance for our students as we transport them to school-sponsored activities. Safety requires the cooperation of students, parents/legal guardians and school personnel. EPA charges students with the responsibility of conduct that will result in safe transportation, respect for school personnel and respect for other students. The school bus is an extension of school activity. Therefore, the Board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe the bus rules.

To ensure safe and orderly operation of the bus, the bus driver is responsible for the conduct of all bus riders. Any EPA staff member on the bus must assist the driver in providing supervision and safety for all students. The driver may stop the bus at any time when misbehavior or threatened misbehavior presents a hazard to safe driving.

The driver will report students who create a disturbance on school buses. The Head of School or his/her designee as authorized by state law and regulation, may suspend or deny future bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus.

Parents/Legal guardians and other adult school volunteers or employees may ride school buses in conjunction with special programs sponsored by the school and when assigned responsibility for the supervision of students riding the bus. Adults must also follow the direction of the bus driver.

Bus Driver Training and Testing

All bus drivers must be properly trained and possess a valid CDL drivers license. Bus drivers are subject to drug and alcohol testing at the direction of the Head of School or his/her designee.

The school will regard current employees refusing to comply with testing requirements as testing positive. Therefore, the school will immediately discipline and may dismiss current employees (bus drivers) who refuse drug and/or alcohol testing.

Private Transportation for School Sponsored Activities

The Board discourages the use of private vehicles for school sponsored activities. However, the Board also recognizes there may be instances when using private transportation is the best option.

Use of private vehicles for school sponsored activities must be approved in advance by the Head of School. Parents must also give permission in writing, in advance of the transportation of their child(ren) in private vehicles. The use of private vehicles with capacities in excess of 10 passengers is prohibited by law.

This policy supersedes all previous EPA policies concerning Student Transportation.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 111 – Tutoring

Issued: December 13, 2018

Purpose: To establish the basic structure for optional student tutoring at East Point Academy.

We are committed to offering East Point Academy's students tools and resources to be successful in the classroom. We also recognize that from time to time students or parents may desire additional instructional support and the benefits that one on one tutoring can provide. This policy governs the offering of optional tutoring services of East Point Academy students on East Point Academy's campuses. Such optional tutoring may only be provided by East Point Academy teachers.

East Point Academy's administration will designate a tutoring services coordinator that will coordinate a date, time, and location for and assign all optional tutoring services. Optional tutoring services will be available at both campuses after normal school hours and for a duration that has been agreed upon between the parents, tutoring services coordinator, and tutor(s).

A member of the school's administration must be present in the building when optional tutoring services are offered at East Point Academy. A teacher may only offer tutoring services for students that are not currently enrolled in the teacher's class. This restriction is to assure all students reasonable assistance without charge from their own teachers, as well as to avoid placing a teacher in a position where he/she may have a conflict of interest.

A standard rate of \$35.00 per hour will be charged regardless of subject. East Point Academy will retain \$5.00 per hour charged and the individual tutor will be paid \$30.00 per hour. All payments will be remitted to East Point Academy through the Finance Office. A teacher may not advertise his or her tutoring services using any school tools or media, such as email, school web pages, or curriculum materials.

Optional tutoring services may be suspended if school debt is not paid.

Tutors will be reimbursed through their monthly paycheck as "additional income," subject to taxes and withholdings. Tutors will turn in all tutoring time sheets separately no later than the 16th of each month. Failure to submit time sheets will result in delayed payment for services.

This policy supersedes all previous EPA policies concerning Tutoring.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 112 – Private Lessons

Issued: December 13, 2018

Purpose: To establish the basic structure for optional private lessons at East Point Academy.

We are committed to offering every East Point Academy student the opportunity to participate in extracurricular activities. We also recognize that from time to time students or parents may desire additional activities and the benefits that private lessons can provide. This policy governs the offering of optional private lessons of East Point Academy students on East Point Academy's campuses. Such optional private lessons may only be provided by East Point Academy teachers.

East Point Academy's administration will designate a private lessons coordinator that will coordinate a date, time, and location for and assign all optional private lessons. Optional private lessons will be available at both campuses after normal school hours for a duration agreed upon between the parents, private lessons coordinator, and teacher(s).

A member of the school's administration must be present in the building when optional private lessons are offered. A teacher may only offer optional private lessons for students that are not currently enrolled in the teacher's class. This restriction is to assure all students reasonable assistance without charge from their own teachers, as well as to avoid placing a teacher in a position where he/she may have a conflict of interest.

A standard rate per hour will be charged for all optional private lessons. East Point Academy will retain \$5.00 per hour charged and the individual offering lessons will be paid the remaining. All payments will be remitted to East Point Academy through the Finance Office. A teacher may not advertise his or her private lesson services using any school tools or media, such as email, school web pages, or curriculum materials.

Teachers will be reimbursed through their monthly paycheck as "additional income," subject to taxes and withholdings. Teachers must turn in time sheets separately no later than the 16th of each month. Failure to submit time sheets will result in delayed payment for services.

This policy supersedes all previous EPA policies concerning Private Lessons.

East Point Academy – Policy
Focus Area – Business Management
Policy BM 113 – Unpaid Meal Charges

Issued: March 28, 2019

Purpose: To provide healthy meals to your children during the school day.

In order to serve healthy high-quality meals to all our children, East Point Academy must make sure we are financially secure. Parent(s) or guardian(s) play a key role in this effort, and are responsible for purchases made by students in our school cafeteria.

Families are encouraged to apply for free and reduced-price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced-price meals. Families that have more than one child enrolled at East Point Academy must ensure that all children enrolled are listed on a single application.

Per the United States Department of Agriculture (USDA) school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are required to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

EPA's Unpaid Meal Charge Policy:

Delinquent Meals Accounts

EPA will begin the parent/guardian notification process when a student's balance is at or above \$75.00 This process will include:

- a) Notification in writing to be sent home requesting payment or reply stating the reason for the unpaid balance. If payment or reply is received after 7 days,
- b) The parent/guardian will be notified via telephone and or email requesting payment or reply stating the reason for the unpaid balance.

- c) EPA reserves the right to send all delinquent accounts for the current school year to a third party for collection of payment.

We understand that circumstances may arise throughout the school year that can cause financial hardship on a family, and with that; we are open to establish short or long-term payment plans for households struggling to pay back a negative balance (payment arrangements can be established through East Point Academy's Finance Office or directly with the Chief Business Officer).

However, unpaid meal charges will be carried over at the end of the school year (i.e., beyond June 15th) as a delinquent debt and collection efforts may continue into the new school year. This allows East Point Academy to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."

This policy supersedes any previous policy pertaining to unpaid meal charges.