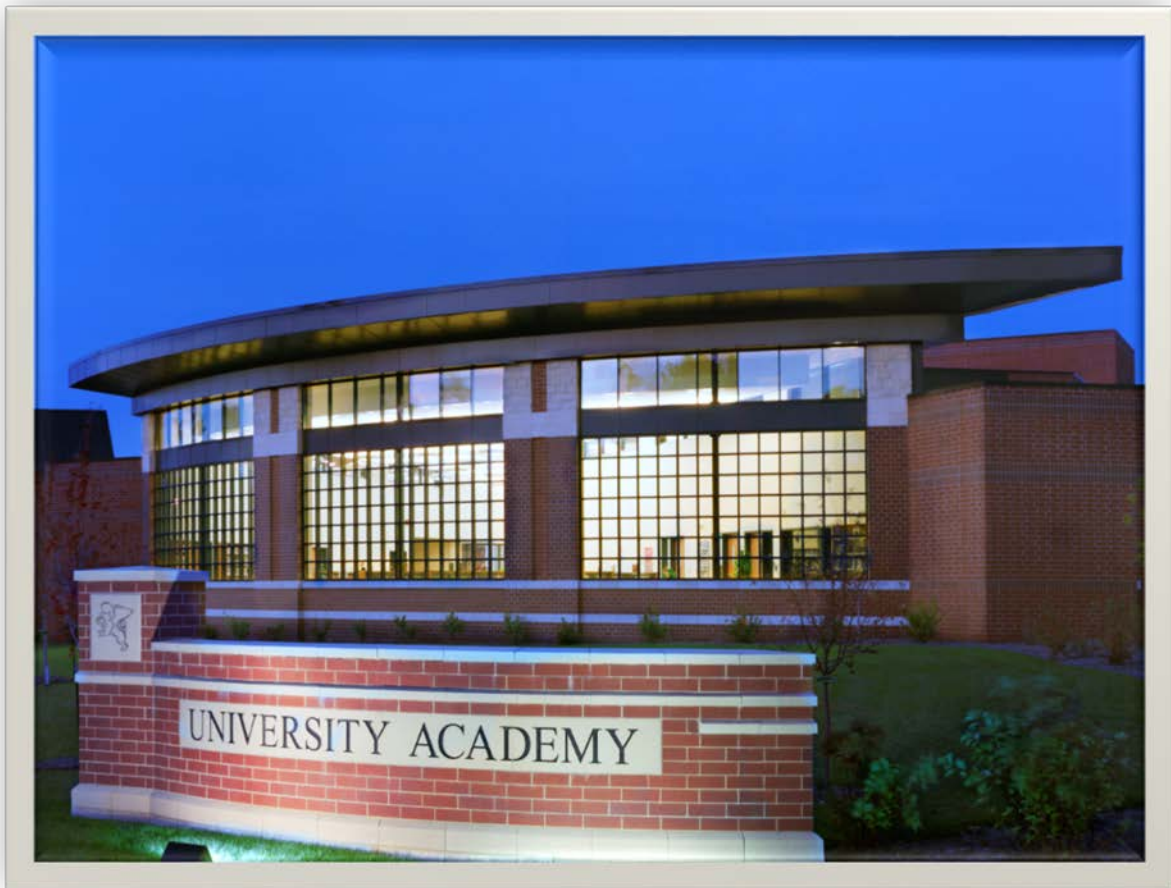


# University Academy Board of Directors Policy Manual



*Updated April 2021*

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# BOARD ACTIONS

## Policy 1: Governing Philosophy

In carrying out its responsibilities, the Board is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions, the Board will attempt in every case to act in the best interests of its students.

## Policy 2: Board Meetings

### **Agenda**

A tentative agenda for each regular, special or proposed closed meeting of the Board shall be prepared by the Superintendent, in consultation with the Board Chairperson, and shall be included in any public notice of such meetings. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be provided to each member of the Board prior to the stated meeting unless a special emergency meeting is called at a time, which makes prior notice impossible.

### **Attendance**

Members of the Board shall attend, either in person or by telephone, all regularly scheduled Board meetings insofar as possible. Any member failing to attend the meeting of the Board for three (3) consecutive regular meetings, unless excused by a majority of the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board. Attendance for purposes of this provision shall be defined as being present in person or by telephone at the Board meeting until all of the business of the Board has been completed unless a member is excused by a majority of the Board.

### **Regular**

The regular meeting of the Board shall be open to the public and held on the 4<sup>th</sup> Tuesday of each month, at the hour of 3:00 p.m., except when a majority of the Board agrees in advance and public notice is given in accordance with the Missouri Sunshine Law. Public meetings may be conducted in person or by conference call, video chats, internet conferences, emails and internet message board, and public notice of the manner to attend any meeting held electronically shall be provided in accordance with the Missouri Sunshine Law.

### **Open Session Minutes**

Minutes of Board meetings shall be available for inspection at the Superintendent's office, during the School's regular business hours. The minutes will include the date, time, place, members present, members absent, and a record of any votes taken.

## **Special**

Special meetings may be held at the time set by the Board or on the call of the Board Chairperson or a majority of the Board. (Not less than twenty-four (24) hours written notice, stating the time and place of the meeting and the business to be considered, will be given to each member.) Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and the matters to be considered will be posted in the same manner as postings for regular Board meetings.

## **Quorum**

The presence of a majority of the Board constitutes a quorum for the transaction of business.

## **Closed Meetings**

The Board may vote to conduct closed executive sessions for any purpose permitted by the Missouri Sunshine Law, which generally includes discussions about certain legal matters subject to the attorney-client privilege, certain real estate matters, certain personnel matters, and certain student matters, testing matters, bidding matters, certain communications with the School's auditor, and discussions about certain security matters. In order to enter into executive session, such motion must be approved by a roll call majority vote. The motion to enter executive session must reference the specific statutory matters to be discussed.

Any Board member may object to the closing of a meeting, record or vote if the member believes the motion to close violates the Sunshine Law; such member(s) must object at or before the motion to close is voted upon and must vote against closing. The member(s) shall be allowed to fully participate in any subsequent meeting or vote. The objecting member(s) shall be immune from any liability for improper closure of a meeting.

## **Closed Session Minutes**

A separate minute book used solely for the purpose of executive sessions shall be used to record the minutes. Under such circumstances, the Board members and others in attendance shall not disclose the details, or discussions, or minutes of the executive session. Any vote taken during a closed session will be taken and recorded by a roll call vote.

## **Recording of Board Meetings**

The open sessions of Board meetings may be audio or videotaped in a manner that does not disrupt the meeting. Closed session meetings of the Board may not be electronically recorded by any person.

## **Participation by the Public**

At the discretion of the Board, a designated period of time may be provided for public comments at regular Board meetings. The Board is very interested in citizen viewpoints and issues; however, citizens are encouraged to work through problems at University Academy and/or administrative levels before coming to the Board. Although the Board's Chairperson retains the discretion to decide how long and who may be permitted to speak during public comment sessions, remarks from members of the public should generally be limited to three (3) minutes and to one appearance to allow a maximum number of participants in the allotted time period in

which citizens are permitted to speak to issues. Remarks should pertain to issues affecting the entire School.

### Policy 3: Conflict of Interest

Members of the Board shall avoid being placed in a position of conflict of interest, and shall not use the Board position for personal or partisan gain. Members shall conduct themselves in accordance with the conflict of interest policy and disclosure requirements prescribed by statute and Board policy. No Member will have a substantial interest in any entity employed by or contracting with the Governing Board of the School. Moreover, no Member of the Governing Board may be an employee of a company that provides substantial services to University Academy.

Members of the Board will not be employed by University Academy while serving as members of the Board.

No member of the Board shall profit financially in any manner by reason of any dealings with the Board.

Members shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group, or entity doing business or desiring to do business with University Academy.

Members of the Board will conduct themselves in a manner that complies not only with the letter of conflict of interest laws, but also in the spirit of those provisions. Board members will at all times make good faith efforts to avoid the appearance of a conflict of interest. If a situation arises which involves the potential for a conflict of interest, the individual Board member will declare his interest and will refrain from debating or voting upon the question of engaging or using the business entity in question.

### Policy 4: Confidentiality

Members shall not disclose confidential information. Information is confidential if it is: (a) communicated during executive session; or by (b) otherwise communicated with a mutual understanding of confidentiality.

### Policy 5: Visits to Schools

Individual Board members who, in their parental capacity, wish to visit the school or classroom(s) of their child(ren) will follow the regular procedures for visitors.

### Policy 6: Background Checks

University Academy shall obtain a background check on any Board member prior to beginning service on University Academy's Board.

## Policy 7: Nepotism (rev. 6/27/2017)

University Academy will not employ a person related within the fourth degree to a member of the Board or any administrator provided however, that:

- 1) Any employee employed by University Academy as of the effective date of this policy, who is related to a member of the Board or an administrator, shall not be affected by this policy; and
- 2) Under no circumstance will such an employee have supervisory or evaluative responsibilities for any other employee to whom he or she is related within the fourth degree.

No employee may participate in any manner in any hiring or selection process in which a person to whom the employee is related within the fourth degree is an applicant or may reasonably be expected to be an applicant for the position. Formal Board approval of a potential hire that is a fourth degree relative of a current employee must occur prior to any offer of employment at University Academy.

## Policy 8: Board Travel

Travel and accompanying expenses may be authorized by a majority of the Board for any of its members to attend conferences, meetings, seminars, conventions, etc., at the state, regional, and national levels. Travel expenses may include transportation, lodging, meals, and registration fees.

Each Board member who has been approved for travel shall file with the Finance Office an itemized account of anticipated expenses and may request and receive an advance for these expenses. Upon completion of travel, an actual expense account report, with appropriate receipts, shall be filed with the Finance Office within the following two (2) weeks.

## Policy 9: Policy Development

### **Adoption**

The Board shall exercise full policy-making and management authority for University Academy by adopting policy and directing all policies necessary for the governance of University Academy's education and administrative responsibilities. The Board shall determine the effectiveness of policy implementation through evaluation of school operations, practices and program outcomes.

At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

This version of the Board Policies shall govern effective August 23, 2012, and say policies of the Board enacted prior to that date are hereby repealed and shall have no further force or effect.

The “Regulations” of University Academy, dated January 2010, are hereby repealed and shall have no further force or effect.

### **Implementation**

The Superintendent is assigned the responsibility for ensuring that all Board policies and directives are implemented. The Board authorizes the Superintendent to develop administrative guidelines such as employee, student, and parent handbooks, in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and administrative guidelines.

### **Board Policies Shall Be Available to Parents, Students, and Staff Members**

The Superintendent or his/her designee shall ensure that any current version of the Board’s policies is maintained in University Academy’s library and shall be made available for review by the School’s parents, students, and staff members during regular school hours.

## **GENERAL POLICIES**

### **Policy 10: Religious Expression**

University Academy is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, University Academy and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, University Academy and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy.

### **Policy 11: School Year and School Day**

The School’s annual calendar will provide for a minimum of 1,088 hours of pupil attendance.

The length of the school day will meet or exceed the State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state-required minimum may be approved by the Board.

If University Academy is dismissed due to inclement weather after school has been in session for three (3) or more hours, that day shall count as a full day, including Kindergarten. When the total hours lost due to inclement weather exceed twelve (12) hours, the time must be made up in half or full-day additions to the school term.

University Academy shall be required to make up the first six (6) school days lost or canceled due to inclement weather and half the number of days lost or canceled in excess of six (6) days, if the canceled days would drop the school calendar below the 1,088 hour-minimum. For

purposes of this Policy, “inclement weather” shall mean ice, snow, extreme cold, flooding, or a tornado, but not excessive heat.

### Policy 12: Relations with Law Enforcement Authorities

University Academy’s personnel will cooperate fully with law enforcement agencies in promoting the welfare of the School’s students, staff and the community.

### Policy 13: Community Use of School Facilities

University Academy’s facilities may be available for community use at the discretion of the Board or its designee, and only when an event does not, in the School’s judgment, interfere with the School’s educational activities and related operations. Use of the School’s facilities is subject to approval of the community group’s application and are subject to approval and conditions established by the Board.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball, and similar groups. University Academy ensures its compliance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. §7905.

When outside groups are permitted to use school facilities under this policy, University Academy will not unlawfully discriminate against groups based upon a group’s religious, political, or philosophical content of the speech at such meetings.

### Policy 14: School Volunteers

University Academy encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

### Policy 15: Visitors to Schools

Principals, teachers, and other staff members shall welcome and encourage visits by parent/guardians, Board members, individuals authorized by the Board, volunteers, and patrons of the schools. All visitors shall report to the Central Administration Office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

All persons, other than Board members or individuals authorized by the Board, who do not obtain permission from the Central Administration Office to enter the school, or visitors who create serious disruptions or distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, in any school vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent/designee. If permission is granted for a specific event or events, the Superintendent/designee will notify the appropriate staff members, when the sex offender will be present.

### Policy 16: Code of Conduct – Visitors

The Board believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children, and inappropriate conduct, including but not limited to the following will not be permitted on the School's premises or at school-related activities:

1. Verbally aggressive behavior, which includes, but is not limited to, threats, intimidation, and profanity;
2. Physical or violent behavior;
3. Behavior that, in the judgment of the School's administrators, is disruptive to the educational environment; and
4. Conduct by visitors contrary to these expectations may result in sanctions, which may limit a person's access to school activities and school premises.

### Policy 17: Prohibition against Firearms and Weapons

The presence of firearms and weapons poses a substantial risk of serious harm to school students, staff, and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase "*school premises*" includes all School buildings, grounds, vehicles, and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on school property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1)

year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Individuals passing through school premises for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

### Policy 18: Public Access to School Documents

The School provides public access for the inspection and copying of University Academy's public records in accordance with the Missouri Sunshine Law. University Academy will provide public access for inspection and duplication of University Academy's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, discs, videotapes, films, pictures, slides, graphics, and illustrations.

Requests for public access to University Academy's public records shall be directed to the Superintendent who will respond to such requests to the extent required by Missouri law.

### Policy 19: Public Complaints

Although no member of the school community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concerns Board actions or Board operations only.

The Board advises the school community that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent/designee

### Policy 20: Annual Report

School officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

### Policy 21: Email Records and Electronically Stored Information

Any emails that constitute a record under the Board's Policies or otherwise should be retained for the benefit of University Academy and therefore must be saved for an extended period of time to exceed one (1) month shall either be 1) printed and physically filed in such a way that it will be easily retrievable or 2) saved directly to a file on one of University Academy servers



from which it will be easily retrievable. The School will regularly delete unnecessary emails on University Academy's computer system, typically, on the first school day of each month during the school year.

Until University Academy's email system can be equipped with such capabilities, all school email account holders shall regularly update their email account by either saving necessary and pertinent emails to a School-approved storage device, printing them and filing them appropriately, or deleting unnecessary emails from their account. This process shall become a permanent and regular occurrence if the automatic deletion process is not implemented into University Academy's email system.

### Policy 21.5: Prohibitions on Audio and Video Recordings

University Academy has established limits on the use of video and audio recording equipment (including but not limited to film, tape, digital, or by other mechanical or electronic means) to minimize disruption and to foster an educational and employment environment based on trust and integrity. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

#### **Recording by Outside Entities**

University Academy prohibits the use of audio or video recording equipment on school property or at school activities by any outside entity (including but not limited to any individual, group, organization, or corporation other than the school's administration, officers, staff, or students of University Academy) without permission from the Superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts, and plays;
2. Open meetings of the Board or committees appointed by or at the directive of the Board; and
3. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

#### **Recording by School Personnel**

University Academy may make audio or video recordings to provide security, to maintain order, for professional staff development use, or for other purposes approved by the Superintendent related to furthering the educational mission of the school.

This may include the use of video equipment in school buildings and on transportation provided by University Academy. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of University Academy personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. University Academy prohibits its personnel from the use of audio or video recording equipment on school property or at school activities except as provided by this policy.

### **Recording by Students**

University Academy prohibits the use of audio or video recording equipment on school property or at school activities by students except:

1. If required by a school-sponsored class or activity;
2. At performances or activities to which the general public is invited such as athletic competitions, concerts, and plays;
3. At open meetings of the Board or committees appointed by or at the direction of the Board; or
4. As otherwise permitted by the Superintendent.

### **Recording of Meetings**

The Board prohibits the use of audio, video, or other recording equipment at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between school employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to video recordings of meetings held within view of the school's security cameras.

### **Policy 22: Records Retention/Destruction**

Education records shall be retained according to the guidelines set forth in the Retention Schedules developed by the Office of the Missouri Secretary of State. It is the responsibility of the Superintendent/designee to see that such records are kept secure, confidential and are utilized in accordance with the law.

For purposes of this Records Retention/Destruction Policy, the term "record" is defined as only those documents, including documents in electronic format, which were made or received pursuant to law or in connection with the transaction of official business. Generally, University Academy will not maintain documents which do not meet the definition of "record" except to the extent that such document involves threatened or pending litigation.

The Superintendent/designee, with the assistance of University Academy's attorney(s), shall issue "litigation hold" instructions to University Academy's personnel who are believed to have in their possession a record and other documents that may be relevant to litigation, instructing those personnel to retain certain records and documents during the pendency of litigation. Except for records that are the subject of a "litigation hold" (which shall be preserved during the pendency of the litigation) records should be retained/destroyed as stated in the Public School Records Retention Schedule listed on the Missouri Secretary of State website.

### **Policy 23: Protection of Student Rights**

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material, which will be used in connection with any student survey, analysis, or evaluation shall

be available for inspection by parents/guardians of the student(s). This requirement also applies to the collection, disclosure, or use of student information for marketing surveys.

