

**West Michigan Aviation Academy**  
**Policies adopted by the Board of Directors**

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3. Admission and Enrollment
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5. Board Powers, Delegation, and Communication
6. Board Reimbursement
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**West Michigan Aviation Academy**  
**Academy Dress Code/Uniform Policy**

West Michigan Aviation Academy is focused on preparing students for careers in aviation, an industry requiring uniforms at all levels. In order to prepare WMAA students for the aviation industry and to promote a better learning environment, it is the policy of the Board that all Academy students wear a uniform while on Academy premises or at an Academy-sponsored event. The Board empowers the Administration to make decisions and interpretations concerning the dress code and enforcement thereof in accordance with this policy and applicable law.

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Effective Date: 8/11/10

## **West Michigan Aviation Academy Academy Staff Policy**

The Academy anticipates contracting with an educational service provider to, in part, provide all personnel and labor necessary for the operation of the Academy. The terms and conditions of employment shall meet the requirements of all applicable federal and Michigan employment and discrimination laws, including but not limited to:

Equal Employment Opportunity Act (Title VII of the Civil Rights Act of 1964), (42 USC §2000e, et. seq.)

Equal Pay Act of 1963 (29 USC 206d)

Fair Labor Standards Act of 1938 (29 USC 201)

Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.) Section 504 of the Rehabilitation Act of 1973(29 U.S.C. 793)

Americans with Disabilities Act of 1990" as amended by the ADAAA of 2008 (42 USC 12101 et. seq.)

Title IX of the Education Amendments Act of 1972 (20 USC § 1701, et. seq.) Family Medical Leave Act of 1993 (29 USC §2601 et. seq.)

Veterans Re-employment Rights (20 U.S.C. 4124 et. seq.)

The Civil Rights Act of 1991 (29 USC 201 et. seq.)

Michigan's Elliott-Larsen Civil Rights Act, MCL §37,2201, et. seq. Michigan's Persons With Disabilities Act, MCL §37.1101, et. seq.

Criminal History & Unprofessional Conduct Checks, MCL §380.1230, et. seq. Student Safety Legislation, MCL §380. 1230(a)-380. 1230(h)

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Effective Date: 8/11/10

## **West Michigan Aviation Academy Admission and Enrollment Policy**

Admission to the Academy shall be open to all age-appropriate students for grade levels offered in accordance with the Academy's charter contract without charge for tuition and without discrimination on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district. Admission shall comply with all applicable federal and state laws. Admission shall be limited to those students who are residents of the state, except a foreign exchange student. The Academy may refuse a student for enrollment and attendance if the student has previously been expelled or suspended from his or her district of residence if allowed or required by law.

The Academy will remove barriers to the enrollment and retention in school of children and youth experiencing homelessness by developing and implementing practices and procedures consistent with the McKinney-Vento Homeless Education Assistance Act and applicable state law. The school will ensure that all identified homeless children and unaccompanied youth receive a free and appropriate education and are given meaningful opportunities to succeed in the school.

The Academy will enroll only students who are willing to participate in a summer literacy program as developed by the Administration to prepare the students for the rigors of the Academic year.

The Academy shall develop and implement practices and procedures that control the admission and enrollment of students, including public notice, lottery and random selection drawing to be used when the number of applicants exceed the number of available spaces for grades offered. Detailed application, lottery and admission practices and procedures shall be available to parents and the general public at the school office.

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### References:

US Constitution, Fourteenth Amendment

Title IX of Education Amendments Act (20 USC 1681 et. seq.)

The Civil Rights Act of 1964

The McKinney-Vento Homeless Education Assistance Act (42 USC §11434a[2])

Rehabilitation Act of 1973 (29 USC 791 et. seq.)

Equal Educational Opportunity Act of 1974 (20 USC 1703 et. seq.)

The Americans with Disabilities Act of 1990 (42 USC 12101 et. seq.)

Michigan Constitution

MCL 37.1101 et. seq.; 37.1402; 37.2402; 380.503 et. seq; 380.504 et. seq.; 380.1146; 380.1704

Effective Date: 8/11/10

## **West Michigan Aviation Academy Board Member Qualification Policy**

It is the policy of the Board to recruit and appoint qualified directors to serve on the Board. The Board believes that its primary responsibility is to act in the best interests of every student in the school. The Board also has commitments to parents/guardians, members of the community, Academy staff, the authorizer, and the state. To maximize Board effectiveness and public confidence in the school's governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct. The Board expects its members to work with each other and the Academy's administration to ensure that a high-quality education is provided to each student. Each individual Board member shall comply with the following qualifications and expectations:

### **Qualifications:**

The Board may consist of members of the community, parents, and educators in accordance with the corporation's adopted bylaws. Qualifications for Board membership shall include but not be limited to:

1. an interest in children and their education;
2. enthusiasm for the school and conviction in its purpose;
3. willingness to give time and energy to the school;
4. special skills to address specific needs of the school;
5. willingness to accept and support decisions democratically made; and
6. ability to represent the school to the community.

