

# BOARD OF DIRECTORS POLICY MANUAL

## TABLE OF CONTENTS

### INTRODUCTION

#### 1.0 ORGANIZATION, GOVERNANCE AND GOALS

- 1.1 Mission of Scholars Academy
- 1.2 Board Member Expectations and Guidelines
- 1.3 Code of Ethics and Conflicts of Interest Policy
- 1.4 Anti-nepotism and Conflict of Interest Policy
- 1.5 Confidentiality
- 1.6 Board of Directors Meetings and Minutes
- 1.7 Procedure for Adoption of a Proposed Policy or Policy Revision by the Board
- 1.8 Dispute Resolution and Grievance Policy
- 1.9 Community Comment Guidelines
- 1.10 Policy Regarding Contracts
- 1.11 Policy on Record Retention and Destruction
- 1.12 Whistleblower Policy

#### 2.0 STUDENT SERVICE

- 2.1 Admissions Policy
- 2.2 Enrollment & Residency Requirement Policy
- 2.3 Field Trip and Chaperone Policy
- 2.4 Code of Student Conduct Policy (Changed from Code of Conduct and Behavior Policy)
- 2.4a Bullying or Harassing Behavior
- 2.5 Student Safety Policy
- 2.6 Withdrawal Policy
- 2.7 Student Records Policy
- 2.8 Policy Governing the Publication of North Carolina School Report Cards and Reading Proficiency
- 2.9 Promotion and Retention of Students Policy
- 2.10 Policy Governing Information Regarding Specified Health Conditions
- 2.11 Policy Regarding the Report of Child Abuse
- 2.12 Policy Governing First Aid, Emergency Medical Care and Other Health Safety Issues
- 2.13 Policy on Exceptional Children and Implementation of IDEA and Sec. 504
- 2.14 Return to Learn Concussion Policy
- 2.15 Attendance Policy and Ten Day Rule
- 2.16 Flag and Pledge of Allegiance

#### 3.0 TEACHING AND LEARNING ENVIRONMENT

- 3.1 Use of Media and Technology in the Classroom
- 3.2 Registered Sex Offender Policy
- 3.3 Communication Policy
- 3.4 Student Use of Cellular Phones, Digital Imaging Devices and Other Personal Electronic Devices

- 3.5 Scholars Academy Handbooks
- 3.6 Policy Regarding Program Evaluation
- 3.7 Policy for Fundraising with Co-Curricular/Extra-Curricular School Groups
- 3.8 Policy for Growth and Improvement of Teachers and Licensed Employees
- 3.9 Policy on Staff Accountability and Professional Development
- 3.10 Weapons on Campus Policy
- 3.11 Educational Research Policy
- 3.12 Crisis Communication Policy
- 3.13 Gift Policy
- 3.14 Volunteer Screening Policy

#### 4.0 PERSONNEL

- 4.1 Paid Time Off Policy
- 4.2 Policy Regarding AIG Certification/Praxis Testing and Reimbursement
- 4.3 Employment-at-Will
- 4.4 Recruitment and Selection
- 4.5 Equal Employment Opportunity and Non-Harassment
- 4.6 Criminal Records Background Check and Fingerprinting
- 4.7 Employee Discipline and Non-Renewal
- 4.8 Family Medical Leave Policy
- 4.9 Retirement Withdrawal

#### 5.0 FINANCIAL GOVERNANCE

- 5.1 Check Signing Authority
- 5.2 Audit Policy
- 5.3 Purchasing Policy
- 5.4 Purchasing Policy for Use of Federal Funds
- 5.5 Budget Policy
- 5.6 Restricted Contributions Policy
- 5.7 Donation Refund Policy