

0000 BOARD OPERATING POLICY

0100 Definitions

0110 Official Description

- 0111 Name
- 0112 Purpose
- 0115 Address

0120 Powers and Philosophy

0121 Authority

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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
- 0133 Judicial

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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

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0150 Organization

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

0160 Meetings

- 0161 Parliamentary Authority
- 0162 Quorum
- 0163 Presiding Officer
- 0164 Call
- 0164.1 Regular Meetings
- 0164.2 Special Meetings

Legend:

L = Legally Required (if applicable)

BP = Best Practice

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
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	L
0168.3	Committee Meetings	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	
0171.4	Treasurer	
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's Goals	
1130	Conflict of Interest	L
1210	Board/Educational Service Provider Relationship	BP
1220	Employment of the School Leader	BP
1230	Responsibilities of the Educational Service Provider	BP
1230.01	Development of Administrative Guidelines	BP
1240	Evaluation of the Educational Service Provider	BP
1241	Termination of the Educational Service Provider/School Leader (employed by the Board)	BP
1400	Job Descriptions	
1420	Academy Administrator and School Leader Evaluation	BP
1422	Nondiscrimination and Equal Employment Opportunity	L
1422.02	Nondiscrimination Based on Genetic Information of the Employee	BP
1460	Physical Examination	BP

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1461	Unrequested Leaves of Absence/Fitness for Duty	BP
1619.03	Patient Protection and Affordable Care Act	L
1623	Section 504/ADA Prohibition against Disability Discrimination in Employment	L
1662	Anti-Harassment	L
2000	PROGRAM	
2105	Mission of the Academy	BP
2111	Value Statements for Board, Staff and/or Educational Service Provider, and Students	BP
2112	Parent Involvement in the Academy Program	L
2120	School Improvement	BP
2131	Educational Outcomes for Students	BP
2132	Educational Process Goals	BP
2210	Curriculum Development	BP
2210.01	Right to Inspect Instructional Materials	BP
2220	Adoption of Courses of Study	BP
2221	Mandatory Courses	BP
2225	Students with Limited English Proficiency	BP
2231	Curriculum	BP
2240	Controversial Issues	BP
2250	Innovative Programs	BP
2260	Nondiscrimination and Access to Equal Educational Opportunity	L
2260.01	Section 504/ADA Prohibition Against Discrimination Based on Disability	L
2261	Title I Services	L
2261.01	Parent Participation in Title I Programs	BP
2261.02	Title I – Parent’s Right to Know	BP
2261.03	Federal School Improvement Plan	L
2270	Religion in the Curriculum	BP
2271	Postsecondary (Dual) Enrollment Option Programs	L
2330	Homework	BP
2340	Field and Other Academy-Sponsored Trips	BP
2370	Educational Options	BP
2370.01	On-Line/Blended Learning Program	L
2411	Guidance and Counseling	BP
2412	Homebound Instruction Program	BP
2413	Health Education Program	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
2431.01	Managing Heat and Humidity in Interscholastic Athletic Programs	L
2433	Operation of a Child Care Center or Before/After School Program	L
2460	Education of Children with Disabilities	L

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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
2605	Program Accountability and Evaluation	BP
2623	Student Assessment	L
2628	State Aid Incentives	BP
2700	Combined P.A. 25 Annual Report and NCLB Report Card	BP
3000	STAFF	
3000	Educational Service Provider Statement	
3220	Teacher Evaluation	BP
3419.03	Patient Protection and Affordable Care Act	L
5000	STUDENTS	
5111	Admission of Students	L
5111.01	Homeless Students	L
5111.02	Educational Opportunity for Military Children	L
5111.03	Children and Youth in Foster Care	L
5112	Entrance Age	L
5113.02	School Choice Options Provided by the <i>No Child Left Behind Act</i>	BP
5114	Foreign and Foreign-Exchange Students	L
5130	Withdrawal from the Academy	BP
5136	Personal Communication Devices	BP
5200	Attendance	BP
5215	Missing and Absent Children	BP
5223	Absences for Religious Instruction	BP
5230	Late Arrival and Early Dismissal	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	Student Suicide	BP
5410	Promotion, Placement, and Retention	BP
5420	Reporting Student Progress	BP
5421	Grading	BP
5451	Student Recognition	BP
5460	Graduation Requirements	L
5463	Credits from Nonpublic Schools	BP
5464	Early Graduation	BP