### **Expectations:**

1. Advance the school's mission and purpose
2. Provide oversight of the authorizing contract
3. Monitor school's progress toward educational goals
4. Develop and adopt policies
5. Enhance the school's public image and develop community relationships
6. Avoid conflicts of interest
7. Attend all meetings
8. Be informed, prepared and professional

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Effective Date: 8/11/10

# **West Michigan Aviation Academy**

## **Board Powers, Delegation and Communication Policy**

### **Board Powers**

The Board shall have the power and authority to:

1. Establish bylaws, contracts and policies that it considers necessary and proper to conduct the affairs of the Board, for conducting the affairs and business of the corporation and for the essential public purposes and governmental functions as set forth in the applicable federal and state constitutions and statutes, the articles of incorporation and bylaws of the non-profit corporation and as permitted by the charter contract.
2. Adopt policies in accordance with the articles of incorporation and bylaws and the charter contract.
3. The Board shall not adopt any policy that shall violate the U.S. Constitution, Michigan Constitution, applicable federal and state laws, its articles of incorporation or bylaws, or the charter contract.
4. Transact all business necessary for carrying out the purposes of the corporation, or which is incidental to these purposes, as fully and effectually as any natural person or body politic or corporation.

### **Board Delegation of Authority**

The Board has the authority to delegate all powers, functions and responsibilities not reserved to the Board by applicable federal or state law. The Board may delegate all other duties, functions or responsibilities it deems necessary and appropriate for the effective administration of the school. To the extent that the Board delegates the development and/or implementation of administrative guidelines, it shall be governed by such guidelines. The Board shall not delegate the authority to:

1. develop and amend Board policies or
2. approve the Academy's budget.

### **Development of Administrative Procedures**

The Board hereby delegates to the CEO the function of designing and implementing guidelines, practices and procedures under which the Academy will operate. These administrative procedures shall be consistent with all policies adopted by the Board. The Board itself will formulate and adopt administrative procedures only when required by law or when the CEO recommends Board adoption.

The CEO may also develop administrative and student handbooks necessary for the effective administration of the Academy and distribute them to Academy staff and students and/or their parents. A copy of all Academy administrative procedures and the student handbook shall be maintained as part of the Board's reference materials in the Academy office. All administrative guidelines, practices and procedures must be consistent with all applicable law and the Charter Contract.

## **Board - CEO Communication**

The Academy Chief Executive Officer shall keep the Board informed of Academy operations by contributing to the preparation of the monthly Board agendas and by providing oral and/or written reports as the Board deems necessary.

## **Board – Service Provider Communication**

To the extent the Board contracts with an educational service provider, the service provider shall keep the Board informed of Academy operations by completing written reports ten (10) days' prior to Academy board meetings that update the Board on financial management, personnel, and other educational services provided by the service provider.

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### References:

Michigan Constitution 1963, Art. XI, §1  
The Revised School Code, MCL 380.501, et. seq., MCL 380.1201 et. seq.  
Michigan Nonprofit Corporation Act, MCL 450.2101, et. seq.

Effective Date: 8/11/10

## **West Michigan Aviation Academy Board Reimbursement Policy**

While directors of the Board serve as volunteers, it is the policy of the Board to reimburse its directors for actual and necessary expenses incurred in connection with their service to the Academy. The following specific categories of duties and functions are approved as reimbursable expenses:

1. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at Board approved education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. Expenses include costs of travel, lodging, and meals where these expenses are directly related to attendance at the conference, seminar, class, or workshop.
2. Attendance at educational or civic programs and functions where the Board Member is designated as the Board's official representative, delegate, or spokesperson. This category does not include political activities of any kind.

To receive reimbursement, a director shall submit to the administration an expense voucher and supporting receipts or other evidence to verify each expense incurred. As required by law, the Board must vote on the approval of any reimbursement of an expense claimed by a Board Member prior to payment. (Expenses of spouses and other family members accompanying Board Members in discharging their official duties or performing authorized functions are not reimbursable.)