No student shall be required to submit a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers, or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

University Academy will give parents/guardians notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

#### Policy 24: Private, State, and Federal Funding

Grants from outside agencies are to be related to the needs and priorities of University Academy in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, in-service education, or capital improvement. Grants may lead to research and development that will be of value to University Academy. All such funds will be deposited, accounted, and reported through University Academy's financial office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of University Academy who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for School use must clear the request with the Principal or designee before preparing an application. The application must then be approved by the Board before submission to the source of funding.

Grants cannot be requested that would require school expenditures not budgeted in the current fiscal year. School funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

If a grant requires participation by children in experimental types of instruction, written permission of parents/guardians must be secured.

## Policy 25: Title I Programs

### **Parent Involvement**

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation, and review of Title I programs.

### **Staff Qualifications**

Title I teachers and paraprofessionals must meet the qualifications required by law.

### **Reporting Requirements**

Pursuant to the provisions of the No Child Left Behind Act of 2001, University Academy will submit its Federal Title I LEA Plan, describing University Academy's Title I services.

## Policy 26: Administrative Reports

The Board may require reports from the Superintendent and other administrative officials concerning the status of University Academy programs, educational needs and long-term school planning. The Board will take steps to monitor the success of the school in achieving its educational objectives.

University Academy will provide the Missouri Charter Public Schools Commission with all information necessary to confirm compliance with all provisions of University Academy's Charter and relevant state statutes in a timely manner as requested by the Missouri Charter Public Schools Commission.

## Policy 27: Superintendent of University Academy

The Superintendent is the Chief Administrative Officer of University Academy. The Superintendent, under the direction of the Board, is responsible for the general supervision of the School and all University Academy's personnel. The Superintendent is responsible to the Board for the execution of the Board's policies and directives.

In the absence of a Superintendent, the Board shall take reasonable steps to employ an interim or new Superintendent. Until an interim or new Superintendent is employed, and to assure the orderly operation of essential school functions, the Chair of the Board may make decisions or recommendations normally made by the Superintendent.

## Policy 28: Parent/Family Involvement in Education

University Academy recognizes the positive effects of parents'/families' involvement in the education of their children. University Academy is committed to strong parent/family involvement in working collaboratively with the School's staff as knowledgeable partners in educating the School's students.

In order to implement University Academy's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as University Academy's Parent Involvement Committee. The Parent Involvement Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. The evaluation will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are migratory workers, economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. University Academy will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

## STUDENTS' POLICIES

### Policy 29: Nondiscrimination in Education

University Academy commits itself to the policy that there shall be no unlawful discrimination or unlawful harassment against any student because of race, color, national origin, religion, disability, age, sex, genetic information, rights protected by the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. §7905, or based on any other classification protected by law.

To further this policy of non-discrimination, it is the policy of University Academy that all educational and employment programs shall comply with all federal and state civil rights laws, including:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. § 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. §1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. §6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. The Genetic Nondiscrimination Act of 2008, 42 U.S.C. §2000ff et seq., which prohibits discrimination based on genetic information in health insurance and employment.

6. The Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. §7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at local educational agencies.
7. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

Any student (or a student's parent/guardian) believing that a violation of any federal or state civil rights law has occurred shall report such violation to the School's EEO Compliance Coordinator or the Superintendent. A student (or a student's parent/guardian) believing that a violation of any federal or state civil rights law has occurred may also use the Student Grievance Procedure contained in Policy 32.

### Policy 30: Equal Educational Opportunity for Students with Disabilities

It is the policy of the Board to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

University Academy's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and §162.670-.995 RSMo, Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the School, will be in accordance with the regulations and guidelines of the Missouri Department and Secondary Education's Current Plan for Part B of the Education of the Handicapped Act, as amended.

Any student (or a student's parent/guardian) believing that a violation of any federal or state disability rights law has occurred shall report such violation to the School's EEO Compliance Coordinator or the Superintendent. A student (or a student's parent/guardian) believing that a violation of any federal or state disability rights law has occurred may also use the Student Grievance Procedure contained in Policy 32.

### Policy 31: Unlawful Harassment and Discrimination

It is the policy of University Academy to maintain a learning environment that is free from unlawful harassment because of a student's race, color, ethnicity, national origin, sex, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation. University Academy prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, disability, genetic information, sexual orientation, or perceived sexual orientation.

It shall be a violation of University Academy policy for any student, teacher, administrator, or other school personnel to harass or unlawfully discriminate against a student through conduct or

a sexual nature, or regarding race, color, ethnicity, national origin, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of University Academy policy for any teacher, administrator, or other school personnel to tolerate sexual harassment or harassment because of a student's race, color, ethnicity, national origin, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation, as defined by this Policy by a student, teacher, administrator, other school personnel or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of University Academy.

For purposes of this Policy, the term "school personnel" includes school Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of University Academy.

### **Sexual Harassment**

Sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an
  - a. Employee or third party agent of University Academy causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct, which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the

use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug or a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, "welcomness" is generally not relevant.)

- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

### **Harassment Because of Race or Color**

Racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of race or color, include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

### **Harassment Based Upon National Origin or Ethnicity**

Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;



2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct, otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

### **Harassment Because of Disability**

Harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

### **Harassment Because of Gender**

Gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

### **Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

Harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

### **Reporting Harassment**

University Academy will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, ethnicity, national origin, sex, religion, age, disability, genetic information, sexual orientation or perceived sexual orientation, to promptly take appropriate action to protect individuals from further harassment or discrimination, and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Any person (including a student, a student's parent, or an employee) believing that a violation of this harassment policy has occurred towards a student shall report such violation to the School's principal or the Superintendent. Any student (or a student's parent/guardian) believing that a violation of this harassment policy has occurred towards a student may also use the Student Grievance Procedure contained in Policy 323. Any employee believing that a violation of this harassment policy has occurred toward an employee shall report such violation to the School's EEO Compliance Coordinator or the Superintendent.

### **No Retaliation**

Retaliation against any person who makes a good faith complaint of violations of this policy or against any person who participates in an investigation into violations of this policy is strictly prohibited. Any person engaging in retaliation shall be subject to disciplinary action.

### **Policy 32: Bullying *(updated 6/27/2017)***

University Academy is committed to maintaining a learning and working environment free of any form of bullying or intimidation. The District strictly prohibits bullying on school grounds, on school time, at a school-sponsored activity or in a school-related context.

Bullying is the intentional action by an individual or group of individuals:

- to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property;
- substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or
- substantially disrupts the orderly operation of the school.

Bullying may consist of physical actions, including gestures, or oral, cyber bullying, electronic or written communication, and any threat of retaliation for reporting acts of bullying.

Cyber bullying means bullying as defined above, through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. University Academy may prohibit and discipline for cyber bullying that originates on the University Academy campus or at a University Academy activity if the electronic communication was made using the School's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on University Academy's campus or at a University Academy activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off-campus which materially and adversely impacts the education of University Academy students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. University Academy employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person University Academy designates to receive reports of incidents of bullying.

A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the Superintendent assign an outside investigator. The investigation shall be completed within ten (10) school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

University Academy shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on University Academy's web page (as a Board policy) and a copy shall be placed in University Academy Administrative Offices.

University Academy shall provide information and appropriate training to University Academy staff that have significant contact with students regarding the policy. All staff with significant student contact will receive training on the requirements of this policy on an annual basis.

University Academy shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. University Academy shall instruct its school counselors, school social workers, licensed social workers, and mental health professionals to educate students who are victims of bullying on techniques for students to overcome the negative effects of bullying. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend oneself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal focus of control. District administration will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

#### Policy 32-A: University Academy Policy on Student Threats against Other Students or Adults *(updated 6/27/2017)*

University Academy strives to maintain an environment where all students and staff feel safe. Should a student make a threat against a peer or staff member, the threat will be thoroughly investigated by the appropriate staff member. If the threat is deemed credible and/or probable, that student's parents/guardians will be notified and asked to seek a psychological evaluation for the safety of their child and the safety of other students and staff at University Academy. In the event that a parent/guardian does not seek a psychological evaluation for their student, University Academy shall arrange for a licensed mental health professional to conduct a psychological evaluation. While awaiting the results of the psychological evaluation, the child will not be allowed to return to school. These absences will be excused and documented as a medical excuse. If, after the evaluation, the student is allowed to return to school, a re-entry meeting will be held so that appropriate supports can be put into place for the student.

#### Policy 32-B: University Academy Policy on Student Suicidal Ideation and/or Behaviors *(updated 6/27/2017)*

University Academy strives to maintain an environment where all students and staff feel safe. If a student indicates that, he/she is having ideas of harming oneself or killing oneself, the student

should be referred to the school counselor or social worker. The counselor or social worker will complete the Preliminary Suicide Risk Questionnaire with the student. Following the completion of the questionnaire, if the counselor or social worker feels the student may be a danger to himself/herself, the counselor or social worker will contact the student's parent/guardian to come to the school. Once the parent/guardian or emergency contact has arrived at the school, the counselor or social worker will go over the questionnaire with him/her. The receiving adult should review the recommendation letter and sign and date the form.

### Policy 33: Student Grievance Procedure

This Policy outlines the responsibilities of University Academy and provides mechanisms for the resolution of grievances/complaints made by students (or on their behalf) relating to: (1) discrimination, harassment, or retaliation based on race, color, national origin, religion, disability, age sex, genetic information, in violation of the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. §7905; (2) retaliation for having made a grievance/complaint under this Policy; or (3) bullying under Policy 31.

#### **Level 1: Principal/Counselor**

A student (or his/her parent/guardian) who believes that the student has been subjected to unlawful discrimination, harassment, and/or retaliation, or bullying prohibited by Policy 31, should first discuss the matter with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. If the individual's teacher/staff member is the person alleged to have engaged in the unlawful conduct, the grievant should skip Level 1 and go directly to Level 2.

#### **Level 2: Federal Programs/Special Education Director**

If the grievance or issue is not resolved at Level 1 or if the grievant chooses to skip Level 1, the grievant may file with the Federal Programs/Special Education Director a signed, written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted.

The Level 2 written grievance should be filed with the Federal Programs/Special Education Director within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The Federal Programs/Special Education Director has authority to investigate all written grievances. If possible, the Federal Programs/Special Education Director will provide notice to the accused party or parties of the accusations against them if, after a preliminary review or inquiry, the Federal Programs/Special Education Director determines discrimination, harassment, or retaliation in violation of the law or policy may have occurred. The written grievance may be provided to the accused party or parties if, under the circumstances, such disclosure is appropriate.

The Federal Programs/Special Education Director will conduct an adequate, reliable, and impartial investigation of all grievances, including, where appropriate, providing the opportunity of the involved parties to identify witnesses and other evidence.

If possible, the Federal Programs/Special Education Director will resolve the grievance by obtaining a written resolution signed by all parties. If the parties cannot agree on a resolution, the Federal Programs/Special Education Director will prepare a written report of the investigation.

If the Federal Programs/Special Education Director believes the grievance is valid, the Federal Programs/Special Education Director will recommend appropriate corrective action to the Superintendent.

If possible, the Federal Programs/Special Education Director will complete the investigation and submit the report to the Superintendent within fifteen (15) days after receipt of the written grievance where appropriate. The Federal Programs/Special Education Director will provide notice to the parties of the general outcome of the grievance.

If the Superintendent agrees with the recommendation of the Federal Programs/Special Education Director, the recommendations will be implemented, subject to the appeal procedures of Level 3.

The Federal Programs/Special Education Director and Superintendent may appoint an outside investigator once a written grievance is filed if the Federal Programs/Special Education Director or Superintendent believes that doing so is in the best interests of University Academy or if either the Federal Programs/Special Education Director or Superintendent is the alleged violator.

### **Level 3: Superintendent**

If the grievance is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives notice that the Federal Programs/Special Education Director has completed his/her investigation into the grievance. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

### **Other Options**

At any time during the grievance process, a grievant may file a complaint with the appropriate state or federal agency, including the United States Department of Education, Office for Civil Rights (Kansas City, Missouri) or the Missouri Commission on Human Rights.

## **Policy 34: Students of Legal Age**

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement, and reporting.

### Policy 35: Marital, Parental Status of Students

Students who are married, pregnant or who have given birth will be treated in a like manner as other students with respect to academic matters, student activities, and other educational benefits provided by University Academy.

### Policy 36: Searches by School Personnel

School lockers and desks are the property of University Academy and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of University Academy rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

### Policy 37: Interviews, Interrogations, and Removal from School Interview or Interrogation

University Academy is responsible for its students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Superintendent or designee will be present and the interview will be conducted in private.



The Superintendent/designee will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The Superintendent/designee ordinarily will make reasonable efforts to notify the student's parents/guardians.

### **Removal of Students from School**

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the Superintendent/designee will verify the official's authority to take custody of the student. The school Superintendent/designee will attempt to notify the student's parent/guardian that the student is being removed from school.

### **Policy 38: Admission and Withdrawal**

University Academy shall enroll only pupils that reside in the Kansas City Public School (KCPS) District. University Academy does not limit admission based on race, ethnicity, national origin, disability, gender, income level, proficiency in the English language, or athletic ability, but may limit admission to pupils within a given age group or grade level.

If capacity of University Academy is insufficient to enroll all pupils who submit a timely application at any grade level, University Academy will use a lottery admissions process that assures all applicants of an equal chance of gaining admission except that:

1. University Academy gives a preference for admission to children whose siblings attend the school, as well as those parents who are employed at the school and reside in the school district. If there are fewer openings at a grade level, then students on the waiting list from Category #1, a lottery is used to determine which children will be admitted. If the number of pupils from the Category #1 waiting list is equal or less than the opening at a grade level, all Category #1 pupils will be admitted. If there are still openings, Category #2 will be used to fill remaining openings.
2. University Academy gives preferential enrollment to pupils who reside in the geographical area between 47<sup>th</sup> Street and the southern boundary of the KCPS, and between Prospect Avenue and State Line. If after pupils from Category #1 above are enrolled and there are fewer openings at a grade level, then a lottery is used to determine which pupils will be admitted from the waiting list of Category #2. If the number of Category #2 pupils are admitted and there are still openings, Category #3 will be used to fill remaining openings through the lottery.
3. All pupils on the waiting list school-wide will be used to fill remaining vacancies by grade level. If after pupils from Categories #1 and #2 above are enrolled, and there are fewer openings at a grade level, then students on the waiting list from Category #3, a lottery will be used to determine which pupils will be admitted. If the number of pupils from the Category #3 waiting list is equal or less than the opening at a grade level, all Category #3 pupils will be admitted.

## Policy 39: Entrance Age

### **Entrance Age for Kindergarten**

To be admitted to kindergarten or to summer school prior to the student's regular term, a student must be five (5) years old before August 1<sup>st</sup> preceding entrance.

### **Entrance Age for First Grade**

To be admitted to first grade, a student must be six (6) years old before August 1<sup>st</sup> preceding entrance. However, students who have completed an accredited kindergarten program will be considered for enrollment in the first grade regardless of the August 1<sup>st</sup> cut-off date. A birth certificate will be required as proof of age.

### **Military Dependents**

Military dependents who have completed an accredited pre-kindergarten or kindergarten program in another state may enter kindergarten or first grade regardless of age. University Academy will facilitate the timely enrollment of children of military families and will ensure that they are not placed at a disadvantage due to difficulty in their transfer of education records from the previous school(s) or variations in entrance legal requirements.

## Policy 40: Compulsory Attendance Ages

University Academy shall abide by the compulsory attendance laws of the state by requiring students between the ages of seven (7) and sixteen (16) years to attend school full-time, with the exception of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's applications and in compliance with state law and regulations.

## Policy 41: Admission of Exchange Students

Resident foreign exchange students under the auspices of an organization or association accredited by the state and/or federal governments for that purpose may enroll in University Academy, and shall have all the rights and privileges of a resident student during the period of enrollment. To be eligible for attendance, the exchange student's host family must reside in the Kansas City Public School District. Those sponsoring agencies, which comply with the standards for foreign student exchange programs as established by the U.S. Department of State are those which will be recognized by University Academy.

## Policy 42: Program for Homeless Students Policy *(updated 2/23/2021)*

The Governing Board of University Academy adopts the following policy effective February 23, 2021.

University Academy (LEA) recognizes that homelessness alone should not be a sufficient reason to separate students from the mainstream school environment. Therefore, University Academy, in accordance with state and federal law (Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act) and the Missouri State Plan for Homeless Children and Youth, will give special attention to ensure that homeless children in the LEA have access to free, appropriate public education.

Definitions:

A “homeless child” or “homeless youth” is one who:

- A. Lacks a fixed, regular, and adequate nighttime residence, and
- B. Includes—
  - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
  - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used, as a regular sleeping accommodation for human beings;
  - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
  - iv. migratory children or youths who qualify as homeless because they are living in circumstances described in subdivisions (i) to (iii) above.

The first category may include some individuals who have moved in with others. Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.

The “school of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

### **Enrollment and Placement**

Homeless children and youth frequently move, and maintaining a stable school environment is critical to their success in school. To ensure this stability, LEAs must make school placement determinations on the basis of the “best interest” of the homeless child or youth. Using this standard, University Academy (LEA) must:

- a) Continue the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or

- b) Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining what is a child's or youth's best interest, University Academy must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child's or youth's parent or guardian. University Academy must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law. University Academy may, however, require contact information.

If University Academy is unable to determine the grade level of the student because of missing or incomplete records, University Academy shall administer test or utilize other reasonable means to determine the appropriate grade level for the child/youth.

### **Transportation**

Transportation must be provided, at the request of the parent or guardian (or in the case of the unaccompanied youth, the homeless coordinator) to and from the school of origin.

- If the homeless child or youth continues to live in the area served by the LEA in which the school of origin is located, that LEA must provide or arrange for the child's or youth's transportation to or from the school of origin.
- If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living, must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
- The transportation requirement applies even if the LEA does not provide transportation to non-homeless students.