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5500	Student Conduct	BP
5510	Students-Sex Offender Registry; Criminal Convictions	BP
5511	Dress and Grooming	BP
5512	Use of Tobacco by Students	BP
5513	Care of School Property	BP
5514	Student Use of Bicycles	BP
5514.01	Student Use of Motor Vehicles	BP
5515.01	Safe Operation of Motorized utility Vehicles by Students	BP
5516	Student Hazing	L
5517	Anti-Harassment	L
5517.01	Bullying	L
5520	Disorderly Conduct	BP
5530	Drug Free Environment	L
5532	Performance-Enhancing Drugs/Compounds	L
5540	Interrogation of Students	BP
5600	Student Discipline	BP
5610	Emergency Removal, Suspension and Expulsion of Nondisabled Students	L
5630.01	Student Seclusion and Restraint	L
5710	Student Grievance	BP
5771	Search and Seizure	BP
5772	Possession of Weapons	BP
5780	Student/Parent Rights	BP
5820	Student Government	BP
5830	Student Fund-Raising	BP
5850	Social Events	BP
5895	Student Employment	BP
6000	FINANCES	
6107	Authorization to Accept and Distribute Electronic Records and to Use Electronic Signals	BP
6110	Grant Funds	L
6111	Internal Controls	L
6112	Cash Management of Grants	BP
6114	Cost Principles – Spending Federal Funds	BP
6116	Time & Effort Reporting	BP
6144	Investments	L
6151	Bad Checks	BP
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 School Construction, Renovation	L

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6325	Procurement – Federal Grants/Funds	BP
6350	Prevailing Wage Coordinator	
6420	Conflict of Interest – Legal Counsel, Advisors, or Consultants	L
6423	Use of Credit/Debit Cards	BP
6424	Purchasing Cards	BP
6440	Cooperative Purchasing	BP
6460	Vendor Relations	BP
6470	Payment of Claims	BP
6510	Payroll Authorization	BP
6520	Payroll Deductions	L
6550	Travel Payment & Reimbursement	L
6605	Crowdfunding	BP
6620	Petty Cash	BP
6670	Trust and Agency Fund	BP
6680	Recognition	BP
6700	Fair labor Standards Act (FLSA)	L
6800	System of Accounting	BP
6850	Public Disclosure and Reporting	L
7000	PROPERTY	
7217	Weapons	BP
7230	Gifts, Grants, and Bequests	BP
7310	Disposition of Surplus Property	L
7410	Maintenance	BP
7420	Hygienic Management	BP
7430	Safety Standards	BP
7434	Use of Tobacco on Academy Premises	L
7440	Facility Security	BP
7450	Property Inventory	L
7455	Accounting System for Fixed Assets	BP
7460	Conservation of Natural and Material Resources	BP
7510	Use of Academy Facilities	BP
7530	Lending of Academy-Owned Equipment	BP
7540	Technology	BP
7540.01	Technology Privacy	BP
7540.03	Student Education Technology Acceptable Use and Safety	L
7540.04	Staff Education Technology Acceptable Use and Safety	L
7540.05	Electronic Mail	
7540.07	Personal Internet Account Privacy – Students	L
7540.08	Personal Internet Account Privacy – Staff	L
7541	Electronic Data Processing/Information System Disaster Recovery Plan	BP

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7542	Access to Academy Technology Resources from Personal Communication Devices ** Web Accessibility Policy	BP
8000 OPERATIONS		
8120	Iran Economic Sanctions Act Compliance	L
8142	Criminal History Record Check	L
8142.01	Weapons	BP
8210	Academy Calendar	BP
8220	School Day	BP
8310	Public Records	L
8320	Personnel Files	BP
8321	Criminal Justice Information Security	L
8330	Student Records	L
8340	Letters of Reference	L
8350	Confidentiality	BP
8390	Animals on Academy Property	L
8400	Academy Safety Information	L
8401	Fire Safety and Fire Department Notification	L
8405	Environmental Health and Safety Issues	L
8410	Crisis Intervention	BP
8420	Emergency Situations at the Academy	BP
8431	Preparedness for Toxic Hazards and Asbestos Hazard	L
8442	Reporting Accidents	BP
8450	Control of Casual-Contact Communicable Diseases	BP
8450.01	Pediculosis (Head Lice)	BP
8452	Automatic External Defibrillators (AED)	BP
8453	Direct Contact Communicable Diseases	BP
8453.01	Control of Blood-Borne Pathogens	BP
8462	Student Abuse and Neglect	L
8500	Food Services	L*
8510	Wellness	L
	8510 Appendix A: Specific Goals for Nutrition	
	8510 Appendix B: Specific Goals for Physical Activity	
	8510 Appendix C: Specific Goals for Other Academy-Based Activities Designed to Promote Student Wellness	
	8510 Appendix D: Specific Goals for Nutrition Promotion	
	8510 Appendix E: Nutrition Guidelines for All Foods Available On Campus During the School Day	
	8510 Appendix F: Wellness Policy Board Resolution	
8540	Vending Machines	L*
8660	Transportation by Private Vehicle	BP
8710	Insurance	BP
8740	Bonding	BP

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8760	Student Accident Insurance	BP
8800	Religious/Patriotic Ceremonies and Observances	L
8900	Anti-Fraud	BP
9000	RELATIONS	
9111	Telephone Communications	BP
9120	Academy Information Program	BP
9130	Public Complaints	BP
9150	Academy Visitors	BP
9160	Public Attendance at Academy Events	L
9211	Academy Support Organizations	BP
9250	Parent/Legal Guardian Review of Instructional Materials and Observation of Instructional Activities	L
9500	Relations with Educational Institutions and Organizations	BP
9555	Partnerships with Business	BP
9700	Relations with Special Interest Groups	BP

L* These policies are only legally required if the Academy serves food to students and receives direct or indirect federal aid for the program.