Board members seeking reimbursement of other expenses must seek Board approval at an open meeting prior to incurring the expense.

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References:

The Revised School Code, MCL 380.1254

Effective Date: 8/11/10

## **West Michigan Aviation Academy Community Service Policy**

As part of its character education, WMAA shall require all students to complete an average of 25 hours of community service per year prior to graduation. The Academy shall coordinate community service activities for students each semester.

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Effective Date: 8/11/10

## **West Michigan Aviation Academy Conflict of Interest Policy**

Board members and administrators shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. Therefore, no employee, officer, Board member or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. A conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

### **Substantial Conflict of Interest**

If a Board member or administrator has a substantial financial conflict of interest in a proposed contract for services, supplies or equipment, the Board shall not enter into that contract. A "substantial conflict of interest" is one of such substance as to induce action on his or her part to promote the contract for his or her own personal benefit. An administrator is prohibited from entering into a contract if the administrator has a substantial conflict of interest. Excluded from substantial conflict of interest are situations as specifically excluded in section 380.634(5) of the Revised School Code.

### **Duty to Disclose Conflict of Interest**

A Board member, administrator or employee involved in the contracting process who is employed by or under contract with a business enterprise with which the Academy or its educational service provider is considering entering into a contract, or knows that he or she has a family member who has an ownership interest or is employed by that business enterprise, the Board member, administrator, or employee is required to disclose this information to the Board at a public meeting before the Board enters into the contract. The Board is required to vote at the public meeting on whether or not it considers the relationship to be a conflict of interest. A "family member" means "... a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage."

### **Process After Disclosure of Potential Conflict of Interest**

After disclosing a potential conflict of interest, the Board member shall leave the Board meeting while the Board discusses the conflict. Determination of the existence of a conflict of interest, real or apparent, prohibits the interested director from participating in the selection, award, and administration of a contract, but it does not prohibit the Board from entering into the contract. The Board shall formally discipline any officer, employee or agent of the Academy who violates this policy.

### **Acceptance of Nominal Gifts**

Academy officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from a person who does business or seeks to do business of any

kind with the Academy, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value.

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References:

The Revised School Code, MCL 380.634

Contracts of Public Servants with Public Entities Act, MCL 15.321-15.330

U.S. Education Department Administrative Regulations (EDGAR), 34 CFR Part 74, §74.42; 34 CFR Part 80, §80.36(b)(3)

20 U.S.C. 1221e-3, 3474; OMB Circular A-II0

Effective Date: 8/11/10

## **West Michigan Aviation Academy Facility Use Policy**

It is the policy of the Board to maintain the Academy facility as a closed forum for uses that promote the educational mission of the Academy only.

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### References:

U.S. Constitution, First Amendment Equal Access Act (20 USC 4071)

Effective Date: 8/11/10

## **West Michigan Aviation Academy Family Educational Rights and Privacy Act (FERP A) Policy**

It is the policy of the Board to protect the privacy of students and their parents by restricting access to the student's non-directory educational records and by allowing parents access to their child's educational records in accordance with the provisions of the Family Educational Rights and Privacy Act (FERP A).

The Administration shall require written consent from a parent before asking a student to submit to a survey, analysis, or evaluation that reveals personal information concerning matters that are statutorily protected.

The Academy shall develop and implement practices and procedures for FERPA notices, consent, disclosures, educational record challenges, and record-keeping as required by law.

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References:

Family Educational Rights and Privacy Act of 1974 (20 USC 1232(g))

Effective Date: 8/11/10

# **West Michigan Aviation Academy First Amendment Policy**

## **Introduction**

It is the Academy's policy to comply with all the constitutional protections of the First Amendment of the United States Constitution. Any discussion of the place of religion in public education must be grounded in the principle of freedom of conscience, particularly as it embodied in this nation's First Amendment to the Constitution which states that "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof ... "

While the two clauses of the First Amendment regarding free exercise and anti-establishment are designed to complement each other, they often create a tension. Constitutional analysis of the tension, however, has consistently pointed to the conclusion that the free exercise principle should be dominant in any conflict with the anti-establishment principle.

The First Amendment prohibits religious indoctrination by the public schools. The Supreme Court has made it clear, however, that certain religious freedoms follow individuals into school. The Academy will, to the extent permitted by law, accommodate students' and teachers' religious beliefs and rights to express those beliefs. The Court has pointed out that there is a crucial difference between government speech endorsing religion, which the Establishment Clause forbids, and private speech endorsing religion, which the Free Speech and Free Exercise Clauses protect.