### **Services**

Each homeless child or youth shall be provided services comparable to services offered to other students in the LEA including, but not limited to, transportation services, educational services for which the child meets the eligibility criteria, such as educational programs for children with disabilities, English learners, programs in career and technical education, programs for gifted and talented students, before-and-after school programs, school nutritional programs, and transportation.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, it shall be the responsibility of this LEA to provide for the transportation of the student.

This may be achieved through the transportation services of this LEA, the school or origin, or another outside agency.

### **Records**

Once LEA officials have determined that an enrolling student is homeless, the LEA's homeless coordinator must assist the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

#### *Immunization:*

If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within ninety (90) days. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in § Section 167.181.3. RSMo.

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homes children or youth enters a new LEA. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

### **Coordinator**

The Board will designate an individual to act as the LEA's homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

The LEA shall inform school personnel, service providers and advocates working with homeless families of the duties of the LEA homeless coordinator. University Academy's Homeless Coordinator is the Director of Student Services.

### **Resolving Grievances:**

Level 1—A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the LEA's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with

supporting evidence and reasons. In addition, the coordinator will inform the Superintendent (head of the LEA) or his/her designee of the formal complaint and the disposition.

Level II—Within five (5) working days after receiving the decision at Level 1, the complainant may appeal the decision to the Superintendent (head of the LEA) or his/her designee by filing a written appeal package. This package shall consist of the complainant’s grievance and the decisions rendered at Level 1. The Superintendent (head of the LEA) or his/her designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Superintendent (head of the LEA) or his/her designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III—If resolution is not reached in Level II, a similar written appeals package shall be directed through the Superintendent (head of the LEA) or his/her designee to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For LEA purposes, the decision of the Board is final.

Level IV—If the complainant is dissatisfied with the action taken by the Governing Board of the LEA, a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to the LEA and the complainant. If the findings support the action taken by the LEA, such action will be confirmed. If the findings support the allegations of the complainant, the LEA will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

### Policy 43: Migrant Students

The Board is committed to the needs assessment and enrollment of migrant students living within University Academy’s attendance area.

### Policy 44: Student Withdrawal from School

Students who withdraw from school for any reason are required to notify the school’s principal and the Superintendent and provide a specific reason for withdrawal.

The Superintendent will submit a monthly report to the Board concerning the identity and reason of each student withdrawing from school. Dropouts will be reported to the Missouri Literacy Hotline.

University Academy will respond within five (5) business days to requests by other schools for the records of students transferring from the school. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for felony criminal acts.

#### Policy 45: Truancy and Educational Neglect

The Board believes that students' regular, full-time attendance at school is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, University Academy will investigate and take such action as circumstances dictate.

Section 210.115 RSMo mandates reporting to the Children's Division when there is reasonable cause to suspect that a student's non-attendance is due to the educational neglect of the parents/guardians.

Any University Academy employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the Superintendent or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Children's Division. The Superintendent shall inform the Board that a report has been made, and keep the Board apprised of the status of the case.

#### Policy 46: Student Educational Records

A cumulative education record shall be maintained for each student from his/her entrance into school through the last date of attendance. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

University Academy will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended University Academy have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. University Academy has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by University Academy, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, University Academy will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

### Policy 47: Health Information Records

Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

### Policy 48: Promotion and Retention of Students

The purpose of promotions and retentions of students is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

Students will be promoted annually from one grade level to another demonstrating satisfactory academic achievement. A student may be retained when his/her standards of academic achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention may occur when a student initially enters University Academy.

Parents/guardians who wish to appeal the decision for retention must first contact the principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent/designee. All appeals must be requested within two (2) weeks after the close of school.

### Policy 49: Graduation Requirements

Graduation requirements for University Academy are a minimum of 26 units of credit completed during grades nine (9) through twelve (12).

Communication Arts = 4.5 units (includes .5 unit of Oral Communication)

Math = 4.0 units

Science = 4.0 units (two of the four units must be taken in Biology, Chemistry, or Physics)

Social Studies = 4.0 units



Fine Arts = 1 unit  
Practical Arts = 1.0 unit  
Personal Finance = 1.0 unit  
Physical Education = 1.0 unit  
Health = 0.5 unit  
Advanced Electives = 3.5 units (from English, Math, Science, Social Studies, Fine Arts,  
or Foreign Languages)  
Foreign Language = 2.0 units

Total: 26 units

A college preparatory certificate from the State of Missouri will be presented at graduation to students who complete these academic requirements, attain a grade point average in core subjects of 3.0 and score above the national norm on the ACT or SAT.

The following provisions and/or exceptions will apply to graduation requirements:

### **Correspondence Credit**

A maximum of three (3) units of correspondence/online credit from accredited colleges or universities will be counted toward the high school graduation requirements. Students desiring to use correspondence credit to meet graduation requirements must obtain approval of the building principal prior to enrolling in a correspondence course.

### **Transfer Credit**

Transfer students are expected to meet the graduation requirements of University Academy.

### **Summer School**

Credits earned in summer school and which meet Missouri State Board of Education standards and regulations will be counted toward the high school graduation requirements. Earning two (2) units of credit in a Department of Elementary and Secondary Education (DESE) summer school program may substitute for one (1) semester of attendance.

### **Off-Campus Instruction**

A maximum of two (2) units of credit for off-campus instruction under the guidance and direction of the Upper School faculty and administration may be graded for programs approved by DESE and University Academy's Board.

### **Dual Enrollment**

Students approved for dual credit enrollment programs and who are fulfilling their commitment to this program will be considered meeting full-time attendance requirements. Prior to being approved for the program, students must be enrolled in a program that will ensure—if all courses are successfully completed—that they will obtain the minimum required units of credit for graduation.

### **Virtual Educational Policy**

The Upper School shall grant credit to students for completion of program courses through online, virtual delivery for students wanting or needing additional opportunities to learn. University Academy will pay for the coursework if the request gains prior approval from the Upper School Counselor and is in accordance with the following policy.

Students deficient in credit may pursue online virtual coursework, or OVC. OVC shall not be used for original credit when in-house courses are available. We are a college prep school, and readiness for college depends on students mastering the Upper School's program. OVC shall be used for the purpose of ensuring students deficient in credit are able to complete graduation requirements in a timely manner. (BP 49) However, a student who is on track to graduate and wishes to supplement their coursework with OVC in addition to their full, daily schedule may request additional courses from the Upper School Counselor.

A maximum of three (3) credits of OVC may be applied toward graduation requirements. No more than 14% of core classes may be completed online (BP 49).

The Upper School will develop learning plans for all students enrolled in two (2) or more online courses.

If a student or student's family wishes to appeal, he or she may appeal the Counselor's decision to the Upper School principal.

### **Homebound Instruction (rev. 11/24/2015)**

The University Academy Board of Directors authorizes the use of homebound instruction when appropriate. Application for homebound instruction must be made through Student Services and approved by the Superintendent or designee. Homebound instruction will be provided to:

1. Any student with a medical condition who District personnel have determined would benefit from homebound instruction. Such determination will be made in consultation with the student's medical provider. The special education director or compliance officer will be notified, if appropriate.
2. Any student whose educational needs, as determined by District staff, are most appropriately and effectively met by homebound instruction.
3. Any student with disabilities when the individualized education program (IEP) team or 504 team determines that homebound placement is appropriate.

The amount of instruction or supportive service provided through the homebound program shall be determined in relation to each student's educational needs and health. It will be necessary for the parents/guardians of the student to arrange a suitable place in the home or another location for homebound instruction.

At the time the student is placed on homebound services, the school principal or designee will work with the parents/guardians and District personnel to create an appropriate plan for transition back to onsite services.

### **Special Education Students**

Placement decisions, including homebound placement, for students receiving services pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) will be made by the student's individualized education program (IEP) or 504 team. The content and method of instruction as well as the plan to transition the student back to onsite services, if appropriate, will also be in accordance with the student's IEP or 504 plan. Other than placement and instructional decisions covered by an IEP or 504 plan, provision of homebound services will utilize the same procedures as for students without disabilities.

### **Students without Disabilities**

The school principal or designee will determine the necessary services after consultation with appropriate professional staff. All instruction must be meaningful and provided in a manner that allows the student to continue to progress in the curriculum. At the onset of services, the school principal or designee will develop a plan to transition the student back to onsite services when appropriate. The transition plan will be re-evaluated and adjusted as appropriate.

### **Procedures for Provision of Homebound Instruction**

1. Requests for homebound services will be made to Student Services along with documentation from a medical provider if the request is based on a medical need.
2. Student Services will contact the school principal or designee who will consult with teachers, counselors, nurses, and other appropriate staff as well as the student's parents/guardians regarding the request and will forward a recommendation to the Superintendent or designee. If, after consultation, the school principal or designee determines that the student meets the criteria for homebound instruction as outlined in Board policy, he or she will recommend that homebound services be provided.
3. The Superintendent or designee will secure the services of a qualified homebound instructor or instructors.
4. The homebound student will be enrolled in and counted for attendance in the school where onsite attendance would have been in accordance with rules adopted by the Department of Elementary and Secondary Education (DESE).
5. The District's homebound instructor will consult with the student's parent/guardian to determine the best time and location for instruction to occur. The District will not provide services unless a parent/guardian or other person approved by the District is present.
6. Homebound instructors will keep a log of instructional time spent with the student and submit the log to the Superintendent or designee monthly.
7. Grades and credit will be awarded by classroom teachers in consultation with homebound instruction.

### **Policy 50: Student Discipline**

University Academy has the authority to control student conduct that is prejudicial to an orderly learning environment and to administer discipline towards students as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities, and for conduct away from school or in non-school activities, which affect school discipline.

Students forfeit their right to a public education by engaging in disruptive, inappropriate, or illegal conduct. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); removal for up to ten (10) school days by the principal; and longer term suspension by the Superintendent/designee and expulsion from school by the Board.

### Policy 51: Student Use of Tobacco, Alcohol and Drugs

The Board believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

#### **Alcohol and Drug Use**

The improper use of controlled substances, alcohol, and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action.

### Policy 52: Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, University Academy shall provide age-appropriate, developmentally-based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 – Drug Education.) Such programs will address the legal, social, and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

University Academy shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this Policy.

University Academy certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education (DESE) or the United States Department of Education. University Academy conducts a biennial review of such programs to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## Policy 53: Student Dress Code

Students must observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. This expectation includes the school day and school-sponsored extracurricular activities.

University Academy expects apparel to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed.

University Academy prohibits apparel or grooming which presents a safety concern. University Academy further prohibits apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, that advocates drugs/alcohol, or other illegal activities. Additionally, this policy prohibits clothing or personal grooming that disrupts or reasonable forecasts disruptions of the educational environment.

The following conditions must be satisfied to comply with University Academy's Dress Code Policy:

- Students must wear a white or navy blue polo-style shirt or button-down oxford style shirt. Shirts worn by students must be buttoned and show no cleavage.
- Shirts must have no visible logos, such as those for sports teams, or decorations or names, other than that of University Academy.
- Students are to wear white or navy blue t-shirts under their polo shirts.
- Students must tuck in their shirts at all times.
- Pants must be uniform-type pants in either khaki or navy blue.
- Students must wear belts for pants that have belt loops. The Dress Code Policy does not permit "sagging" or baggy pants.
- Female students may wear knee-length skirts, below-the-knee Capri pants, or walking shorts (no more than 2 inches above the knee).
- Students may not wear flip-flops, hats, or coats inside the building.
- During cold weather, white or navy blue cardigan-style sweaters (without hoods) are permissible—students may not wear jackets or coats.
- Students may not wear large hoop earrings, bangles, or excessive jewelry.
- Students may only wear UA sweatshirts. Students must wear a collared uniform shirt underneath the UA sweatshirt.
- Students may NOT display, at any time, body art (tattoos) or body piercings (other than ears).
- Students must keep backpacks in lockers upon arrival at school each day.

Referral to the principal's office is the consequence for students who are in non-compliance with the University Academy Dress Code. Constant referrals for dress code violations may result in further disciplinary action.

## Policy 54: Student Conduct on Buses

The safety of students during their transportation to and from school is a responsibility, which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

## Policy 55: Student Participation in Secret Organizations and Gangs

The Board prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by University Academy.

The Board feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A “gang” as defined in the Policy is any group of two or more persons whose purposes include the commission of illegal acts. By this Policy, the Board acts to prohibit existence of gangs and gang activities as follows.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.), showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of School policies.
  - d. Inciting other students to act with physical violence upon any other person.

## Policy 56: Student Use and Care of School Property

The Board recognizes that acts of destruction, defacing, trespassing, burglary, and theft of School property are contrary to the interests of students, staff, and taxpayers. University Academy school officials will cooperate fully with all law enforcement agencies in the prevention of crimes against school property as well as in the prosecution of persons involved in such conduct.

University Academy will seek restitution from students and other persons who have damaged or destroyed School property. As permitted by law, University Academy will also seek restitution from the parent/guardian of children involved in such misconduct.

## Policy 57: Student Cell Phone Usage

The use of cell phones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones, digital cameras, and similar electronic devices may not be used during instructional time or in dressing areas during extracurricular activities. Violation of this policy may result in disciplinary action.

## Policy 58: Detention

The provisions of a detention program for student violations of policies, rules, and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the school. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

## Policy 59: In-School Suspension

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

## Policy 60: Suspension

*Suspension* refers to an exclusion from school for a specific period of time of permanent exclusion. The principal is authorized to suspend students for periods of time not to exceed ten (10) school days for violation of University Academy's policies or rules.

The Superintendent/designee may suspend students for a period up to one hundred and eighty (180) school days and recommend expulsions to the Board. Only the Board may impose suspensions in excess of 180 school days or expel a student from University Academy.

## Policy 61: Expulsion

The term "expulsion" refers to permanent exclusion from school. If a student consistently or egregiously refuses to conform to school policies or rules, the Superintendent/designee may recommend to the Board that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

## Policy 62: Enrollment or Return Following Suspension and/or Expulsion

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until University Academy has conducted a conference to review the conduct that resulted in the

expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

### Policy 63: Corporal Punishment is Prohibited

No person employed by or volunteering for University Academy shall administer or cause to be administered corporal punishment upon a student attending the school.

A staff member may, however, use reasonable restraint against a student without advance notice to the Superintendent, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of University Academy.

### Policy 64: Student Discipline Hearings

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a discipline hearing, the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of students and staff.

### Policy 65: Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with University Academy's discipline policies applies to all students. When appropriate, University Academy may discipline a student with a disability who has not complied with University Academy's discipline policies in a manner that is consistent with University Academy's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

### Policy 66: Reporting of Violent Behavior

The Board requires school administrators to report acts of school violence to teachers and other school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. University Academy administrators will also disclose to appropriate staff members' portions of any student's individualized education program that is related to past or potentially future violent behavior.



*Violent behavior* and the phrase *acts of school violence* are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition, the Superintendent/designee will report to law enforcement officials, as soon as is reasonable practicable, the commission of any of the following acts or related juvenile offenses which are committed on school property, including school buses, or while involved in school activities:

- First degree murder
- Second degree murder
- Kidnapping
- First degree assault
- Second degree assault
- Forcible rape
- Forcible sodomy
- Burglary in the first degree
- Burglary in the second degree
- Robbery in the first degree
- Distribution of drugs
- Distribution of drugs to a minor
- Arson in the first degree
- Voluntary manslaughter
- Involuntary manslaughter
- Assault (except as provided in the Agreement contained in Form 2673)
- Felonious restraint
- Property damage in the first degree
- Possession of a weapon
- Child molestation in the first degree
- Deviate sexual assault
- Sexual misconduct involving a child
- Sexual assault

### Policy 67: Reporting Student Abuse and Neglect

The Board believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means.

Neglect is defined as the failure to provide the proper or necessary support, education, nutrition, or medical, surgical, or other care necessary for the child's well-being.

School employees who know or have reason to believe that another school employee has sexually or physically abused a student have an additional duty to notify the Superintendent immediately.

## Policy 68: Supervision of Students

Students are to be under supervision of the professional staff at all times during school hours and at school-sponsored activities.

It is the responsibility of the principal of each school to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional areas or on the playground.

## Policy 69: Student Safety

The Board places a high priority on the safety of its students. When a student is the victim of a violent criminal offense, severe disciplinary consequences will be imposed. In addition, and pursuant to the Every Student Succeeds Act, student victims of a violent criminal offense that was committed on school premises will be offered transfer to another school. To ensure awareness of this Policy, the parents/guardians of student victims will be notified in writing of their right to a school transfer. For purposes of this Policy, any student who is the victim of any of the following violent criminal offenses on school premises is entitled to a transfer to another school:

1. Kidnapping under Section 565.110.RSMo;
2. Assault, 1<sup>st</sup> Degree under Section 565.050.RSMo;
3. Assault, 2<sup>nd</sup> Degree under Section 565.060.RSMo;
4. Forcible Rape under Section 566.030.RSMo;
5. Forcible Sodomy under Section 566.060.RSMo;
6. Burglary, 1<sup>st</sup> Degree under Section 569.160.RSMo;
7. Robbery, 1<sup>st</sup> Degree under Section 569.020.RSMo;
8. Arson, 1<sup>st</sup> Degree under Section 569.040.RSMo;
9. Sexual Assault under Section 566.040.RSMo;
10. Felonious Restraint under Section 565.120.RSMo;
11. Property Damage, 1<sup>st</sup> Degree under Section 569.100.RSMo;
12. Child Molestation, 1<sup>st</sup> Degree under Section 566.067.RSMo;
13. Deviate Sexual Assault under Section 566.070.RSMo;
14. Sexual Misconduct Involving a Child under Section 566.083.RSMo;
15. Sexual Abuse under Section 566.100.RSMo.

For purposes of this Policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a result of a violent criminal offense while on school premises.

