

Board Policies

Universal Academy

ADOPTION RESOLUTION

RESOLVED, that the board operating policies and policies printed and codified in the comprehensive document entitled "Board Operating Policies and Policies of the Universal Academy Board of Directors" are hereby adopted and that all board operating policies and policies heretofore adopted by the Universal Academy Board of Directors are hereby rescinded, further be it

RESOLVED, that in the event any policy, part of a policy or section of the board operating policies is judged to be inconsistent with law, inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining board operating policies, policies and parts of policies shall remain in full effect.

Take notice that the foregoing resolution was adopted by the Universal Academy Board of Directors at a public meeting held at, _____ Michigan on, _____, 20_____.

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 Policies
0132	Executive
0132.1	Selection of Educational Service Provider
0132.2	Administrative Guidelines
0133	Judicial
0140	Membership
0141	Number
0142	Appointment
0142.1	Term
0142.2	Oath
0142.3	Vacancies
0142.31	Filling a Board Vacancy
0142.4	Orientation
0143	Authority
0143.1	Public Expression of Board Members
0144	Operations
0144.1	Compensation
0144.11	Reimbursement Of Expenses
0144.2	Board Member Ethics
0144.3	Conflict of Interest
0144.4	Indemnification
0145	Discriminatory Harassment
0150	Organization
0151	Annual Organizational Meeting
0152	Officers
0154	Annual Organization Meeting Motions
0155	Committees

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
	0165.1	Posting Notice of Regular Meetings
	0165.2	Change of Regular Meetings
	0165.3	Posting Notice of Special Meetings
	0165.4	Posting Notice of Emergency Meetings
	0165.5	Recess
	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
	0167.5	Use of Electronic Mail
	0168	Minutes
	0168.1	Open Meeting
	0168.2	Closed Meeting
0170	Duties	
	0171	Officers
	0171.1	President
	0171.2	Vice-President
	0171.3	Secretary
	0171.4	Treasurer
	0172	Legal Counsel
	0173	Independent Auditor
	0175	Association Memberships
	0175.1	Conferences, Conventions, and Workshops
1000	ADMINISTRATION	
	1110	Assessment of Academy Goals
	1130	Conflict of Interest
	1210	Board - Educational Service Provider Relationship
	1220	Employment of the School Principal
	1230.01	Development of Administrative Guidelines

- 1240 Evaluation of the Educational Service Provider
- 1241 Termination of the Educational Service Provider

- 1400 Job Descriptions

2000 **PROGRAM**

- 2105 Mission of the Academy
- 2110 Statement of Philosophy
- 2111 Value Statements for Students and Staff
- 2112 Parental Involvement Policy
- 2120 School Improvement
- 2131 Educational Outcomes for Students
- 2132 Educational Process Goals

- 2210 Curriculum Development
- 2210.01 Instructional Materials Right to Inspect
- 2220 Adoption of Curriculum
- 2221 Mandatory Courses
- 2225 Students with Limited English Proficiency
- 2231 Curriculum
- 2240 Controversial Issues
- 2250 Innovative Programs
- 2260 Nondiscrimination and Access to Equal Educational Opportunity
- 2261 Title I Services
- 2261.01 Parent Participation in Title I Programs
- 2261.02 Title I -- Parent's Right to Know
- 2270 Religion in the Curriculum
- 2271 Postsecondary Enrollment Option Program

- 2330 Homework
- 2340 Field and Other Academy Sponsored Trips

- 2411 Guidance and Counseling
- 2412 Homebound Instruction Program
- 2413 Critical Health Problems
- 2414 Reproductive Health and Family Planning
- 2416 Student Privacy and Parental Access to Information
- 2430 Academy-Sponsored Clubs and Activities
- 2432 Driver Education
- 2460 Special Education
- 2460.02 Least Restrictive Environment Position Statement
- 2461 Suspension/Expulsion of Students with a Disability

- 2510 Adoption of Textbooks
- 2521 Selection of Instructional Materials and Equipment
- 2531 Copyrighted Works

- 2605 Program Accountability and Evaluation
- 2623 Student Assessment

- 2700 Combined P.A. 25 Annual Report And NCLB Report Card

3000 PROFESSIONAL STAFF

- 3112 Board-Staff Communications
- 3120 Employment of Professional Staff
- 3120.04 Employment of Substitutes
- 3120.07 Employment of Casual Resource Personnel
- 3120.09 Volunteers
- 3120.10 Job Sharing
- 3121 Criminal History Record Check
- 3122 Nondiscrimination and Equal Employment Opportunity
- 3122.01 Drug-Free Workplace
- 3139 Staff Discipline
- 3140 Termination and Resignation
- 3160 Physical Examination
- 3161 Un-requested Leaves of Absence

- 3210 Staff Ethics
- 3213 Student Supervision and Welfare
- 3214 Staff Gifts
- 3215 Use of Tobacco by Staff
- 3217 Weapons
- 3231 Outside Activities of Staff
- 3243 Professional Meetings

- 3310 Freedom of Speech in Non-instructional Settings
- 3362 Harassment of Staff or Applicants
- 3362.01 Threatening Behavior toward Staff Members
- 3362.02 Work Place Safety