** This policy is not a NCSI policy and will not be maintained by the Institute.

Revised 5/25/15; 5/26/15; 8/22/16; 1/23/17; 8/28/17; 10/30/17

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	** Web Accessibility Policy	

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Revised 5/25/15; 5/26/15; 8/22/16; 1/23/17; 8/28/17; 10/30/17

WEB ACCESSIBILITY POLICY

INTRODUCTION

Macomb Montessori Academy is committed to ensuring that its website is accessible to everyone, including persons with disabilities. In meeting its obligations under federal law, the Academy ensures that it complies with all Federal laws and regulations prohibiting discrimination. The Academy does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Education Act (“Title II”) require that federal and state agencies ensure that their websites adhere to a minimal level of accessibility. To meet its obligations under Section 504 and Title II, the Academy will continually review its website and modify pages to remove accessibility problems for people with disabilities.

“Accessible” as used in this policy means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

To meet its obligations under Section 504 and Title II, the Academy has coded its website to comply with the technical standards of the Web Content Accessibility Guidelines (WCAG 2.0).

PERSONS AFFECTED BY THIS POLICY

This policy affects all Academy staff (including administrators, teachers, and support staff) responsible for creating or posting online content to the Academy’s website.

PROCEDURES

I. Compliance Requirements

All new and redesigned web pages published after the effective date of this policy must be in compliance with WCAG 2.0, except where doing so would impose a fundamental alteration or undue financial and administrative burdens.

All Academy staff responsible for acquisition or use of online content provided or developed by third parties for use on the Academy’s website, must ensure that the content is accessible and complies with the technical standards adopted by this policy. Academy staff responsible for acquisition or use of online content may consult with the Web Accessibility Coordinator or designee prior to acquisition of and/or publishing of online content to the Academy’s website to ensure the content complies with this policy.

II. Exclusions

The Academy makes no assurances to any content or open source software that is posted, hosted or offered on the Academy's website by an individual or entity that is outside of the control of the Academy. The Academy will, however, take reasonable steps to prevent an individual or entity outside of the control of the Academy from posting inaccessible information on the Academy's website.

The Academy is committed to take all reasonable steps to ensure that the content on its website is accessible and in compliance with the technical standards adopted by the Academy, except where doing so is not technologically feasible or would impose a fundamental alteration or undue financial and administrative burdens. Where ensuring that content on the Academy's website would impose a fundamental alteration or undue financial and administrative burdens, the Academy will provide an equally effective alternative access. In providing an equally effective alternative access, the Academy will ensure that, to the maximum extent possible, persons with disabilities will be afforded an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

III. Accountability

The Academy's Web Accessibility Coordinator will be responsible for ensuring that the Academy's website is accessible within the meaning of this policy. The Web Accessibility Coordinator or designee will regularly conduct audits of the Academy's website and contracted web services to ensure that the content posted on the Academy's website is accessible and meets the technical standards adopted by the Academy. The Web Accessibility Coordinator will be responsible for ensuring that all problems identified through the accessibility audits are documented, evaluated, and if necessary, remediated. Any necessary remediation of the problems identified will be completed within a reasonable period of time. The Web Accessibility Coordinator will also be responsible for maintaining a record of reported instances of non-compliance with this policy and the ultimate resolution.

If you are a student, prospective student, employee, guest or visitor and you are not able to fully access the information on any web page of this site and/or have questions or concerns regarding the accessibility of this site, please contact the Academy's Web Accessibility Coordinator at:

Web Accessibility Coordinator
Choice Schools Associates LLC
5251 Clyde Park Ave SW, Wyoming, MI 49509
616-785-8440
websupport@choiceschools.com

If you would like to file a formal complaint about the accessibility of the Academy's website, you may do so using the Academy's Section 504/Title II grievance procedures.

IV. Training

The Academy will conduct periodic training for all staff responsible for creating or posting online content to the Academy's website on this policy. Any staff new to the Academy who have some responsibilities for creating or posting online content to the Academy's website, will receive

training on this policy during the school year in which the new staff member begins his/her employment with the Academy.

Adopted 10/30/17