University Academy will notify the Department of Elementary and Secondary Education (DESE) of the following violent criminal offenses committed on school premises when the victim is a student or employee:

1. Murder, 1<sup>st</sup> Degree under Section 565.020.RSMo;
2. Murder, 2<sup>nd</sup> Degree under Section 565.021.RSMo;
3. Kidnapping under Section 565.110.RSMo;
4. Assault, 1<sup>st</sup> Degree under Section 565.050.RSMo;
5. Assault, 2<sup>nd</sup> Degree under Section 565.060.RSMo;
6. Forcible Rape under Section 566.030.RSMo;
7. Forcible Sodomy under Section 566.060.RSMo;
8. Burglary, 1<sup>st</sup> Degree under Section 569.160.RSMo;
9. Burglary, 2<sup>nd</sup> Degree under Section 569.170.RSMo;
10. Robbery, 1<sup>st</sup> Degree under Section 569.020.RSMo;
11. Distribution of Drugs under Section 195.211.RSMo;
12. Distribution of Drugs to a Minor under Section 195.212.RSMo;
13. Arson, 1<sup>st</sup> Degree under Section 569.040.RSMo;
14. Voluntary Manslaughter under Section 565.023.RSMo;
15. Involuntary Manslaughter under Section 565.024.RSMo;
16. Sexual Assault under Section 566.040.RSMo;
17. Felonious Restraint under Section 565.120.RSMo;
18. Property Damage, 1<sup>st</sup> Degree under Section 569.100.RSMo;
19. Possession of a Weapon under Section 571.RSMo;
20. Child Molestation, 1<sup>st</sup> Degree under Section 566.067.RSMo;
21. Deviate Sexual Assault under Section 566.070.RSMo;
22. Sexual Misconduct Involving a Child under Section 506.083.RSMo;
23. Sexual Abuse under Section 566.100.RSMo.

## Policy 70: Wellness

The Board promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The Board supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of University Academy's wellness policy are as follows:

Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors;

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-added fat, high-added sugar, and low nutrient foods to support school programs.

Support and promote proper dietary habits contributing to student's health status and academic performance.

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the School nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

**Provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instruction physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.

The School is committed to improve academic performance. Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

Establish and maintain a school-wide Nutrition and Physical Activity Advisory Council with the purposes of:

- Developing guidance to this policy;
- Monitoring the implementation of this policy;
- Evaluating policy progress;
- Serving as a resource to school sites;
- Revising policy as necessary.

**Policy 71: Guidance and Counseling Services**

The Board supports a systematic program of Guidance and Counseling which will be provided to all students from Kindergarten through twelfth (12) grade. This program will be a total education process with a priority of assisting students in reaching their full potential in their personal and educational development.

The Guidance and Counseling program may include the following areas:

1. Counseling
2. Developmental Guidance
3. Testing
4. Orientation, Registration, and Scheduling
5. Referrals

## Policy 72: Assessment and Referrals to Outside Services

The counseling staff, in consultation with other staff members, is responsible for the initial assessment of students' academic progress as well as personal/social concerns. Where necessary, University Academy will make available responsive services including individual and small group counseling, crisis counseling, referral to other agencies or professional resources, and vocational and educational placement. University Academy will cooperate and assist other agencies with the diagnosis and treatment of students referred for responsive services. Student information will not be provided to outside agencies until the student's parents/guardians have signed a release of information form. Except as required by law, the cost of diagnostic and treatment services provided outside University Academy is the sole responsibility of individual parents/guardians.

## Policy 73: Psychological Testing of Students

Psychological tests administered to students by qualified School personnel or appropriate diagnostic agencies will ensure quality psychological services in University Academy, and will protect the educational rights, dignity and privacy of students and parents/guardians.

Psychological evaluations will be made only after informed and written consent of the student's parent/guardian is obtained. A conference will be held with the parent/guardian to review all test results and the student's specific educational needs in the educational program. Psychological data are only partial criteria for determining any change in a student's educational program. Psychological data older than three (3) years shall not be used as the basis for prescriptive teaching or placement.

All psychological services provided by University Academy or agencies contracted by University Academy will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological services.

## Policy 74: Health Services

The Board believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a school-wide Student Health Services program.

University Academy will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/

guardian, emergency health services will be secured. The parent/guardian is responsible for their child's medical treatment.

### Policy 75: Inoculations of Students

All students attending school are required to comply with state programs mandating immunization against specific diseases. Failure to comply with school immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

The Superintendent or his/her designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending University Academy, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

### Policy 76: Students with Communicable Diseases

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, and acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Superintendent or his/her designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious state of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious diseases to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this Policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with University Academy policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identify and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

University Academy will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health Publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in administrative offices of the School.

### Policy 77: Administering Medicines to Students

It shall be the policy of the Board that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

### Policy 78: Student Physical Examination

University Academy may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

University Academy may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

#### **Vision Examination**

Beginning July 1, 2008, students enrolling in kindergarten or first grade will be required to receive a vision examination from a state-licensed optometrist or physician.

Also beginning July 1, 2008 and continuing through the current school year, a trained school nurse or other qualified school employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade. If a student fails an eye screening University Academy will notify the parent/guardian of the results of the eye screening and will require the student to receive a complete eye exam from an optometrist or physician. Students will be excused from the eye screening examination if a student's parent/guardian submit a written objection to the exam addressed to the student's principal.

## Policy 79: Do Not Resuscitate (DNR) Orders

The Board recognizes that some students have progressive medical conditions that may result in the student's death while present at school or school activities. University Academy appreciates the difficult medical and emotional decisions that must be made when families choose to limit resuscitative efforts for these students. Accordingly, University Academy administration shall, on a case-by-case basis, develop procedures in response to requests by a parent or guardian that University Academy honor a Do Not Resuscitate (DNR) order from a licensed physician.

At a minimum, the procedures will require an individualized evaluation of each request. The procedures will comply with federal and state law. A health care and resuscitation/non-resuscitation plan shall be developed for each request and shall include a determination regarding what if any resuscitation efforts are appropriate. Health care and resuscitation/non-resuscitation plans will be developed by a multidisciplinary team that shall include the student's parents or guardians and physician; appropriate school personnel (including but not limited to, the principal, counselor, and school nurse) and their consultants; and when appropriate, the student. This team will consider the best interests of the student.

The team will also address and plan for the effect of a student's sudden death on other students and staff in each school setting in which the student participates. Health care and resuscitation/non-resuscitation plans shall be reviewed regularly and have a specific limited duration. Such plans will be communicated to all school personnel who have a need to know in order to implement these plans. The administration shall coordinate with local emergency medical services to implement the plans.

## Policy 80: Student Publications

The Board encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the Superintendent/designee as the Board's representative.

The Superintendent/designee, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications. The Superintendent/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or cause obstruction of any lawful mission, process, or function or pedagogical goal of the school.

## Policy 81: Interscholastic Activities and Athletics

University Academy provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary



consideration. The programs are expected to be well-organized and well-conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

### **Hazing**

Student hazing is inconsistent with the educational goals of University Academy and poses a significant risk to the physical and mental welfare of students. Hazing of students, on or off school property, is prohibited and may result in suspension from school and from activity/athletic participation.

### **Policy 82: Student Group Use of School Facilities**

Pursuant to the Equal Access Act, University Academy will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political, or philosophical content of the speech at such meetings.

An activity is to be considered curricular if the subject matter is or will be taught in a regularly offered class; if the subject matter concerns the body of courses as a whole, if participation in the group is a requirement for a course; or if academic credit is available for participation.

Extracurricular activities include activities organized and supervised under the auspices of the school. Extracurricular activities primarily involve students in activities occurring outside academic class time, for which no units of credit are awarded. Any activity, which does not meet the definition of a curricular or extracurricular activity will be considered non-curricular.

## **FINANCIAL OPERATION**

### **Policy 83: Financial Management**

University Academy's budget and financial affairs shall reflect the educational philosophy of University Academy and provide a framework in which University Academy's administration can effectively operate.

The budget and finance processes will conform to all state and local requirements as set forth by the State constitution, State statutes, Department of Elementary and Secondary Education rules, and Board policies.

Good business necessitates keeping accurate, legal, and understandable records of receipts and expenditures. It is also essential that procedures be followed which will help to ensure that the budget adopted by the Board is effective in providing parameters for the fiscal affairs of University Academy.

The purpose of University Academy budget and financial policies will be to provide direction for a systematized procedure that maintains continuity from year-to-year and informs the public regarding the education and financial operations of University Academy.

## Policy 84: Fraud Prevention

The School is committed to protecting the public funds with which it has been entrusted. Minimizing the losses to fraud and corruption is an essential part of ensuring that all of University Academy's resources are used for the purpose for which they are intended.

The public is entitled to expect University Academy to conduct its affairs with integrity, honesty and openness, and demand the highest standards of conduct from those working for it and with it.

### **Definition of Fraud and Corruption**

Although there is no precise legal definition of fraud, the term is used to describe a multitude of offenses, including deception, forgery, theft, misappropriation, collusion and false representation of material facts.

Corruption arises when a person receives any benefit, which influences them and causes them to act differently when conducting school business.

### **The School's Response**

School policy requires that matters involving any financial irregularities are referred to the Superintendent for investigation. These matters are taken seriously and additional action, such as disciplinary proceedings and/or prosecution, will be taken where evidence of offenses is found.

The Superintendent will:

- Compile a report of findings for submission to the Board with a recommendation as to whether disciplinary action is appropriate.
- Where appropriate, coordinate with the police in order for them to consider taking criminal action.
- Advise departments on how to address procedural weaknesses identified during investigation.

### **The Investigation Process**

The purpose of any investigation is to establish the facts in an equitable and objective manner. The process will involve the use of authority or delegated powers to:

- screen allegations or information to gauge their credibility;
- secure all evidence;

- interview suspects;
- interview witnesses;
- take statements; and
- coordinate with departments or other agencies (including the police).

The Superintendent will establish and record the basis of the concerns raised and establish what further actions are required. The Board will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, the Chief Financial Officer will inform University Academy's external auditors.

Whenever possible, the individual raising the concern will be advised of the outcome of the investigation. If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Superintendent who will arrange any further investigation as he/she deems appropriate. The Superintendent will send a written response to the individual concerned.

### **Reporting Suspicions of Fraud**

If fraud or corruption is suspected, then the matter should be reported without delay. Employees should report suspicions to a supervisor at the outset and retain all evidence. However, if it is thought the supervisor might be involved or there may be a conflict of interest, the matter should be reported directly to a more senior administrator.

It is recognized that for some individuals, raising a concern under this procedure may be a difficult experience. All reported incidents will be investigated.

All reports will be dealt with in confidence, with staff being informed on a need to know basis only.

To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, University Academy will:

- not allow the person raising the concern to be retaliated against for doing so;
- treat retaliation against whistle blowers as a serious matter leading to disciplinary action that may include dismissal;
- not attempt to conceal evidence of poor or unacceptable practice;
- take disciplinary action if an employee destroys or conceals evidence of poor or unacceptable practice or misconduct; and
- ensure confidentiality clauses in employment contracts do not restrict, forbid or penalize whistle blowing.

### **Overall Objectives**

The School's overall objective is to identify and maintain good practices, address weaknesses in current processes and introduce improved systems for the management of those processes. The end result is that of minimizing the amount of fraud and corruption which may occur within the system and significantly reduce the opportunity for fraud or corruption to occur in the future.

## Policy 85: Preparation of Budget

Each year the Superintendent shall submit to the Board a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year. The Board may accept, reject, modify or request revisions of the budget, but will adopt a budget by June 30, according to statutory provisions.

By law the approved estimated expenditures for each fund cannot exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund. After the beginning of the fiscal year, the Superintendent shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

## Policy 86: Fiscal Year

University Academy's fiscal year begins annually on the first day of July and ends on the thirtieth (30) day of the following June.

## Policy 87: Budget Implementation and Transfer

The annual budget governs the expenditures and obligation of all funds for University Academy.

No funds may be spent which are not authorized by the annual budget. However, if an unanticipated need arises, the Board may (1) appropriate an amount to cover a needed expenditure from an unencumbered fund balance from the proper fund, or (2) revise the budget to transfer funds from one account to another as permitted by state statutes and DESE regulations.

The Superintendent or Chief Financial Officer will prepare a monthly statement to account for each month's expenditures and the total spent to date for the fiscal year. The monthly statement will include all receipts and remaining balances for each fund.

## Policy 88: University Academy Fund Accounts

University Academy will maintain the following funds for the accounting of the School's money: teachers' fund, incidental fund, capital projects fund, and debt service fund. The treasurer of the Charter will open and maintain an account for each fund. These funds are denoted for state reporting purposes as: General Fund, Fund IX—comprised of the Incidental; Fund 2X—the Special Revenue Fund, comprised of the Teachers' Fund; Fund 3X—The Debt Service Fund; and Fund 4X—the Capital Projects Fund.

All tuition fees, state moneys received under §162.975 and 163.031, and all other sums received from the state except as otherwise provided in this Policy will be credited to the teachers' fund and incidental funds at the discretion of the Board. The portion of state aid received by University Academy, which is included in the operating levy for school purposes, will be

credited to the General or Teachers' Fund. All sums received from taxation or received from any other source for the erection of buildings, building additions, remodeling, or reconstruction, furnishing, for the payment of lease purchase obligations, for purchase of real estate, for sale of real estate or personal property, from insurance, from sale of bonds other than refunding bonds will be credited to the capital projects fund.

All refunds will be credited to the fund from which the original expenditure was made. Sums donated to University Academy will be credited to the fund from which it can be expended to meet the purpose of the donation. Sums received from any other source will be credited to the fund designated by the Board.

### Policy 89: Petty Cash

A petty cash fund is a small amount of money (\$100.00 or less) that is managed by an administrator in order to purchase small amounts of supplies or cover unanticipated small expenses, such as materials or refreshments for emergency meetings or unexpected guests. The petty cash fund may have been obtained with a requisition to University Academy Finance Office. The designated administrator is accountable for this fund. Funds collected in excess of \$100.00 must be processed immediately for proper deposit and are not to be held at a school site.

The petty cash fund must be used for school purposes (purchases of emergency supplies) and must be documented with receipts. If an administrator accrues out-of-pocket expenses, a requisition for reimbursement should be submitted on a monthly basis with back-up information and receipts.

Teachers may not make petty cash purchases without the prior approval of an administrator.

Petty cash should not be used as a short cut to obtain supplies except in an emergency or in cases where very small items make it impractical to order through channels.

### Policy 90: State and Federal Projects

With Board approval, University Academy may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations and other conditions for use of such funds.

The Superintendent shall be the designated School official responsible for coordinating funded projects, administering programs and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The administration shall keep accurate and separate records, as required by state and federal programs, to enable University Academy to verify program compliance and success. The Superintendent shall keep the Board fully informed.

Staff involvement will be solicited by the administration in the planning, implementation, and evaluation of programs authorized and approved within the guidelines of Title I of the Improving

American Schools Act of 1994 and/or other significant legislative enactments. The vehicle for such involvement shall be determined by the administration, with the approval of the Board.

### Policy 91: Banking Services

The Board has the option of annually selecting school funds depositaries or the Board may enter into a contract of one (1) to five (5) years' duration for the deposit of school funds.

When depositaries are to be selected, University Academy will receive sealed proposals from banking institutions in the county in which University Academy is located or in adjoining counties.

In order to open new bank accounts in University Academy's name, the Superintendent and the Treasurer must sign the account authorization. Wire transfers of funds into school accounts must be authorized in writing by the Superintendent and Treasurer or other individual authorized by the Board. In both instances, the Superintendent may appoint a designee to sign for creation of new accounts and for wire transfers. However, such appointment must be in writing.

### Policy 92: Payment Procedures

All money received by University Academy shall be disbursed only for the purposes for which they are levied, collected, or received.

The Board will give final approval to all bills paid. Payment of bills shall be authorized by the Superintendent/designee, only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order.

The Superintendent/designee shall audit all claims, and shall submit all invoices to the Board for approval and authorization for payment. However, payments for materials or services which are necessary for normal business operations, which do not individually exceed \$500 or exceed an aggregate monthly amount of \$10,000 may be authorized by the Superintendent/designee. In addition, if cash discount or avoidance of financial penalty can be achieved, the Superintendent/Designee is authorized to issue a payment. In all such cases, the identity and amounts of such payments will be provided to the Board at the next regular meeting following payment. The Board will consider such payments and ratify the action taken.

### Policy 93: Investment of School Funds

University Academy's Board has an obligation to the patrons of University Academy to direct the management of school funds. The primary objective of University Academy's investment plan will be legality, safety, liquidity, yield, and the provision of a capital base for future needs. In the management of such funds, University Academy adheres to the "prudent investor" rule.

Investments will be made with judgment and care, under the circumstances, which persons of prudence, discretion, and intelligence exercise in the management of their own investments. Funds will be managed for investment, not for speculation considering the safety of the funds invested and the probable income to be derived.

School personnel, including Board members, who are involved in the investment of school funds, will not engage in any personal business activity, which could:

1. Impair their ability to make impartial decisions concerning investment of school funds;
2. Conflict with proper execution of University Academy's investment program; or
3. Create an appearance of impropriety.

School employees and Board members involved in investment of school funds will disclose any material interests in financial institutions in which they conduct business. Such disclosure will include, but not be limited to any personal financial/investment positions that could be related to the performance of University Academy's investment portfolio. Similarly, school employees and Board members involved in investment of school funds will not engage in personal investment transactions with the same individual with whom business is conducted on behalf of University Academy.

Investments will be made through banks or securities dealers who have been approved by the Investment Committee of the State Treasurer's Office. Such banks and securities dealers will have been subjected to an appropriate investigation by the staff of the State Treasurer's Office. This investigation will include, among other things, a written review of the firm's financial statements and the background of the sales representatives. All approved dealers must be fully licensed and registered NASD Brokers/Dealers or exempt banks. Criteria used to select securities dealers include:

1. Financial strength and capital adequacy of firm;
2. Services provided by firm;
3. Research service available;
4. Résumé, reputation, and qualifications of sales representatives;
5. Due diligence and firm references; and
6. State government expertise.