- 3419 Group Health Plans
- 3419.02 Privacy Protections of Fully Insured Group Health Plans
- 3430.01 Family & Medical Leaves of Absence ["FMLA"]
- 3440 Job Related Expenses

4000 SUPPORT STAFF

- 4112 Board-Staff Communications
- 4120 Employment of Staff
- 4120.04 Employment of Substitutes
- 4120.09 Volunteers
- 4120.10 Job Sharing

4121	Criminal History Record Check
4122	Nondiscrimination and Equal Employment Opportunity
4122.01	Drug-Free Workplace
4139	Staff Discipline
4140	Termination and Resignation
4160	Physical Examination
4161	Un-requested Leaves of Absence
4162	Drug and Alcohol Testing of CDI License Holders
4210	Staff Ethics
4213	Student Supervision and Welfare
4214	Staff Gifts
4215	Use of Tobacco by Staff
4217	Weapons
4231	Outside Activities of Staff
4310	Freedom of Speech in Non-instructional Settings
4362	Harassment of Staff or Applicants
4362.01	Threatening Behavior toward Staff Members
4362.02	Workplace Safety
4419	Group Health Plans
4419.02	Privacy Protections of Fully Insured Group Health Plans
4430.01	Family & Medical Leaves of Absence (“FMLA”)
4440	Job Related Expenses

5000 **STUDENTS**

5111	Admission of Students
5111.01	Homeless Students
5113.02	School Choice Options Provided by the No Child Left Behind Act
5130	Withdrawal from the Academy
5136	Cell Phones and Electronic Communication Devices
5200	Attendance
5223	Absences for Religious Instruction
5230	Late Arrival and Early Dismissal
5310	Health Services
5320	Immunization
5330	Use of Medications
5331	Students with Special Dietary Needs
5340	Student Accidents
5341	Emergency Medical Authorization
5350	Suicide Prevention
5410	Promotion, Placement, and Retention
5420	Reporting Student Progress

5421	Grading
5430	Class Rank
5451	Student Recognition
5460	Graduation Requirements
5500	Student Conduct
5511	Dress and Grooming
5513	Care of Academy Property
5514	Student Use of Bicycles
5514.01	Student Use of Motor Vehicles
5517	Harassment of Students
5516	Student Hazing
5517.01	Bullying and Other Aggressive Behavior Toward Students
5520	Disorderly Conduct
5530	Drug Prevention
5532	Performance-Enhancing Drugs/Compounds
5540	The Academy and Governmental Agencies
5600	Student Discipline
5610	Emergency Removal, Suspension and Expulsion of Students
5610.02	In-School Discipline
5611	Due Process Rights
5630	Corporal Punishment
5710	Student Grievance
5730	Equal Access for Non-Academy Sponsored, Student Clubs and Activities
5772	Possession of Weapons
5780	Student/Parent Rights
5820	Student Government
5830	Student Fundraising
5850	Social Events
5895	Student Employment

6000 **FINANCES**

6110	Federal Funds
6120	Safe Deposit Box
6144	Investment Income
6151	Bad Checks
6152	Student Fees, Fines, and Supplies
6210	Fiscal Planning
6220	Budget Preparation
6230	Budget Hearing
6231	Budget Implementation
6320	Purchasing

6423	Use of Credit Cards
6440	Cooperative Purchasing
6460	Vendor Relations
6470	Payment of Claims
6510	Payroll Authorization
6520	Payroll Deductions
6620	Petty Cash
6670	Trust and Agency Fund
6800	System of Accounting

7000 **PROPERTY**

7217	Weapons
7230	Gifts, Grants, and Bequests
7310	Disposition of Surplus Property
7410	Maintenance
7420	Hygienic Management
7434	Use of Tobacco on Academy Premises
7440	Plant Security
7450	Property Inventory
7455	Accounting for Fixed Assets
7510	Use of Academy Facilities
7530	Lending of Academy-Owned Equipment
7530.01	Staff Use of Cellular Telephones
7540	Computer Technology and Networks
7540.01	Technology Privacy
7540.02	Academy Web Page
7540.03	Acceptable Internet Use

8000 **OPERATIONS**

8210	Academy Calendar
8220	Academy Day
8310	Public Records
8320	Personnel Files: Right to Know
8330	Student Records
8350	Confidentiality: Disclosure of Student Records to Third Parties
8400	Academy Safety Information
8405	Environmental Health and Safety Issues

8410	Crisis Intervention
8420	Emergency Evacuation of Academy
8431	Preparedness for Toxic Hazards and Asbestos Hazard
8442	Reporting Accidents
8450	Control of Casual Contact Communicable Diseases
8450.01	Pediculosis (Head Lice)
8452	Automatic External Defibrillators (AED)
8453	Direct Contact Communicable Diseases
8453.01	Control of Blood-Borne Pathogens
8462	Student Abuse and Neglect
8500	Food Services
8540	Vending Machines
8660	Transportation
8710	Insurance
8740	Bonding
8800	Religious Activities

9000 **RELATIONS**

9111	Telephone Communications
9120	Academy Information Program
9130	Public Complaints
9150	Academy Visitors
9160	Public Attendance at Academy Events
9211	Academy Support Organizations
9250	Relations with Parents
9500	Relations with Educational Institutions and Organizations
9555	Partnerships with Business
9700	Relations with Special Interest Groups