The Academy will use its best efforts to balance these interests, avoiding situations that have the appearance of Academy-sponsorship or endorsement of religion, yet accommodating students desiring to express their personal beliefs. Nothing in the Academy's policy shall be construed to prevent, or otherwise deny participation in, constitutionally protected prayer in the Academy.

Teaching about religion is permissible under the First Amendment as long as the Academy adheres to the Constitutional principles that beliefs are a matter of conviction rather than coercion. The Academy fosters learning in an atmosphere permeated by character values such as respect, responsibility, honesty, justice, courage, perseverance, and self-discipline, tolerance and responsible citizenship, and tolerance. Operating under the principle that knowledge is preferable to ignorance and recognizing the significant role religion has played in this nation's public life and culture and in the wider arena of world history, the Board supports teaching about religious history and tradition where appropriate in the curriculum.

If teachers or parents encounter a situation that they do not know how to handle under these policies, they should contact the Academy Chief Executive Officer for further guidance.

## **1. Teaching about Religion**

It is the policy of the Board that with respect to matters of religion the Academy is neutral. This policy requires that there be neither a preference for anyone religion over any other nor a preference shown for religion over non-religion or for non-religion over religion.

The Academy's policy is one of neutrality not indifference. It is part of the educational mission of the Academy to teach about religion when doing so would enhance the students' understanding of the subject matter covered in the curriculum. The Academy may offer instruction about religions and the role and influence of religion in history, literature, art, music, science or any other area of study in which religion has played a role.

The Academy's policy protects a teacher's teaching about religion in the context of the Academy's curricula. The Academy's policy of being neutral also protects a student's right to be free from being singled out and identified on the basis of religion by the Academy.

Such teaching should:

1. foster knowledge about religion, not indoctrination into religion;
2. be academic. not devotional or testimonial;
3. promote awareness of religion, not sponsor its practice;
4. inform students about the diversity of religious views rather than impose one particular view; and
5. promote understanding and respect rather than divisiveness.

## **2. Students' Religious Expression**

It is the policy of the Board that with respect to matters of religion the Academy is neutral. It will show neither favoritism toward nor hostility against religious expression but will accommodate student expression of religious belief unless that expression either

1. substantially interferes with the work and/or educational mission of the Academy.  
or
2. impinges upon the rights of other students

Nothing in this policy shall be construed to prevent, or otherwise deny participation in, constitutionally protected prayer in the Academy.

## **3. Teachers' Religious Expression**

It is the policy of the Board that the Academy neither promote nor discourage individual religious expression. The Academy will accommodate teacher expression of religious belief provided that such expression occurs neither 1) during instructional hours, nor 2) in the presence of students.

The only exception to this general policy can occur if a particular student or group of students seeks out the teacher to ask a religious question.

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### References:

U.S. Constitution, First Amendment; U.S. Department of Education Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Effective Date: 8/11/10

## **West Michigan Aviation Academy Fiscal Management Policy**

The Academy shall comply with all charter contract requirements and all applicable federal and state laws related to the fiscal management of the school including, but not limited to, compliance with the Uniform Budget and Accounting Act, P.A. 493 of 2000, as amended.

The annual timeline for the recommended budget preparation and approval shall be as follows:

March	Proposed budget presented to the Board
April/May	Public hearing on the proposed budget
May/June	Board adoption of budget
November/December	Board adoption of amended budget

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### References:

Good Government Financial Reporting Disclosure Act, MCL 15.421-425  
The Revised School Code, MCL 380.503, 380.1267; 1274; 1281  
Uniform Budgeting and Accounting Act, Act 2 of 1968, MCL 141.421 et. seq.

Effective Date: 8/11/10

# **West Michigan Aviation Academy Indemnification Policy**

## **Academy Indemnification**

It is the policy of the Board that each person who is or was a director, officer or member of a committee of the Academy and each person who serves or has served at the request of the Academy as a trustee, director, officer, partner, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the Academy to the fullest extent permitted by the corporation laws of the State of Michigan as they may be in effect from time to time. The indemnification shall not include any circumstances in which the person is grossly negligent or criminally liable for the indemnified act.

The Academy shall secure and maintain School Leaders Liability insurance and such other insurance as is necessary to carry out this indemnification.