The performance goals of University Academy's active investment management program, over time, should produce book yields that are greater than yields from low risk passive investments. In analyzing the results of University Academy's investment program, University Academy will calculate the book yield and total rate of return on school funds compared to the appropriate security market indexes.

The Superintendent/designee will direct the preparation of quarterly investment reports providing a summary of University Academy's current investment portfolio and all transactions executed since the last report.

Such investment reports will be prepared by the appropriate bank(s) or security dealers for review by the Board and the Superintendent/designee. Investment reports are considered to be public records and will be made accessible to the public.

#### Policy 94: Purchases by and/or Solicitation of School Staff Conflict of Interest

University Academy will not purchase supplies or materials from a staff member of University Academy, nor from a member of the household of the staff member, except in emergency situations as determined by the Superintendent. Neither will University Academy purchase supplies, materials, or services from a member of the Board or from a member of his/her household, or from a firm in which he/she holds a major interest.

##### **Endorsements**

Employees of University Academy will not endorse products or services in such a manner that will identify the employee as an employee of University Academy.

##### **Procurement Activities**

In any purchasing activities all employees shall refrain from soliciting, discouraging the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with University Academy. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to the school.

##### **Solicitation/Distribution**

The advertising of sale or distribution of any goods or service on school property, for any school activity, shall have prior approval from the Superintendent. This includes but is not limited to: school personnel, students, parents/guardians, relatives, general public, and commercial businesses.

##### **Solicitations of School Staff**

Agents, solicitors, and salespersons will be denied the privilege of seeing the school staff during the school day except with permission of the administration.

#### Policy 95: Expenditures for Instructional Staff

The Board shall expend for tuition, teacher retirement, and compensation for instructional staff an amount that reflects the requirements as outlined in state statute and Department of Elementary and Secondary Education regulations.

#### Policy 96: Revenue from Tax Sources

All state funds will be accepted for the operation of University Academy as provided by entitlement by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.



The Superintendent or Chief Financial Officer is responsible for filing all required reports and forms to obtain state funds to which University Academy is entitled to receive according to developed rules and regulations.

### Policy 97: Bonded Indebtedness

The Board may issue bonds for any school expenditures as prescribed in state law. Funds raised through the sale of bonds may be expended only for the purpose set forth in the election which authorized the sale.

### Policy 98: Borrowed Funds

State law authorizes the Board to borrow funds in anticipation of the collection of taxes in order to ensure continuity in the operations of University Academy. The Board must approve in advance all applications for loan indebtedness. The amount borrowed and the repayment of notes payable shall be within guidelines as established by state law and rules and regulations of the Missouri Department of Elementary and Secondary Education.

### Policy 99: Building Use

All receipts from fees for the use of school property by individuals or community groups shall be deposited in General Revenue.

### Policy 100: Student Fees and Fines Fees

No fees shall be charged for enrollment, supplies, equipment, or costs attributable to courses of study which are offered for credit. Students shall be required to pay for materials which are used in constructing projects or other items which are to be removed from the school and are thereby the property of the student. All projects constructed at school with materials provided by the school are the property of University Academy and therefore shall not be removed from school unless approved by the appropriate administrator.

Students may be charged fees or admission for participation in activities which are voluntary, such as attendance at school athletic or other co-curricular events. The fee schedule for such events shall be submitted to the Board for approval annually.

#### **Fines**

Every effort shall be made to protect the financial resources of University Academy by collecting all payment for student fines, lost or damaged textbooks, damage or vandalism to school property. Collected fines shall be deposited in the appropriate account in order to charge replacement costs for books, materials, equipment, or repaired property to the appropriate budget item.

### Policy 101: Fund-Raising

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the Superintendent.

Any fund-raising activity, which involves students or employees, shall require the approval of the Superintendent. Involvement is defined as any activity, which advertises the school, students, or school organization.

### Policy 102: Sale/Lease of Real Property

The Board may vote to sell or lease real property, land, and/or buildings, which are no longer needed by University Academy in accordance with state law.

### Policy 103: Sale/Lease of Personal Property

Whenever University Academy has personal property (i.e., desks, file cabinets, materials, equipment) which the school no longer needs, a majority of the Board may vote to sell or lease such surplus property. Surplus personal property may be sold or leased to a city, state agency, municipal corporation, or other governmental subdivision of the state for public purposes at a mutually agreed price and upon notice to the public. In the alternative, University Academy may sell or lease such surplus personal property to the highest bidder. Public notice of the sale or auction of surplus personal property will be published once a week for two (2) consecutive weeks in a general circulation newspaper published within the county in which University Academy is located. The sale itself will occur as scheduled by the Board at least seven (7) days after the final published notice. The proceeds from the sale or lease of surplus personal property will be placed in the appropriate fund.

### Policy 104: Accounting System

University Academy will adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

### Policy 105: Annual Financial Report

University Academy annually publishes a statement of all receipts of school moneys, when and from what source derived, and all expenditures and the account from which expenditures were made. This statement will also include the present indebtedness and the nature of such indebtedness. Such statement will be attested by the Chairperson and Secretary of the Board and forwarded to the State Board of Education. This financial statement will be published on or by the second Tuesday in December, in a newspaper located within University Academy or generally circulated within University Academy's geographic area.

## Policy 106: Authorized Signatures

The Board's Chairperson and another member of the Board shall sign all checks issued by University Academy. According to state statutes, if approved by the Board, facsimile signatures may be printed on school checks.

## Policy 107: Travel and Reimbursement

It is the policy of the Board to pay reasonable travel expenses for those who travel on school business and whose trip has been approved in advance by the Superintendent/designee. These expenses include registration, transportation, meals, lodging, tolls, and parking charges. Expenses are reimbursed only when properly accounted for by an individual and approved by the Superintendent/designee.

## Policy 108: Sales Tax

Pursuant to Chapter 144, RSMo, the school is exempt from Missouri sales and use tax on purchases. All sellers or vendors shall be furnished a copy of the official State of Missouri Tax Exemption Letter by the Finance Office at the time a purchase order is delivered.

Administrators, teachers, or other school staff who have been authorized to make purchases for University Academy from local retail dealers will provide a copy of the tax-exempt letter to such dealer at time of purchase.

School representatives are prohibited from using University Academy tax-exempt letter for purchase of articles for personal use.

## Policy 109: Student Attendance Accounting

An accurate accounting of student attendance, transportation and food service records shall be kept by University Academy. The records will be in accordance with state law and appropriate regulations of the Missouri Department of Elementary and Secondary Education.

Superintendents/supervisors will be responsible for maintaining student attendance accounting, and for submitting monthly reports of such records to the Board, which will in turn be responsible for preparing reports to be submitted to the appropriate state offices.

## Policy 110: Annual Audit

The books and accounts of University Academy will be audited by an independent certified public account in conformance with the prescribed standards and legal requirements and will be completed annually by the third Tuesday in November. The Superintendent shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board. The audit shall be presented to the Board for examination.

The Superintendent will be responsible for filing copies of the audit with the proper authorities as prescribed by law.

For purposes of a petition audit under Section 29.230 RSMo, University Academy will be treated as a political subdivision in the same manner as the public school district within which University Academy is located.

### Policy 111: Management

University Academy activity funds are used to finance a program of student activities which supplement but do not take the place of the instructional programs provided by the Board. Whether funds are collected from student contributions, club dues, special activities, or result from admissions to events or from other fund-raising activities, all funds will be under the jurisdiction of University Academy's Superintendent. The funds will be expended to benefit students currently enrolled in school. The management of the funds will be in accordance with good business practices, including sound budgetary and accounting procedures, and will be audited in the same manner as University Academy funds. There shall be full disclosure of the sources and expenditures of all funds.

### Policy 112: Insurance Programs

The Board shall maintain adequate insurance programs to cover property, liability and personnel, within the requirements of good risk management and state law. The administration will recommend to the Board the kind and amount of property, casualty, and/or liability insurance needed for the protection of University Academy property, employees, and Board of Education, and will administer insurance authorized by the Board, unless otherwise directed.

Every effort shall be made to obtain insurance at the most economical cost consistent with required service by obtaining quotations or by negotiations, whichever method is advantageous to University Academy.

University Academy will maintain coverage on all buildings and capital outlay contents. Coverage should be 100% without coinsurance if available.

Liability coverage should include comprehensive general liability, employee benefits liability, vehicular liability and Board legal liability.

### Policy 113: Liability Insurance

The Board recognizes that legal actions may be initiated from time to time against University Academy as a corporate entity, against the Board as a whole, against Board members as individuals, or against University Academy officers, employees or other agents. The Board also recognizes the contribution that is rendered to the students of University Academy by volunteers and is mindful that legal actions may be initiated against these individuals as well.

To protect members of the Board, University Academy officers, employees, other agents, and volunteers in the performance of their duties and responsibilities, the Board will defend its Board members, officers, employees, other agents, and volunteers against claims for suits arising out of the performance of their duties and responsibilities undertaken within the scope of their authority and in accordance with the Board's policies. The Board shall indemnify its Board members, officers, employees, other agents, and volunteers against all financial liability or loss resulting from such claims or suits arising out of the performance of their duties and responsibilities undertaken within the scope of their authority and in accordance with the Board's policies, including judgments for damages, attorney's fees, fines, court costs, and amounts paid in settlement of such matters and reasonable and customary ancillary costs. Ancillary costs may include, for example, travel expenses incurred by Board members or others if they must appear for a case that is being tried outside the area.

The protection provided by this policy shall apply on an occurrence basis, which means that an individual will be indemnified even though he/she is no longer a member of the Board or employed by or otherwise associated with University Academy when the lawsuit is filed.

The Board reserves the right, however, to deny representation and indemnification to any person covered by their Board policy in any instance in which there would be no coverage under University Academy applicable liability insurance program in which the claim "results in civil judgment or criminal conviction for" an intentional tort, immoral conduct, violation of any criminal or civil statute, violation of Board policy or directive, whether verbal or written, or any other actions outside the course and scope of such person's authority.

As a prerequisite to the right of legal representation and indemnification, any person who is served with legal notice commencing any action or proceeding against him/her for which indemnification is sought is required to immediately notify the Superintendent of the legal action after receipt of such legal notice.

University Academy shall maintain a program of self-insurance and/or insurance coverage sufficient to provide the legal defense and indemnification described in this Policy. However, University Academy's purchase of liability insurance does not waive University Academy's entitlement to sovereign immunity.

#### Policy 114: Bond for All Employees

All employees of University Academy shall be covered by a blanket bond in an amount to be determined by the Board with premiums to be paid by University Academy.

## EMPLOYMENT POLICIES

### Policy 115: Equal Opportunity Employment

University Academy is an equal opportunity employer. University Academy is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, promotion, and termination of employment. University Academy is committed to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin, genetic information, disability, or any other classification protected by law. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

University Academy is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally permitted to have them.

### Policy 116: Employment Procedures

The Board, upon recommendation of the Superintendent, approves the employment of all staff members. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for University Academy's students.

No person will be employed by University Academy until University Academy obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. The administration may also conduct random background checks after employment. University Academy will not employ teachers whose certificate of license to teach has been revoked or is currently suspended by the State Board of Education.

As part of the criminal records check, any person employed after January 1, 2005, shall submit two (2) sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. However, any teacher who retires from any Missouri school and returns to the classroom as a part-time teacher or a substitute within one (1) year of retirement may be excused from a background check.

All employees of University Academy will be required to enter into an arbitration agreement as a condition of employment with University Academy. The arbitration agreement will require University Academy and its employees to submit to final and binding arbitration any legal claims that may arise between an employee and University Academy and its agents (other than those claims specifically excluded in the arbitration agreement, such as claims for workers' compensation benefits). Nothing in the arbitration agreement will in any way alter the "at will" nature of any at will employee employed by University Academy.

All vacancies should be posted for a minimum of five (5) business days before the Superintendent may recommend a qualified applicant to the Board for employment. In exigent circumstances, the Board (and not the Superintendent) may approve the hiring of an employee without posting the vacant position under this Policy.

University Academy may employ non-certificated instructional personnel, not to exceed twenty percent (20%) of the full-time equivalent instructional personnel, subject to the provisions of Every Student Succeeds Act (ESSA) of 2015. University Academy will ensure that all instructional staff, certificated and non-certificated, have experience, training and skills appropriate to their duties. Such preparation shall be determined considering: teaching certificates issued by other states; National Board Certification, college degrees in the appropriate field; evidence of technical training and competence where appropriate; and University Academy's level of supervision and coordination with certificated staff.

### Policy 117: Unlawful Harassment and Discrimination

It is the policy of University Academy to maintain a working environment that is free from unlawful harassment because of an employee's race, color, ethnicity, national origin, sex, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation. University Academy prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, disability, genetic information, sexual orientation, or perceived sexual orientation.

It shall be a violation of University Academy policy for any student, teacher, administrator, or other school personnel to harass or unlawfully discriminate against a student or an employee through conduct of a sexual nature, or regarding race, color, ethnicity, national origin, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of University Academy policy for any teacher, administrator, or other school personnel to tolerate sexual harassment or harassment because of a student or an employee's race, color, ethnicity, national origin, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in school activities or activities relating to employment with University Academy.

For purposes of this Policy, the term "school personnel" includes school Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of University Academy.

#### **Sexual Harassment**

Sexual harassment consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- such conduct causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity;
- such conduct causes an employee to believe that he or she must submit to unwelcome sexual conduct as a condition of a term or benefit of employment;
- an employee of third party agent of University Academy causes an employee to believe that the employee will make an employment decision based on whether or not the employee submits to unwelcome sexual conduct;
- when the unwelcome sexual conduct of a school employee is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or created an intimidating, threatening, or abusive educational environment; or
- when the unwelcome sexual conduct of a school employee is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive employment environment; or
- examples of conduct which may constitute sexual harassment include: sexual advances, touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; graffiti of a sexual nature; sexual gestures; sexual or dirty jokes; touching oneself sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other students as to sexual activity or performance; unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact.
  - This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, **welcomness** is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

### **Harassment Because of Race or Color**

Racial harassment consists of verbal or physical conduct relating to an individual's race or color when:

1. the harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
3. the harassing conduct otherwise substantially and adversely affects an individual's learning opportunities;



4. the harassing conduct is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive working environment; or
5. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an employee's job performance.

Examples of conduct, which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

### **Harassment Based Upon National Origin or Ethnicity**

Ethnic or national origin harassment consists of verbal or physical conduct relating to an individual's ethnicity or country or origin or the country of origin of the individual's parents, family members, or ancestors when:

1. the harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
3. the harassing conduct otherwise substantially and adversely affects an individual's learning opportunities;
4. the harassing conduct is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive working environment; or
5. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an employee's job performance.

Examples of conduct, which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;

- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

### **Harassment Because of Disability**

Harassment because of a disability consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. the harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
3. the harassing conduct otherwise substantially and adversely affects an individual's learning opportunities;
4. the harassing conduct is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive working environment; or
5. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an employee's job performance.

Examples of conduct, which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

### **Harassment Because of Gender**

Gender harassment consists of verbal or physical conduct relating to an individual's gender when:

1. the harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
3. the harassing conduct otherwise substantially and adversely affects an individual's learning opportunities;
4. the harassing conduct is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive working environment; or
5. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an employee's job performance.

Examples of conduct, which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

### **Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

Harassment because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. the harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
3. the harassing conduct otherwise substantially and adversely affects an individual's learning opportunities;
4. the harassing conduct is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive working environment; or
5. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an employee's job performance.

Examples of conduct, which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;

- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

### **Reporting Harassment**

University Academy will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, ethnicity, national origin, sex, religion, age, disability, genetic information, sexual orientation, or perceived sexual orientation, to promptly take appropriate action to protect individuals from further harassment or discrimination, and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Any employee believing that a violation of this harassment policy has occurred shall report such violation to the school's EEO Compliance Coordinator or the Superintendent. Any employee believing that a violation of this harassment policy has occurred may also use the Internal Dispute Resolution Procedure (Resolving Employee Complaints) contained in Policy 117. University Academy's EEO Compliance Coordinator is the Director of Human Resources.

The EEO Compliance Coordinator has authority to investigate all harassment complaints. If possible, the EEO Compliance Coordinator will provide notice to the accused party or parties of the accusations against them if, after a preliminary review or inquiry, the EEO Compliance Coordinator determines discrimination, harassment, or retaliation in violation of the law or policy may have occurred.

The EEO Compliance Coordinator will conduct an adequate, reliable, and impartial investigation of all harassment complaints, including, where appropriate, providing the opportunity of the involved parties to identify witnesses and other evidence.

If possible, the EEO Compliance Coordinator will resolve the harassment complaints by obtaining a written resolution signed by all parties. If the parties cannot agree on a resolution, the EEO Compliance Coordinator will prepare a written report of the investigation.

If the EEO Compliance Coordinator believes the grievance is valid, the EEO Compliance Coordinator will recommend appropriate corrective action to the Superintendent.

If possible, the EEO Compliance Coordinator will complete the investigation and submit the report with the Superintendent within fifteen (15) days after receipt of the written grievance where appropriate. The EEO Compliance Coordinator will provide notice to the parties of the general outcome of the grievance.

If the Superintendent agrees with the recommendation of the EEO Compliance Coordinator, the recommendations will be implemented.

The EEO Compliance Coordinator and Superintendent may appoint an outside investigator once a written grievance is filed if the EEO Compliance Coordinator or Superintendent believes that doing so is in the best interests of University Academy or if either the EEO Compliance Coordinator or Superintendent is the alleged violator.

### **No Retaliation**

Retaliation against any employee who makes a good faith complaint of violations of this Policy or against any employee who participates in an investigation into violations of this Policy is strictly prohibited. Any person engaging in retaliation shall be subject to disciplinary action.

### **Policy 118: Internal Dispute Resolution (Resolving Employee Complaints)**

The Board recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of University Academy. Some of these situations might include:

- problems with a supervisor or another member of University Academy's management team;
- problems with a co-worker;
- feeling that an employee is being harassed or discriminated against;
- feeling like an employee is not being treated fairly.

It is the Board's hope that employees will be able to resolve most problems on their own. University Academy recognizes, however, that sometimes even with our best efforts, not all disputes can be resolved without the administration's assistance. Accordingly, University Academy has established this Internal Dispute Resolution Program designed to provide an informal, quick, economical, and fair means for resolving disputes arising out of, or relating to, employment with University Academy.

It is the expectation that every employee will fully exhaust the procedures described in this program before pursuing any legal remedies for resolving the employee's concerns. Any questions about this program should be directed to University Academy's Director of Human Resources.

## **STEP ONE – Resolving Issues Independently.**

Every situation has its own circumstances, and it would be naïve to believe that every dispute can be handled according to a rigid procedure. The Board suggests, however, that an employee take these actions as a first-step towards resolving a workplace dispute:

1. Talk to the supervisor or department head. An employee should talk to his or her supervisor, especially if the employee has been trying to work things out on his/her own. The supervisor may be able to suggest other alternatives that you haven't considered. Many times supervisors have information that would be helpful to the employee. The employee and the supervisor may be able to develop a resolution together.
2. Talk to the Director of Human Resources. If the supervisor or department head cannot resolve the employee's concern—or if the employee's supervisor or department head seems to be a part of the problem—the employee should contact the Director of Human Resources to discuss the concern. The Director of Human Resources can help develop strategies for talking to the supervisor or co-worker about a situation.
3. Call University Academy's Employee Assistance Program. University Academy has a contract with the Lincoln Financial *EmployeeConnect Services* program, an independent Employee Assistance Program ("EAP"), to assist employees with a variety of issues, including counseling on how to deal with conflict. EAP services are available at no or low cost to our employees. EAP services are confidential. Employees may make an appointment to speak with a counselor at University Academy's EAP by calling 1-877-757-7587. EAP's professional counselors are good resources for creative problem-solving, especially when challenging problems involve co-workers, managers, or even family members. EAP's counselors may also be able to suggest other resources to be of assistance to employees. To learn more about the Lincoln Financial *EmployeeConnect Services* program, visit [www.eapadvantage.com](http://www.eapadvantage.com) (password = connect).

## **STEP TWO – Talk to the Superintendent.**

If the employee's efforts described in Step One have not resolved the dispute to the employee's satisfaction, the employee should make an appointment to meet with University Academy's Superintendent to address the concerns.

If the employee believes that University Academy's Superintendent is the cause of the problem, the employee should bring his/her concerns to the attention of University Academy's Board of Directors by mailing a letter to both: (1) University Academy Board Chair, 6801 Holmes Road, Kansas City, MO 64131; and (2) University Academy Board Secretary, 6801 Holmes Road, Kansas City, Mo 64131. Be sure to include in the letter the employee's name and a telephone number where the complainant can be reached. A representative of University Academy's Board of Directors will follow up with the complainant following receipt of his/her letter to discuss the employee's problem.

### **STEP THREE—Request Mediation.**

Mediation is a voluntary process in which two or more parties involved in a dispute work together with an impartial party, i.e., the mediator, to generate their own resolutions to settle their conflict. Unlike a judge or an arbitrator who makes decision in which one party “wins” and the other side “loses,” mediation is about finding a solution that works for both parties.

If the employee’s efforts described in Step 1 and Step 2 have not resolved the dispute to the employee’s satisfaction, the employee may request that University Academy schedule a mediation of the dispute. The employee should deliver a written statement to the Director of Human Resources specifically stating that the employee is requesting mediation pursuant to University Academy’s Internal Dispute Resolution Program. The employee’s written statement should also contain: (1) the name(s) of the individuals who are the subject of the dispute; (2) a detailed description of the nature of the dispute that the employee would like mediated; and (3) the efforts the employee undertook to resolve the dispute before requesting mediation.

University Academy shall retain the sole discretion to decide whether to accept an employee’s request for mediation. In the event that University Academy determines that mediation would be beneficial, the Director of Human Resources shall retain a qualified mediator—who is usually an outside counselor, human resources professional, or lawyer—to work with the parties in an attempt to resolve the dispute. University Academy will pay for the costs of the mediator’s services.

The independent mediator assigned to try to resolve the dispute will schedule a mutually convenient time and place to try to resolve the dispute. During this informal conference, everything said by the employee and representatives of University Academy will be completely confidential and may not be used for any other purpose, including in any arbitration or legal proceedings.

Agreements reached by the parties as a result of mediation will be reduced to writing and signed by both parties, who will then be bound by their agreement.

If University Academy denies the employer’s request for mediation, the employee may proceed with Step 4 if the employee’s dispute involves legal claims against University Academy (or its agents).

### **STEP FOUR—Binding Arbitration.**

Not all disputes involve legal claims. If an employee’s complaint does not give rise to a legal claim and it is not resolved during the Internal Dispute Resolution Program to the employee’s satisfaction, the Board encourages the employee to continue trying to resolve the dispute through his/her supervisor and University Academy’s administration.

Some disputes may give rise to legal claims. Claims such as unlawful discrimination, harassment on a characteristic prohibited by law, and wrongful discharge are examples of legal claims that ordinarily proceed through legal forums.

University Academy wants to focus on its mission of through high expectations, University Academy prepares students to succeed in institutions of higher education, and to serve as positive role models and valuable members of the community.” Because UA wants to avoid the cost, distraction, and disruption of protracted litigation through the court system, University Academy has adopted a policy of entering into arbitration agreements with its employees. Arbitration is a procedure in which a dispute is submitted, by an agreement of the parties, to an experienced neutral person who makes a binding decision on the legal dispute. In choosing arbitration, the parties choose to resolve their legal disputes through the private dispute resolution instead of going to court.

All employees are required to enter into an arbitration agreement as a condition of employment with University Academy. The arbitration agreement is a legally binding and enforceable contract between the employee and University Academy. This contract will require the employee and University Academy to submit to final and binding arbitration any legal claims that may arise between the employee and University Academy and its agents (other than those claims specifically excluded in the arbitration agreement, such as claims for workers’ compensation benefits and/or unemployment compensation benefits). Nothing in the arbitration agreement will alter, however, the “at will” nature of the employment relationship between an employer and University Academy in any way.

If, after following Step 1, Step 2, and Step 3 of this program, an employee remains unsatisfied with the outcome of the dispute—and if the employee’s dispute gives rise to legal claims against University Academy and/or its agents—then the employee may initiate arbitration proceedings by filing a claim with the American Arbitration Association (“AAA”). Employees may visit the AAA’s website at [www.adr.org](http://www.adr.org) to learn more about how to file an arbitration claim. The arbitration will be administered by the AAA under its National Rules for the Resolution of Employment Disputes, which are widely recognized as providing a speedy and fair procedure for resolving legal claims arising out of the employment relationship between employees and University Academy.

**No Retaliation.**

Retaliation against an employee for making a good faith use of the Internal Dispute Resolution Program will not be tolerated. Retaliation will result in discipline, up to and including termination of employment, of the offending employee(s). Any employee with any complaint of retaliation has a responsibility under this Policy to immediately report such conduct directly to the Director of Human Resources. False accusations or complaints made in bad faith under this program may result in disciplinary action, however, up to an including the termination of employment of the person making false or bad faith complaints.



## Policy 119: Notice of Arrest, Abuse Complaint, Traffic Citation

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest. In addition to the preceding, transportation employees must notify their supervisors of any moving traffic violations whether or not on work time.

## Policy 120: Instructional Staff

Instructional staff members include, but are not limited to, teachers, counselors, media specialists, and administrative staff.

University Academy employs instructional staff members on an at-will basis, regardless of any other verbal or written statements, policies, or perceived practices. Unless otherwise required by law, University Academy does not offer tenured or guaranteed employment. University Academy and instructional employees each may terminate the employment relationship at any time, for any lawful reason.

Before the beginning of each school year, University Academy may provide instructional employees with a notice of their projected salaries and positions for that school year. Any such representations are informational only and are subject to change, and nothing in that information alters the right of both the instructional employee and University Academy to terminate the employment relationship at any time.

University Academy may employ certain certificated individuals on a part-time basis, as needed. Such part-time instructional employees will also be employed on an at-will basis, as described above. Part-time instructional employees will be employed on a class-by-class basis, not as a percentage of full-time employment. Part-time employees will not be provided the benefits provided to full-time employees. In addition, part-time instructional employees who do not teach at least four (4) hours per day will not be eligible for pension benefits.

## Policy 121: Extra Duties and Extended Duties for Instructional Employees

Instructional employees may be asked to provide sponsorship and coaching duties as recommended by the Superintendent and approved by the Board. Compensation for such extra duties beyond the employee's regular salary must be approved by the Board.

## Policy 122: Instructional Personnel Retention

Instructional employees are expected to meet the performance expectations and other requirements for their positions. University Academy reserves the right to end the employment of any instructional employee at any time who, in the judgment of the Superintendent or his/her designee, is not meeting University Academy's performance expectations.

The Superintendent shall make the recommendations to the Board to terminate the employment of any instructional employees. The Board must approve any of the Superintendent's recommendations to terminate the employment of any instructional employee of University Academy.

### Policy 123: Substitute Teacher Employment

University Academy may employ qualified substitute teachers. Substitute teachers shall meet all requirements as established by the State Board of Education. Rate of compensation shall be according to the annual school budget approved by the Board. Records shall be kept by the Superintendent concerning number of days taught by substitutes and the amount of funds expended. The Board shall be informed concerning this data at periodic intervals.

### Policy 124: Instructional Staff Duties, Schedules and Working Hours

The school year will be set annually by the Board. Staff members will be notified of the start date and end date for each upcoming school year before the end of the previous school year. The length of the teaching day will also be set by the Board. Regular and predictable attendance is an essential function of each instructional staff member's job, and instructional staff members with excessive absenteeism may be subject to discipline, up to and including termination of employment.

Instructional staff are required to be on duty during the teaching day. In addition to the teaching day, instructional staff are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the administration or the Board.

### Policy 125: Support Staff Duties, Schedules and Working Hours

The school year and work calendars will be set annually by the Board. Work hours may be changed by the administration as needed.

Regular and predictable attendance is an essential function of each support staff member's job, and support staff members with excessive absenteeism may be subject to discipline, up to and including termination of employment.

#### **Overtime/Compensatory Time**

Non-exempt employees who work overtime must receive prior authorization from their immediate supervisors.

### Policy 126: General Attendance and Vacation Time

Regular and predictable attendance is essential in providing students with a high quality of instruction. Eligible instructional staff will have available ten (10) days of sick leave per school year. Eligible support employees have available ten (10) days of sick leave per year.

When employees are absent more than five (5) days in any semester or more than ten (10) days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Vacation days have no cash value. Unused vacation days will be forfeited and not paid upon an employee's termination of employment for any reason. Effective June 28, 2016, a policy that incentivizes and rewards excellent attendance by allowing employees to be reimbursed for unused sick days that fall within certain parameters.

### **Employee Sick Leave Reimbursement (effective 6/28/2016)**

University Academy recognizes the hard work and dedication of its employees. Consistent and timely attendance is crucial to continued success of the school. To that end, we have developed policy that incentivizes and rewards excellent attendance by allowing employees to be reimbursed for unused sick days that fall within the parameters below:

All full-time employees can be reimbursed for unused sick days at a rate of \$75 per day\* not to exceed ten (10) days per fiscal year.

If the employee has *ten (10) or less* sick days in their bank, they are *not* eligible for reimbursement of days.

\*Please note that one (1) day = 8 hours. Employees *cannot* receive reimbursement for partial days. All reimbursement requests must be for full 8-hour days.

### **Voluntary Separation**

University Academy will reimburse employees who voluntarily separate with University Academy up to ten (10) sick days at a rate of \$75 per day and \$25 per day for any remaining accumulated sick days beyond ten (10) days.

### **Involuntary Separation**

Involuntarily terminated employees will not receive reimbursement for sick days upon termination of employment.

### **Deadline for Submission**

All eligible employees who would like to request reimbursement will need to complete a Sick Leave Reimbursement form and submit it to Payroll **no later than July 1** of each year.

### **Retirement Separations**

All full-time employees who retire from University Academy are eligible for reimbursement for all sick days accumulated, up to a maximum of thirty (30) days at a rate of \$100 per day and \$25 per day for any remaining accumulated sick days beyond thirty (30) days.

*Note: Employees can carry sick leave over into the next year, up to a maximum of sixty (60) days.*

Some examples are as follows:

- Employee has 14 sick days in their bank – they may be reimbursed for 4 sick days at a rate of \$75 per day (*because bank cannot dip below 10 remaining sick days*)
- Employee has 7 sick days in their bank—they are not eligible for reimbursement (*minimum of 10 sick days not met*)
- Employee has 12½ sick days in their bank—they may be reimbursed for 2 sick days at a rate of \$75 per day (*2 because partial days are not eligible*)
- Returning employee has 23 sick days in their bank—they may be reimbursed for 10 sick days at a rate of \$75 per day (*10 because only a maximum of 10 days can be reimbursed, unless voluntarily separating or retiring*)

## Policy 127: Family and Medical Leave

University Academy recognizes that leaves of absence are occasionally necessary due to family or medical reasons. It is the policy of University Academy to comply with the Family and Medical Leave Act of 1993 (FMLA).

The FMLA allows eligible employees to take up to 12 weeks of unpaid leave in a 12-month period for the birth, adoption, or foster placement of a child; the employee's serious health condition; or care for a child, spouse, or parent with a serious health condition. While on FMLA leave, University Academy will continue paying for the employee's group health insurance on the same basis as if the employee was still working. The employee will be responsible for continuing other employee benefits. Employees will not lose any vacation, seniority, or other benefits that they had already earned before taking FMLA leave, but employees will not continue to earn these benefits until after the employee returns to work. If an employee has any accrued paid time off, such as vacation, sick days, or personal leave, the paid leave must run at the same time (i.e., concurrently) with the employee's FMLA leave. This paid leave will be counted against the employee's 12-week FMLA total.

At the end of FMLA leave, an employee will be restored to the same or a substantially equivalent job.

To be eligible for FMLA leave, an employee must have worked for University Academy for at least 12 months and at least 1,250 hours during the 12-month period before the time that the leave would begin. University Academy uses a 12-month rolling period for determining the amount of FMLA leave time that an employee has available.

Employees who want to take FMLA leave should notify the Director of Human Resources at least 30 days in advance, if the leave is foreseeable. Further information on the FMLA is posted on University Academy's personnel-related bulletin boards. Employees having any questions about their rights and obligations under the FMLA should contact University Academy's Director of Human Resources.

## Policy 128: Holidays and Vacation

University Academy's school calendar will provide for the following holidays:

1. Labor Day
2. Thanksgiving Day
3. New Year's Day
4. Martin Luther King, Jr. Birthday
5. Presidents' Day
6. Memorial Day

Employees will not receive additional compensation for holidays unless they are required to work on such holidays.

Employees who are regularly scheduled to work through the calendar year shall receive two (2) weeks of vacation per calendar year. Vacation shall be scheduled in advance and is subject to Superintendent/designee's approval. Unused vacation at the end of the year shall be forfeited. Unused vacation upon termination of employment shall be forfeited regardless of the reason for the employee's termination of employment.

## Policy 129: Employee Emergency Service

Staff members joining any fire department, fire protection school, volunteer firefighter department, the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or staff member activated by the Federal Emergency Management Agency (FEMA) to respond to a national disaster will not be subject to dismissal due to their joining such organizations. However, such employees who are absent from work, or who are late to work, due to such service may be docked and/or require to submit written verification concerning the time and date of the emergency. In addition, such employees are required to make a reasonable effort to notify their supervisors that they will be absent or late due to emergency service.

## Policy 130: General Professional Development

University Academy encourages all employees to be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students.

It is the policy of the Board that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth for all employees. The in-service training program for each year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board.

As a result of the operation of this Policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to make a maximum contribution to University Academy's effort to provide quality educational programs and services for all students.

### Policy 131: Professional Development Program

University Academy shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers.

The Professional Development Program shall further be in compliance with the "Outstanding Schools Act," Section 7 of Senate Bill #380 of the 87<sup>th</sup> General Assembly.

The School will work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendation pertaining to classroom instruction within University Academy; and review and evaluate University Academy's staff development program.

### Policy 132: Conferences and Travel

The Superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals, lodging and registration.

### Policy 133: Salary Schedules

The Superintendent will prepare salary schedules annually for all non-administrative employee groups. These schedules will be submitted to the Board for approval. Salary recommendations for all administrators will be prepared and submitted to the Board annually. Administrative salaries will be based upon a variety of factors including job performance, educational preparation, years of service within University Academy, and within public education, years of service as an administrator at each administrative level, years of service within University Academy, regional comparisons to similar schools, length of the school year, administrative responsibilities, and salaries of other school administrators within the relevant category (e.g., building, central office, etc.). Consideration will be given to administrators' previous salary for all newly hired administrators.

## Policy 134: Salary

### **Deductions:**

#### **Withholding Taxes**

University Academy is required to withhold from all employees' wages certain federal, state, and local taxes. No payroll checks will be issued until all withholding forms are submitted by an employee.

#### **Kansas City Public School Retirement System (KCPSRS)**

All full-time teachers and part-time teachers who work seventeen (17) hours or more per week are members of the KCPSRS. Support employees with a teaching certificate are also eligible for membership in KCPSRS.