## **Authorizer Indemnification**

It is the policy of the Board to indemnify and hold the authorizer of its charter contract, together with its Trustees, officers, employees, agents and representatives, harmless from all claims, demands, or liability, including attorney fees, and related expenses, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the sole negligence of the authorizer, which arise out of or are in any manner connected with the Academy's operations or which are incurred as a result of the reliance of the authorizer's University Board upon information supplied by the Academy, or which arise out of the failure of the Academy to perform its obligations under the Charter contract. However, this shall not be deemed a relinquishment or waiver of any kind of Section 7 of the Governmental Liability for Negligence Act.

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## References:

Michigan Nonprofit Corporation Act, MCL 450.2101, et. seq.  
The Revised School Code, Part 6a Public School Academies, MCL 380.501 et. seq.  
Governmental Liability for Negligence Act, MCL 691.1401 et. seq.

Effective Date: 8/11/10

# **West Michigan Aviation Academy Medical Health Policy**

## **Medication Administration**

The Board requires that administration of medications shall comply with the requirements of state law and delegates to the administration the responsibility of establishing and implementing practices and procedures, including the establishment of asthma management and support strategies.

## **Blood Borne Pathogens**

It is the policy of the Board that its administration shall develop and implement appropriate and lawful guidelines, practices, and training to protect the health, safety, and privacy of students, contractors, parents, community members and the general public consistent with applicable law and the school's mission as it relates to blood borne pathogens.

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## References:

The Revised School Code, MCL 380.1169; 1178; 1178a; 1179  
Occupational Safety and Health Administration Act (29 U.S.C. 651 et seq.)  
Michigan Department of Education Model Policy and Guidelines for Administering Medications to Pupils at School  
Michigan State Board of Education Policy on the Management of Asthma in Schools  
Michigan DELEG - Blood borne Infectious Diseases Standard Training Requirements  
Michigan State Board of Education Policy to Promote Health and Prevent Disease and Pregnancy

Effective Date: 8/11/10

## **West Michigan Aviation Academy Nondiscrimination Policy**

The Academy shall not discriminate on the basis of race, color, national origin, limited English proficiency, sex, age, homeless status, or disability, in:

1. recruitment, enrollment and admission;
2. access or participation in its programs, services, or activities;
3. treatment of individuals; or
4. any aspect of Academy operations.

The Academy and its educational service provider shall not discriminate in its hiring or employment practices.

It is the policy of the Board to provide all students with disabilities a free appropriate public education, to protect the rights of students with disabilities and their parents, and to assess the effectiveness of efforts to educate students with disabilities in accordance with the provisions of the Individuals with Disabilities Education Act (IDEA). It is the Academy's policy to identify, evaluate, and provide a free appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

It is the policy of the Board to comply with all laws designed to assist homeless students in enrolling, attending, and succeeding in school.

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### References:

Individuals with Disabilities Education Act (20 USC 1400 et. seq.)  
Rehabilitation Act of 1973 (29 USC 794)  
Americans with Disabilities Act, Title II, (42 USC 12101 et. seq.)  
Equal Educational Opportunity Act of 1974 (20 USC 1701 et. seq.)  
Civil Rights Act of 1964 (42 USC 2000d et. seq.)  
Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.  
Age Discrimination Act of 1975 (42 USC 6101 et. seq.)  
McKinney-Vento Homeless Assistance Act (42 USC 11431, et. seq.)  
No Child Left Behind Act (20 USC 6301 et. seq.)  
American Recovery and Reinvestment Act of 2009

Effective Date: 8/11/10

## **WEST MICHIGAN AVIATION ACADEMY**

### **Public Comment Policy**

Members of the public are invited to address the Academy Board at its public board meetings in accordance with the guidelines below. In addition, written communications to the Academy Board are always welcome.

(1) The Board will provide approximately twenty minutes at or near the beginning of its meetings for the purpose of hearing public comment on agenda items. Individual speakers will be invited to speak for up to three minutes, depending on the number of individuals who have signed up to speak.

(2) In order to accommodate those individuals wishing to speak when more people have signed up to address the Academy Board than can be heard, the President may adjust the procedures and time allotment at his/her discretion.

(3) Speakers at the public comment session may address any agenda-related matter. When signing up to speak, individuals will identify the matter they wish to address. No speaker may speak more than once per public comment session.

(4) A sign-up sheet is used to record those who wish to address the Academy Board. The sign-up sheet is made available at the meeting location.

(5) The Board will provide approximately fifteen minutes at the end of its meetings for the purpose of hearing public comment on non-agenda items. All rules pertaining to public comment apply.