#### **Medical**

Employee-portions of medical insurance premiums will be deducted for all employees on a twelve (12) month prorated basis each month.

#### **Additional Deductions**

Any staff member may authorize additional voluntary deductions for payment of tax-sheltered annuities, dues to professional organizations, credit unions, and dependent coverage for medical benefits.

## Policy 135: Payment of Salary

All instructional employees who are employed in certificated positions will be paid in equal amounts over the twelve (12) months of the school year.

## Policy 136: Workers' Compensation Benefits

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by University Academy according to the Missouri Workers' Compensation Act ("the WCA"). Employees driving school-owned or subsidized vehicles are not covered by this Policy when driving such school-owned vehicles to or from the home or to or from the work station. Absence from duty resulting from a work-related injury will be compensated according to the WCA. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this Policy, except with respect to those employees whose average weekly wage as defined by the WCA ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the WCA ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at

the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage for purposes of permanent disability benefits.

### Policy 137: Group Insurance Benefits

University Academy will provide all employees with the opportunity to participate in medical group insurance coverage. The Superintendent/designee will solicit proposals and make recommendations to the Board for approval of the insurance provider.

Employees shall be given information regarding COBRA benefits following separation from employment.

The contract for medical insurance will be submitted for competitive bidding at least once every three (3) years.

### Policy 138: Retirement Compensation

Retirement provisions for all eligible employees will be in accordance with the provisions of the Kansas City Public School Retirement System (KCPSRS).

Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under KCPSRS, by paying premiums at the same rate as other members of the group.

Employees who retire or who have retired and who are eligible for retirement benefits from the KCPSRS Plan are eligible to participate in the University Academy health benefit programs. In addition, the spouse and/or unmarried dependent children of any employee may also participate in University Academy's health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from the KCPSRS. The retiree must apply for insurance coverage within the first year he/she is eligible to receive retirement benefits.

### Policy 139: Instructional Personnel Performance Evaluation

The Board's ultimate goal in education is to provide the highest quality educational experience to all students. University Academy performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board for performance improvement that included identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an ongoing process that



takes place every day. It is the Board's goal that all employees will be provided a formal performance at least once a year.

## Policy 140: Employee Conduct

The Board requires all employees to serve as positive role models for students. University Academy exists to provide quality, cognitive, and affective education for students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Properly prepare for student instruction.
2. Fully utilize instructional time for learning activities.
3. Maintain students under active supervision at all times.
4. Assess student performance in a regular and accurate manner.
5. Modify instructional goals to meet the needs of each student.
6. Comply with administrative directives.
7. Motivate students to achieve learning objectives.
8. Communicate with students in a professional and respectful manner.
9. Maintain relationships with students in a professional teacher-student model.
10. Maintain professional relationships with University Academy employees.
11. Communicate with University Academy employees in a professional and respectful manner.
12. Review and comply with Board policies and directives as well as rules and guidelines set forth in the Employee Handbook.
13. Properly operate and maintain School property.
14. Utilize School technology solely for School business.
15. Maintain required records and submit requested reports in a timely manner.
16. Comply with all safety guidelines and directives.
17. Refrain from the use of profane and obscene language.
18. Dress in a professional manner in compliance with University Academy guidelines.
19. Attend to all duties in a punctual manner.
20. Refrain from engaging in dishonest or immoral conduct.
21. Refrain from engaging in conduct that is offensive, inappropriate, harassing, or otherwise fails to contribute to a productive educational environment and/or work environment.

Any employee failing to adhere to these standards may be subject to discipline, up to and including the termination of employment.

### **Employee Fraternization (revised 6/27/2017)**

University Academy strictly prohibits any dating or other romantic relationship between a University Academy administrator, manager, supervisor or member of the Board and any other University Academy employee. Although romantic relationships among other employees are not prohibited, romantic involvement with co-workers can potentially lead to conflicts of interest, confidentiality concerns or other problems. If you find yourself in a romantic relationship with a co-worker, review the situation with the Director of Human Resources. University Academy will assess whether there is a problem and how it can be resolved. Non-consensual relationships and

unwelcome advances are strictly prohibited and will be dealt with severely. (See Policy against Harassment.)

### Policy 141: Separation of Employment

All employees of University Academy are employed “at will,” which means that they may terminate their employment at any time for any lawful reason, with or without notice. Similarly, University Academy may terminate any employee’s employment at any time for any lawful reason, with or without notice.

The Superintendent is authorized to suspend any employee with pay subject to the Board’s review of such suspension and/or the Superintendent’s recommendation that the employee be discharged from employment. In addition, the Superintendent may recommend to the Board that the suspension be without pay, subject to the Board’s approval. The Superintendent may also recommend to the Board that the employment of any employee be terminated at any time for any lawful reason, and such recommendation may be accepted by the Board, which will result in the termination of such employee’s employment with University Academy.

### Policy 142: Board/Staff Communications

While one line of communication between the staff and the Board is through the Superintendent, the Board’s members may, at their discretion, communicate directly with the School’s employees.

### Policy 143: Conflict of Interest

University Academy employees are prohibited from engaging in any activity that would conflict, or raise a reasonable question of conflict, with their responsibilities in University Academy.

### Policy 144: Drug-Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be required to submit to drug testing. Any employee who violates this Policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this Policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent

will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

University Academy will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This Policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverage that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

University Academy's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this Policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this Policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, University Academy shall certify that it has adopted and implemented the drug prevention program described in this Policy, in the form required by such agency. University Academy shall conduct a biennial review of this Policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This Policy shall be distributed in writing to all present and future employees.

### Policy 145: Driver Drug Testing

University Academy recognizes that it shares the responsibility to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by its employees who operate commercial motor vehicles. University Academy complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that University Academy test its drivers who are required to hold commercial drivers' licenses under specified conditions. University Academy will regularly evaluate its policies and procedures to ensure that it remains in compliance with federal regulations.

### Policy 146: Post-Accident Drug/Alcohol Testing

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to School property. Where an

employee holding a safety sensitive position is involved in an accident producing injury. University Academy will require the employee to submit to post-injury alcohol/drug testing.

Post-accident testing will be utilized after any accident:

- Involving the loss of life;
- Resulting from a violation of Board Policy, or municipal, state, or federal law;
- Which results in an injury to a person who receives medical treatment;
- Resulting in disabling damage to any motor vehicle or piece of school equipment; or
- Resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post-injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers' Compensation benefits for injuries related to the request for testing.

Employees holding a non-safety sensitive position will be subject to post-accident drug testing where a University Academy administrator has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance-producing accident, in conjunction with or related to a workplace testing. Such post-accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this Policy.

### **Safety Sensitive Position**

The following list of positions are hereby classified as "safety sensitive" due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore, employees occupying such positions are subject to drug testing in accordance with published Board policies:

- Food Service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).
- Any School employee whose job duties involve the performance of supervising children, including, but not limited to teachers, teachers' aides, lunchroom/playground monitors, etc.

### **Policy 147: Use of School Property**

Employees may be provided access to and use of school property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of University Academy and are subject to inspection by University Academy administrators.

## SUPPORT SERVICES POLICIES

### Policy 148: Compliance with Laws

The Board recognizes the tremendous investment in University Academy's facilities, buildings, grounds, and equipment. It is the policy of the Board that University Academy shall comply with all federal, state, and local laws in conducting the operations of its facilities, including all applicable health and safety laws. The Superintendent or his/her designee shall adopt a program to further this Policy of providing safe and healthy facilities for the School's operations. An employee's failure to comply with directives relating to health or safety issues constitutes serious misconduct and may result in disciplinary action up to and including determination of employment.

The Superintendent and/or his/her designee will develop procedures to ensure that school facilities are safeguarded against criminal acts and negligent use. All University Academy employees are responsible for the care and proper use of school property. Maintenance personnel are responsible for the care, repair, and annual maintenance of School equipment and facilities. After-school access to school facilities is limited to authorized individuals and groups.

### Policy 149: School Bus Safety

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students, and staff.

School officials will file criminal charges of trespass against any person who unlawfully enters a school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board.

### Policy 150: Accident Reporting

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at a school-sponsored activity.

### Policy 151: Emergency Operating Procedures

The Superintendent or his/her designee will determine areas in each building which are best suited for the protection of students during emergencies, including adverse weather conditions. School will not be dismissed in the case of an emergency alert or tornado warning.

It shall also be the duty of the Superintendent or his/her designee to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent or his/her

designee is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities.

The Superintendent or his/her designee will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Fire drills will be held the first full week of school and quarterly thereafter.

University Academy may adopt emergency plans for the use of the school's resources during natural disasters or other community emergencies. These resources may include food assistance through the use of federal commodity foods, and the use of school buildings and buses.

The purpose of the School Emergency Response Plan is to provide a concise reference for staff when facing a crisis or an emergency. Accident and crisis prevention are particularly important whenever children are involved, but even the most thorough and imaginative forethought cannot prevent all emergencies. It is our responsibility to be prepared with management plans for foreseeable emergencies and for all staff members to be apprised of their roles in these plans.

The School Emergency Response Plan addresses the school's responsibilities in emergencies associated with natural disasters, human-caused emergencies, and technological incidents. It provides a framework for coordination of response and recovery efforts within the school in coordination with the District, local, county and state emergency operations. The Plan establishes an emergency organization to direct and control operations at the school site during a period of emergencies by assigning responsibilities to specific personnel.

The School Emergency Response Plan conforms to the National Incident Management System (NIMS), the Missouri Homeland Security Plan, and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).

Please use this plan, and all supplemental support materials as a general tool. Obviously dependent upon the situation and circumstances, all protocols may not apply in all instances. We all plan an important role in providing a safe and secure working environment for ourselves, our students and our fellow employees.

### **Emergency Management Resolution**

The University Academy has implemented a School Emergency Response Plan for all school sites and facilities. The objectives of the plan are to: 1) protect the safety and welfare of students, employees and staff; 2) provide a safe and coordinated response to emergencies; 3) protect the school's facility and property; and 4) enable the school to restore normal conditions with minimal confusion in the shortest time possible.

In an effort to fully implement the School Emergency Response Plan, University Academy supports planning, training, and exercising the plan at the school site level.

University Academy participates with all responding agencies within the State of Missouri and in the National Incident Management System (NIMS).

The University Academy Board of Directors supports the School Emergency Response Plan and adopted it June 27, 2017.

### Policy 152: Emergency School Closings

The Superintendent may order the delay of opening, early dismissal, or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. Notification of such actions will be given on the school's website, through automated telephone calls, and/or on local television stations. Unless individually approved by the principal, after-school activities will be canceled on the day which school is closed or dismissed early due to weather or other emergency conditions.

Instructional time lost due to weather and other emergency conditions will be made up as required by the State and as approved by the Board.

### Policy 153: Use of Tobacco Products

The use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited in all school facilities, grounds, and vehicles. This policy applies to all employees, students, and patrons attending school-sponsored activities and meetings.

### Policy 154: Use of Technology

University Academy technology exists for the purpose of maximizing the educational opportunity and achievement of District students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increase engagement of students' families and other patrons of the School, all of which positively impact student achievement. The School will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this Policy is to facilitate access to school technology and to create a safe environment in which to use that technology.

#### **Definitions**

For the purposes of this Policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices, and resources used to access, process, store, or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephone equipment, audio-visual equipment, internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

*User* – Any person who is permitted by the school to utilize any port

ion of the school's technology resources including, but not limited to, students, employees, Board members and agents of University Academy.

*User Identification (ID)* – Any identifier that would allow a user access to the school's technology resources or to any program including, but not limited to, email and internet access.

*Password* – A unique word, phrase, or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### **Authorized Users**

The school's technology resources may be used by authorized students, employees, Board members and other persons such as consultants, legal counsel, and independent contractors. All users must agree to follow the school's policies and procedures. Unless authorized by the Superintendent or designee, all users must have a signed *User Agreement* on file with the school before they are allowed access to University Academy's technology resources.

Use of University Academy's technology resources is a privilege, not a right. No potential user will be given an ID, password, or other access to District technology if he or she is considered a security risk by the Superintendent or designee.

### **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving University Academy's technology resources, including email and access to the internet or network drives. By using University Academy's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by University Academy. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received, or stored using District technology.

Electronic communications, downloaded material, and all data stored on University Academy's technology resources, including files deleted from a user's account, may be intercepted, accessed, or searched by University Academy's administrators or designee at any time in the regular course of business to protect users and school equipment. Any such search, access, to interception will be reasonable in inception and scope and shall comply with all applicable laws.

### **Technology Administration**

The Board directs the Superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain University Academy's technology in a manner that will protect University Academy from liability and will protect confidential student and employee information retained on or accessible through District technology resources.

Administrators of computer resources may suspend access to and/or availability of University Academy's technology resources to diagnose and investigate network problems or potential violations of the law or Board policies. All of University Academy's technology resources are considered the school's property. University academy may maintain or improve technology



resources at any time. University Academy may remove, change or exchange hardware or other technology between buildings, classrooms, or users at any time without prior notice. Authorized school personnel may install or remove new programs or information, install new equipment, upgrade any system, or enter any system to correct problems at any time.

### **Content Filtering and Monitoring**

University Academy will monitor the online activities of minors and operate a technology protection measure (“filtering/blocking device”) on the network and/or all computers with internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and University Academy cannot guarantee that users will never be able to access offensive materials using District equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by University Academy is prohibited.

The Superintendent, designee or University Academy’s technology administrator may disable University Academy’s filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable University Academy’s filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit University Academy.

### **Closed Forum**

University Academy’s technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. University Academy’s webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving District technology resources that students, parents/guardians, and members of the public might reasonably perceive to bear the imprimatur of University Academy and that are designed to impact particular knowledge or skills to student participants and audiences are considered curricular publication. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving University Academy’s technology are subject to reasonable prior restraint and subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on District technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, University Academy’s attorney directs that a Litigation Hold directive be sent by the Superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of relevant documents until the hold has been lifted by University Academy’s attorney. Email and computer accounts of separated

employees that have been placed on a litigation hold will be maintained by University Academy's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs University Academy's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to University Academy's technology resources. Any violation of District policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of University Academy's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating University Academy's technology policies and procedures. Any attempted violation of University Academy's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension or privileges as that of an actual violation.

### **Damages**

All damages incurred by University Academy due to a user's intentional or negligent misuse of University Academy's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

### **No Warranty/No Endorsement**

University Academy makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. University Academy's technology resources are available on an "as is, as available" basis.

University Academy is not responsible for loss of data, non-deliveries, mis-deliveries, or service interruptions. University Academy does not endorse the content nor guarantee the accuracy or quality of information obtained using University Academy's technology resources.

## **Policy 155: Food Service Management**

The Superintendent/designee will develop and implement procedures for operating a food services program. In addition, the Superintendent/designee will monitor the quality and efficiency of University Academy's food service program. University Academy's food service program will comply with all local, state, and federal laws and regulations for food quality, safety and health, and financial reimbursement. The Board may authorize University Academy to contract with a food service management company to manage University Academy's food service program.

## Policy 156: School Bus Drivers

The safety and welfare of University Academy students is of paramount importance to the Board. Accordingly, no person will operate a school bus unless the person possesses a valid school bus license and has complied with the regulations of the Missouri Department of Revenue, Missouri Department of Transportation, the Missouri Department of Elementary and Secondary Education, and other agencies.

## Policy 157: Student Transportation Services

University Academy, in accordance with state law, shall provide free transportation for eligible students attending University Academy. The Superintendent or his/her designee shall ensure that the transportation services of University Academy meet all of the guidelines established by the Missouri Department of Elementary and Secondary Education, i.e., the Missouri Pupil Transportation Administrative Handbook, the Missouri Minimum Standards for School Buses, the Missouri Certified Bus Driver Instructor's Manual, and the Missouri School Bus Driver Manual, as University Academy's policies and procedures.

All eligible students with disabilities will be provided bus transportation by University Academy between home and the special education program. Transportation for a student with disabilities will be provided between schools if the Individualized Education Plan (IEP) team determines that such transportation is necessary due to the student's disability. Eligibility must be stated in the student's IEP.

## Policy 158: Bus Routes and Schedules

The administration will work with the school's contractor to prepare and monitor school bus routes and schedules. Buses will be routed with student safety, efficiency, and economy as the controlling factors.

## Policy 159: [Omitted]

## Policy 160: Transportation Records and Reports

The Superintendent/designee will develop and maintain procedures for monitoring and reporting student transportation infractions. Records of student ridership will be taken and reported for each route on the second Wednesday of October and February, as per Department of Elementary and Secondary Education (DESE) regulations.

## Policy 161: Field Trips

The use of bus transportation services for field trips may be approved by the Superintendent/designee.

Transportation services may be provided for school-related activities provided the sponsoring organization pays the cost. The Superintendent/designee will have the discretion to approve such requests.

### Policy 162: Field Trip Transportation in Private Vehicles/Common Carriers

Authorized vehicles other than approved school buses may be used for transportation of students. The number of students transported shall be limited to the number of seat belts available in the authorized vehicle.

### Policy 163: Use of School Buses

School buses will be used only for the transportation of students to and from school or for school educational purposes.

## INSTRUCTIONAL SERVICES POLICIES

### Policy 164: Curriculum Development

The Board directs the Superintendent to continuously carry out the curriculum development and implementation process.

### Policy 165: Curriculum Planning

The plan for curriculum development will address all requirements indicated by the Outstanding Schools Act of 1993, including the Show-Me Standards: Section 160.514 RSMo and Code of State Regulations, 5 CSR 50-375-100. These standards include performance (process) standards and knowledge (content) standards. All curriculum developed by the University Academy shall satisfy moving students toward achieving Missouri's definition of what students should know and be able to do by the time they graduate from high school.