(6) Public comment, the content of which is willfully disruptive of the meeting, repetitious, slanderous, offensive, inflammatory, or of the nature of a personal attack, is prohibited

It is the policy of the Academy Board to receive comments for consideration in its deliberations, not to answer questions posed during public comment.

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References:  
MCL 15.263(5)

Effective Date: 8/11/10 January 18, 2010

## **West Michigan Aviation Academy Purchasing Policy**

It is the policy of the Board to comply with state and federal law regarding the procurement of supplies, materials and equipment. The Academy shall develop and implement appropriate and lawful practices and procedures for the procurement of supplies, materials and equipment.

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### References:

The Revised School Code, MCL 380.1267; 380.1274

Effective Date: 8/11/10

**West Michigan Aviation Academy  
Purchasing Policy  
For Federal/State grant fund purchases**

It is the policy of the Board of Directors that WMAA adheres to the following procedures when making purchasing decisions:

1. When the purchase of, and contract for, single items of supplies, materials, or equipment is in excess of \$2,500 WMAA shall, whenever possible, require three (3) competitive price quotations.
2. Purchases that are in excess of the dollar amount permitted by State statute shall, whenever possible, have at least three (3) competitive bids for substantiation of the purchases and shall require the approval of the Board of Directors prior to approval to purchase.
3. Bids shall be sealed and shall be opened by the Board President in the presence of at least one other WMAA Board member. All purchase orders or contracts should be awarded to the lowest responsible bidder; however, consideration may be given to:
  - a. The quality of the item(s) to be supplied,
  - b. Its conformity with specifications, suitability to the requirements of WMAA in carrying out grant activities,
  - c. Local vendors,
  - d. Delivery terms, and/or
  - e. Past performance of the vendor.

The WMAA Board reserves the right to reject any and all bids. The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase. However, Federal grant funds cannot be utilized for lease agreements of any type, nor can Federal funds be used for maintenance contracts.

**MICHIGAN DEPARTMENT OF EDUCATION (MDE) CHARTER SCHOOL GRANT PROGRAM  
ELIGIBLE COSTS**

**Criteria for Eligibility**

All expenditures must be reasonable and of a nature which clearly relates to the specific purpose of the Charter Schools Planning and Implementation Grant under which the services

are being performed. Care must be exercised by all concerned when incurring costs to assure that expenditures conform to these general standards and the following criteria for eligibility of costs. To be eligible, costs must:

1. Be necessary and reasonable for proper execution of the contractual specifications during a specific project period and in accordance within the approved budget;
2. Not be a general operating expense and required to carry out other responsibilities of a contractor;
3. Be in conformance with limitations or exclusions in the grant instructions, Federal or other governing limitations;
4. Be no more liberal than policies, procedures and practices applied uniformly to both Federally supported and other activities of the contractor;
5. Be accorded consistent treatment through the application of accounting policy and procedures approved herein;
6. Not be allowable to or included as a cost of any other Federally financed grants, or in prior project periods;
7. Be net of all credits such as purchase discounts, rebates or allowances, sales of publications, or materials or other income or refunds.
8. Be in accordance with budgetary or other restrictions established by the State;
9. Be fully documented and transparent; and
10. Comply with policies governing administrative practices identified herein and in other policies as may be approved by WMAA.

The MOE has the option to declare expenditures to be disallowed without justification. Care must be taken to ensure expenditures are in accordance with the approved budget and management plans, thereby reducing the risk of having expenditures disallowed. In all cases, full documentation for all budgeted expenditures must be made available for review to MOE. The WMAA Treasurer shall be the individual responsible for maintaining all financial records.

The Project Manager will follow all applicable State and federal rules and guidelines including but not limited to those contained in EDGAR and the pertinent Federal Office of Management and Budget Circulars.

**APPROVED:**

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**WMAA Secretary**

**Date**

# **West Michigan Aviation Academy School Safety Policy**

## **School Safety & Student Discipline**

It is the policy of the Board to maintain a safe environment for learning, teaching, and working. The CEO shall maintain a weapon free school zone as defined by state law and shall refer any student who brings a dangerous weapon, as defined by state law, to school to the criminal or juvenile justice system as required by law.

The Academy shall adopt administrative practices and procedures that are consistent with its mission and applicable state and federal laws regarding physical and verbal assaults, arson, physical violence, sexual conduct or contact, written and verbal threats, bomb threats, weapons, illegal alcohol and/or drug possession, and other student and classroom behavior.