### Policy 166: Curriculum Research

The Board directs that all curriculum developed and/or adopted by University Academy shall be based on current research relative to how students best learn. Resources to be consulted include, but are not limited to, local or area universities, State Department of Elementary and Secondary Education services, Association for Supervision of Curriculum Development, and similar national, state and/or local curriculum organizations. Every effort should be made to ensure that school curriculum is current and based on sound educational research findings.

## Policy 167: Curriculum Design

The design of curriculum shall follow curriculum frameworks offered by the State Department of Elementary and Secondary Education which are intended to provide assistance in aligning local curriculum with the Show-Me Standards.

## Policy 168: Curriculum Adoption

All curriculum developed by school staff shall be formally presented to the Board for official approval before classroom implementation.

## Policy 169: State Mandated Curriculum: American History

As provided by state law, University Academy's curriculum will include American History components.

American History courses at all levels will include instruction in the details and events of the racial equality movement that have resulted in major changes in the laws and attitudes of the United States and of Missouri. Instruction will be sequenced in the proper timeline.

University Academy shall devote one (1) entire class period annually to an observance of the significance of Veterans' Day.

## Policy 170: State Mandated Curriculum: Human Sexuality

Any course materials and instruction related to human sexuality will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity as the preferred choice of behavior;
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to Human Immunodeficiency Virus (HIV), AIDS, Human Papilloma Virus (HPV), Hepatitis, and other sexually transmitted diseases.
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussion of the possible emotional and psychological consequences of pre-adolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;

8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors. The parents/guardians of each student will be advised of:
  - a. The content of the human sexuality instruction;
  - b. Their right to remove their student from any part of the human sexuality instruction.

The human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

University Academy will not permit any individual or organization that provides abortion services to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

### Policy 171: Curriculum Guides

Written curriculum guides shall be developed and Board approved for implementation in the following areas K-12:

1. English/Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Foreign Language
6. Health, Safety, and Physical Education
7. Fine Arts (Visual and Performing Arts)
8. Practical Arts and Vocational Programs (Business, Industrial Technology, and Family and Consumer Science)
9. Counseling and Guidance

Health education is to include drug education and AIDS education as mandated by federal legislation.

Curriculum Guides at all levels will include a philosophy statement and sections defining behavioral goals and objectives reflecting content standards, teaching resources, and evaluation criteria reflecting performance standards. Each Guide will include strategies for interdisciplinary studies and cooperative classroom implementation.

## Policy 172: Drug Education

The Board understands that parent/guardians, educators, students, and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, University Academy will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.

University Academy will follow federal mandates concerning drug and alcohol education.

## Policy 173: Services for Students with Disabilities

University Academy does not have a general curriculum for students with disabilities. Instead, it is the policy of University Academy to develop an individualized educational program (IEP) for each public school student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act.

Each IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. In addition, the IEPs will address the extent to which each student's disability affects his/her ability to access the general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access. Each public school student with a disability will be educated to the maximum extent appropriate with children who are nondisabled. However, students with disabilities may be assigned to special classes, separate schooling, or removed from the regular educational environment when the nature or severity of the student's disability is such that education in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily.

University Academy will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of the Rehabilitation Act of 1973, 162.670-.995, RSMo, and Missouri’s State Plan for Part B.

If a student has had his/her curriculum substantially altered or modified to an IEP, 504 Plan, and/or in connection with a plan of homebound instruction so that the academic requirements (including but not limited to the requirement for achieving a specific letter or numerical grade) for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team (or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan), the principal, counselor, and classroom teacher(s) for such course(s) shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

### Policy 174: Curriculum for At-Risk Students

The Board directs that curriculum be developed to meet the needs of students at risk of failure. This curriculum is to include strategies infused in all areas of regular education, K-12, to address the special needs of students at-risk due to disadvantaged backgrounds.

As provided by state and federal guidelines and funds, the Board directs the administration to utilize funds from ESEA, Title I and state programs for alternative education strategies, among others, as resources for curriculum development for students at-risk.

### Policy 175: Curriculum for Advanced Students

The Board directs that curriculum be developed to meet the needs of students who have been identified as advanced learners by multi-criteria assessment developed by professional staff. The curriculum is to include strategies infused in all areas of regular education, K-12, as well as specific curriculum designed to enrich the regular curriculum in order to meet the challenge of educating the advanced student.

The Board directs the administration to seek whatever resources are available to develop curriculum and programs in this area, including Department of Elementary and Secondary Education resources for Advanced Education.

### Policy 176: Programs for English Language Learners (ELL) *(adopted 2/23/2021)*

DESE and LEAs share an obligation to ensure that their English Language Learner (ELL) programs and activities comply with the civil rights laws and applicable grant requirements. Title VI prohibits recipients of federal financial assistance, including DESE and LEAs, from discriminating on the basis of race, color, or national origin. Title VI’s prohibition on national origin discrimination requires DESE and LEAs to take “affirmative steps” to address language barriers so that ELL students may participate meaningfully in schools’ educational programs.



Definitions:

The term “Limited English Proficient,” (LEP) when used with respect to an individual, means an individual –

- A. who is aged 3 through 21;
- B. who is enrolled or preparing to enroll in an elementary school or secondary school;
- C. who was not born in the United States;
- D. whose native language is a language other than English;
- E. who is a Native American or Alaska Native, or a native resident of the outlying areas;
- F. who is migratory;
- G. whose native language is a language other than English and comes from an environment where a language other than English is dominant;
- H. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—the
  - (i) the ability to meet the State’s proficient level of achievement on State assessments described in Section 1111(b)(3);
  - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
  - (iii) the opportunity to participate fully in society.

**“English for Speakers of Other Languages”** (ESOL) are programs that teach language skills to students from non-English-speaking backgrounds.

**“English Language Learners”** (ELL) are speakers of other languages who are in the process of learning English. This abbreviation may be used to indicate LEP students.

A **“migratory”** child is defined as a child who is, or whose parent or spouse is, a migratory agricultural worker (including migratory dairy workers and migratory fishers). In order to obtain temporary or seasonal employment in agricultural or fishing work during the preceding 36 months (or to accompany a parent or spouse for such a purpose), a migratory child is someone:

1. who has moved from one school district to another;
2. who has moved from one administrative area to another in a state that is comprised of a single school district;
3. who resides in a school district of more than 15,000 square miles and who migrates a distance of 20 miles or more to a temporary residence in order to engage in fishing activities.

**The LEA’s coordinator for ELL programs is the Assistant Superintendent**

The Board directs the ELL coordinator to develop and implement language instruction programs that:

1. Identify English Language Learner (ELL) students through the use of a home language survey OR by including home language questions on the school enrollment form. The

same assessment methods must be used on all students. If using an enrollment form, the questions should include at least the following:

*Does your student use a language other than English?  
Is a language other than English used at home?  
Can your student read or write in another language?*

Kailyn Matchael (ELL) will develop procedures to ensure that all new and currently enrolled students complete the home language survey or an annual enrollment form, as applicable.

2. Assess for English proficiency any student who indicates the use of a language other than English, using a DESE-approved assessment instrument.
3. Determine the appropriate instructional environment for ELL students.

*LEAs are responsible for providing an English language instruction educational program that increases the English proficiency and academic performance of all ELL students. The curriculum used must be tied to scientifically based research on teaching ELL students and must have demonstrated effectiveness.*

4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving English for Speakers of Other Languages (ESOL) or bilingual instruction in order to determine their readiness for classrooms not tailored to ELL students.
5. Provide parents with notice of and information regarding the English language instruction educational program as required by law. To the extent practicable, the notice and information should be in a language that the parent can understand. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

### Policy 177: Instructional Time

The primary focus of University Academy's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

### Policy 178: Student Teachers and Interns

The Board authorizes contractual arrangements to be made for the acceptance for training of student teachers from regularly accredited colleges and universities to the extent that the training

of these student teachers will both enhance educational opportunities of the classroom students as well as provide a training opportunity for the student teacher.

Guidelines will be prepared for the direction of staff members in handling the student teacher program. These guidelines will also be written to provide a definite program for the improvement of the student teacher while assigned to University Academy.

### Policy 179: Textbook Selections and Adoption

The Superintendent/designee will appoint a committee of teachers and administrators to review textbook offerings in specific instructional areas. The committee will submit its report together with its recommendation to the Superintendent. The Superintendent will consider the committee's report and make a recommendation to the Board for final approval.

### Policy 180: Textbook Usage – Students

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

### Policy 181: Instructional Materials

The Superintendent/designee shall formulate administrative guidelines as necessary to be included in faculty handbooks relative to the purchase and appropriateness of instructional materials. Guidelines relative to guest lecturers or presentations shall be included.

### Policy 182: Challenged Materials

The Board has the ultimate responsibility for establishing the curriculum and for purchasing instructional and/or media materials to be used in University Academy. While the Board recognizes the right of students to free access to the many different types of books and instructional materials, the Board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and the established curriculum.

It is therefore the policy of the Board to require that books and other instructional materials shall be chosen for values of educational interest and the enlightenment of all students in the

community. Instructional materials shall not be excluded on the basis of the writer's racial, nationalistic, political, or religious views. Every effort will be made to provide materials that present all points of view concerning international, national, and local problems and issues of our times. Books, or other instructional or media materials of sound factual authority, shall not be prescribed, nor removed from library shelves or classrooms on the basis of partisan or doctrinal approval or disapproval. The Board will strive to provide stimulating, effective materials that will be appropriate to the community's values and the students' abilities and maturity levels.

Instructional or media materials used in University Academy's educational program consist of various types of print and non-print materials. Despite the care taken to select those materials deemed to be educationally useful, occasional objections to the selection of instructional materials may be made by the public. However, the principles of academic freedom and the freedom to read must be defended, rather than the materials.

If a challenge is made, it should be properly channeled through guidelines and procedures established by the Board.

### Policy 183: Religious or Controversial Issues

Religious education is the responsibility of the home and church. The espousal by any teacher or staff member of any particular religious denomination or faith is strictly forbidden; however, teachers may teach about religion with information being presented at an appropriate maturity level for students.

No partisan political views may be espoused by any teacher or staff member; however, teachers may teach about political parties and politics as related to the governmental systems of the nation or world.

### Policy 184: Copyrighted Materials

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect University Academy and its employees. University Academy will not purchase any videos, computer software, audio tapes, publications, or other materials that have been illegally copied or reproduced.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard University Academy's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee (or employees) during the time he/she is paid for production of said materials shall be owned by University Academy, and any civil rights of authorship are forfeited with payment by University Academy for production of materials.

## Policy 185: Instruction for Students with Disabilities

It is the policy of University Academy to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services.

University Academy will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of the Rehabilitation Act of 1973, §162.670-.995, RSMo., and Missouri's State Plan for Part B.

When providing print materials to students with visual impairments, University Academy will adhere to the National Instructional Materials Accessibility Standards (NIMAS) or will provide such print materials in timely high quality materials.

### **IDEA Exceptions for Graduating with University Academy Graduation Requirements**

Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).

### **Programs for Students with Disabilities (*Evaluation Criteria for District and Independent Evaluations*)**

The parents/guardians of a student with a disability may obtain an independent evaluation of the student at public expense, subject to the same qualifications University Academy uses when it initiates an evaluation, if the parent/guardian disagrees with the District's evaluation of the student.

If a parent requests an independent educational evaluation at public expense, University Academy must either (1) initiate a due process hearing to demonstrate that its evaluation is appropriate; or (2) ensure that an independent evaluation, within the following criteria, is provided. University Academy will provide all parents/guardians a listing of the following evaluator qualifications at their request.

As a condition for payment, all evaluators must agree in writing to release their assessment information and results to University Academy prior to receipt of payment for services.

The following is a listing of the qualifications and criteria required for District and independent evaluations. If a student has unique circumstances that justify an evaluation that does not meet the following criteria, the District may grant exceptions.

**Minimum Qualifications for Evaluators:**

Type of Assessment	Qualifications
Achievement	Certified SPED teacher/School Counselor/ School Psychologist/Clinical Psychologist/ Psychological Examiner
Adaptive Behavior	School Psychologist/Certified SPED teacher with training in conducting Adaptive Behavior Assessments
Auditory Perceptual/Hearing	Audiologist
Health	RN/Physician
Intellectual/Cognitive	School Psychological Examiner/School Psychologist/Clinical Psychologist
Motor	Occupational Therapist
Social/Emotional Behavior	School Psychologist/Counselor/Certified SPED teacher with training in conducting Functional Behavior Assessments
Speech/Language	Speech Pathologist
Use of Residual Vision and Orientation/ Mobility	Certified Orientation/Mobility Specialist
Vision/Visual Perceptual	Certified teacher of the Visually Impaired/ Optometrist
Other	

**Location Limitation for Evaluators**

Evaluators used by University Academy, or utilized for independent evaluations, will be located within 50 miles. Evaluators outside this area will be approved only in exceptional circumstances.

**Cost Guidelines for Evaluations:**

Type of Assessment	Maximum Cost
Achievement	\$500
Adaptive Behavior	\$500
Auditory Perceptual/Hearing	\$500
Health	\$500
Intellectual/Cognitive	\$750
Motor	\$500
Social/Emotional/Behavioral	\$500
Speech/Language	\$500
Use of Residual Vision and Orientation/Mobility	\$500
Vision/Visual Perceptual	\$500
Other	\$500

### Policy 186: Instruction for At-Risk Students

University Academy shall meet all federal and state requirements for identifying and providing services to educationally at-risk students.

At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development. The Superintendent may designate a staff member to serve as University Academy's At-Risk Student Programming Coordinator.

### Policy 187: Instruction for Advanced Students

The Board, recognizing the need for programs addressing the special needs of advanced students, shall endeavor to provide the level of monetary support it deems proper to enhance programs for those students so identified. Procedures for the selection of programs and students will be developed by the professional staff and approved by the Board.

### Policy 188: Instructions for Homeless Students

The Board is committed to providing access to educational opportunities to eligible homeless students. Services will be provided consistent with federal law and with Missouri's state plan for the education of homeless children. The Superintendent may designate a staff member to serve as the school's Homeless Student Coordinator.

### Policy 189: Instruction for Migrant Students

The Superintendent or his/her designee will develop appropriate means to identify migrant students and to develop a plan to meet the educational needs of these children. Migrant students will be provided the full range of education and related services provided to other students. The Superintendent may designate a staff member to serve as the school's Coordinator of Migrant Student Services.

The educational plan may consist of the following:

1. Assess the educational ability of the student and determine an accurate grade placement, course assignments, and any special education services that may be needed.
2. Identify any health and social needs and contact the appropriate public agencies for extended services.
3. Provide professional development activities for the teachers and support staff as related to migrant students.
4. Involve the parents/guardians in the educational program.

## Policy 190: School Library

The Board believes that it is the responsibility of University Academy's library/media center to provide materials which reflect the ideals and beliefs of religious, social, political, historical, and ethnic groups, and their contributions to American and world cultures. Materials will be selected which are related to and support University Academy's curriculum. Selection of and access to library/media materials will be based upon the contribution to the education program and the age-appropriateness of the materials.

### **Intellectual Access**

The library/media center program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library/media program should have access to resources and services free of constraints resulting from artificial barriers. Artificial barriers should not prevent students from accessing and using resources except as defined by University Academy policies, including but not limited to selection, acquisition and internet usage policies and rules.

### **Confidentiality**

University Academy recognizes the need for confidentiality of school library records. Therefore, no person will release any library record of any student, faculty or other library user to any third party except as provided by law.

### **Internet Usage**

The Board recognizes that it is important for students to have access to electronic-based research tools and to master skills for their application to learning, problem-solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral, or inappropriate motives, avenues for reaching students, teachers, staff, parents/guardians, and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, are inappropriate, or are disruptive to the classroom or workplace. It is the purpose of University Academy policy to outline acceptable student and employee behavior with respect to use of school technology and electronic resources.

## Policy 191: Evaluation of Instructional Programs

The Board believes that maximizing the quality of services and administrative decision-making requires the regular evaluation of all University Academy programs. Evaluations may identify the success of school programs in meeting their objectives. Utilization of program evaluation should result in the improvement of school programs and will provide data for Board and staff decision-making. The Superintendent or his/her designee is directed to develop procedures for program evaluation and reporting.



University Academy utilizes a computer-managed benchmark testing system for collecting and compiling test results and achievement data that correlate with the Show-Me Standards, GLEs, and course objectives. This information will be used to interpret and analyze the equity, effectiveness, and efficiency of the curriculum and instructional methodology. University Academy uses this interpretation and analysis of the benchmark data to determine disaggregated subgroup level or undereducated student level.

### Policy 192: Test Security

All standardized testing materials shall be stored, distributed and collected according to procedures that ensure the security and authorized access to test booklets. The Superintendent shall designate a test coordinator who will direct the administration and security procedures for each testing site.

#### **Teacher Responsibilities for Test Administration**

Prior to the administration of any school or state standardized test, the Superintendent/designee will review with the principals and teachers the testing guidelines that they and the students are to follow. The Superintendent/designee shall distribute this Policy and any other testing guidelines to all teachers, require them to sign and return one copy, and keep a copy for their files.

The guidelines listed below are examples; others may be provided by the Superintendent/designee to the principals:

1. Teachers are not to review the test questions or content prior to its being given to the students.
2. Teachers are not to give any assistance to the students during the administration of the test.
3. Teachers are to review only the purpose of the test, the directions, the time restraints, and what the students are to do upon completion of the test.

Violation of these and other administrative testing guidelines by the teacher may result in disciplinary action against the teacher, up to and including termination.

### Policy 193: Statewide Assessments

All students will participate in statewide assessments. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the student who will be administered each test or assessment instrument. This Policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this Policy and the assessment schedule will be available to the public in the Superintendent/s office during normal business hours.

Policy 194: Assignment of Grades

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth, and development. Grades will be assigned based upon student ability, achievement, effort, and cooperation.