## **Harassment and Violence Prevention**

It is the policy of the Board to provide students, staff, and volunteers with a school environment that is free from harassment and violence in any form. The Academy shall implement practices and procedures in accordance with federal and state law that prevent and address sexual or disability harassment, bullying and other violence on school property, including reporting and grievance procedures and the identity of a Title IX coordinator.

The policy of the Board is not to tolerate violence or crime at the school. The Academy will promote the long-term prevention of violence by preparing students to manage their lives and relationships in non-violent ways. It is the Academy's policy to encourage the whole community (including students, parents or guardians, staff, and the local community) to support violence prevention initiatives and to play an active role in promoting violence prevention.

## **School-supplied storage area search and seizure**

Lockers, cubbies, or other school-supplied storage areas are Academy property and remain so even after being assigned to students. At no time does the Academy relinquish its exclusive control of these areas. Students have no expectation of privacy in any school-supplied storage areas. The CEO or his/her designee has the right to search all lockers, locker contents, cubbies or other school-supplied storage areas and their contents at any time, without notice and without parental/guardianship or student consent. The Academy has the right to seize any illegal or unauthorized items found in violation of administrative guidelines or applicable federal and state and local laws. The privacy rights of the student shall be respected regarding any items that are not illegal or against administrative guidelines. A copy of the Board policy regarding School-supplied storage area searches shall be provided annually to each student and parent/guardian.

## **Cell Phone/Electronic Devices**

Students have no right to privacy for cell phones and electronic devices brought to school. Possession of cell phones and any electronic devices on Academy property shall be deemed consent to their search.

### **Drugs (including Alcohol and Tobacco)**

The Academy will not tolerate the use, possession, or distribution of any illegal drug or use and/or possession of alcohol or tobacco on Academy property or at any Academy-sponsored event.

### **Code of Student Conduct**

The Academy shall develop and implement a Student Code of Conduct consistent with the mission of the Academy and in compliance with federal and state law regarding student discipline. The discipline practices of the Academy will promote a safe and orderly school environment, protect learning opportunities for all students, and support positive student behavior.

### **Prohibition against Corporal Punishment/Student Seclusion and Restraint**

The Board prohibits the use of corporal punishment as defined by applicable law by school employees, volunteers or contractors acting in the classroom, elsewhere on school premises, on a school bus, or other related school vehicle or at a school sponsored activity or event whether or not on school premises, subject to reasonable physical force as defined by statute, utilized as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning for all students. The Academy shall follow the guidelines adopted by the State Board of Education for seclusion and restraint, for notification requirements and for required training.

### **Penalties**

Violators of the Board's policy or the corresponding practices and procedures will be subject to sanctions which may include, but need not be limited to, expulsion from the Academy, banishment from the campus, and/or dismissal from service at the Academy. Violators may also be subject to civil action or criminal prosecution.

### **Unsafe School Choice Option**

It is the policy of the Board to inform parents of students who are impacted by the state Unsafe School Choice legislation of their rights under state and federal law regarding school choice.

### **Fire and Emergency Safety**

It is the policy of the Board to maintain a fire and emergency safety operations plan that complies with state and federal law. The Academy shall develop and implement a plan that addresses:

1. Fire safety inspections;
2. Equipment testing;
3. Use of fire alarms, extinguishers, and detection and suppression systems;
4. Designation of safe areas inside and outside the building for all classrooms;
5. Fire evacuation plan for all students, staff, and other present in the Board;
6. Emergency exit drills involving full evacuation of the Academy;
7. Local fire department notification of all Academy emergency drills; and
8. Fire incident reporting to local authorities as required by law.

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References:

Fire Prevention Code, MCL 29.19(5)

The Revised School Code, MCL 380.1300a-1313

Emergency Management Act of 1976~ MCL 30.409

Gun-Free Schools Act of 1994 (18 USC 921 et. seq.)

Title IX, Section 9532 of the No Child Left Behind Act of 2001 (20 USC 6301 et. seq.)

Title IV, Safe and Drug-Free Schools and Communities Act authorized under the Elementary and Secondary Education Act of 1965 (ESEA) (20 USC 7111 et. seq.)

Michigan State Board of Education Policies on Safe Schools

Michigan State Board of Education Standards for the Emergency Use of Seclusion and Restraint Michigan State Board of Education Positive Behavior Support Policy

Effective Date: 8/11/10

## **West Michigan Aviation Academy Technology Use and Internet Safety Policy**

It is the policy of the Board to encourage responsible use of technology and to monitor online activities of minors. The Academy shall develop and implement technology use practices and procedures that promote the responsible and lawful use of technology to support and enhance student learning consistent with the Academy's mission and educational goals.

It is the policy of the Board to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

The Academy shall use technology protection measures to block or filter Internet access through its computers to inappropriate information. Specifically, the protections measures shall block visual depictions of material deemed obscene, child pornography, or, in the case of access by minors, material harmful to minors.

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### References:

No Child Left Behind Act of 2002 (20 USC 6303 et. seq.)  
Enhancing Education Through Technology Act of 2001 (20 USC 6751. et. seq.)  
Children's Internet Protection Act (47 USC 254(h))

Effective Date: 8/11/10

## **West Michigan Aviation Academy Tobacco-Free Policy**

It is the policy of the Board to maintain a tobacco-free environment at the Academy. Smoking and tobacco use are prohibited throughout the building and on the premises (including building, parking lot, sidewalk, etc.) at all times. Tobacco advertising or promotion, including on clothing, is prohibited.

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### References:

Pro-children Act of 2001 (20 USC 7181 et. seq.)

The Michigan Penal Code, MCL 750.473

Michigan State Board of Education Policy on 2417 Tobacco-Free Schools

Effective Date: 8/11/10

## **West Michigan Aviation Academy Visitor/Volunteer Policy**

Parents and other adults are encouraged to visit and/or volunteer at the Academy. The CEO will ensure that visits do not disrupt the educational program. The CEO may impose time, place, and manner restrictions on visitors as deemed reasonable and appropriate. He may also create volunteer guidelines.

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Effective Date: 8/11/10

## **West Michigan Aviation Academy Wellness Policy**

It is the policy of the Board to promote a healthy school by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. To accomplish these goals:

1. Child Nutrition Programs will comply with federal, state and local requirements and will be accessible to all students.
2. Nutrition education will be provided and promoted.
3. Physical activity will be promoted.
4. School-based activities will be consistent with this Wellness Policy.
5. Foods and beverages made available at the school during the school day will be consistent with the current Dietary Guidelines for Americans and meal patterns and nutrition standards of the USDA.
6. Food and beverages made available at the school will adhere to food safety and security guidelines.
7. The school environment will be safe, comfortable, and allow adequate time for eating meals.
8. Food and physical activity will not be used as a reward or punishment.
9. The school will encourage all students to participate in school meal programs and protect the identity of students who eat free and reduced-price meals.

### **Goals for Nutrition Education**

1. Nutrition education will be integrated into the curriculum by classroom teachers where appropriate.
2. Nutrition education will be provided by the school's foodservice provider by sharing information via menus, web site materials, and classroom presentations.
3. Nutrition education will involve sharing information with families and the community to positively impact the school's students and the health of the community.
4. The school will provide information to families that encourages them to teach their children about health and nutrition and to provide nutritious meals for their families.
5. Students will be encouraged to start every day with a healthy breakfast. Breakfast programs will be implemented, where appropriate.

## **Goals for Physical Activity**

1. Physical Education will be provided to all students and will teach students the knowledge, skills, and values necessary to understand the short- and long-term benefits of a healthy life style.
2. Physical activity will be integrated into the curriculum by classroom teachers, where deemed appropriate.
3. The school will provide a physical and social environment that encourages safe and enjoyable activity for students.
4. The school will encourage families and community members to institute programs that support physical activity.

## **Goals for Other School Based Activities Designed to Promote Student Wellness**

1. Support for student health will be demonstrated by helping to enroll eligible students in Medicaid and other state children's health insurance programs.
2. Healthy foods will be considered when planning all school-based activities such as school events, fundraisers, field trips, and classroom snacks or treats.
3. There will be ongoing professional training for food service and physical education staff.
4. The school will provide a clean and safe meal environment for students and ensure an adequate time for students to eat their meals.

## **Nutrition Guidelines for Foods Available at School during the School Day**

1. Students will have affordable access to nutritious foods they need to stay healthy and learn well.
2. Food for sale throughout the instructional day will meet the National School Lunch Program requirements.
3. The school will encourage the consumption of nutrient dense foods, i.e., fresh fruits and vegetables.
4. Sale of vended soft drinks to students will not be permitted during the school day.
5. Classroom snacks will feature healthy choices.
6. Fundraisers will consider healthy choices.

7. Foods made available will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HAACP) plans and guidelines will be in place to prevent food illness.

### **Assurance**

Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued under the Child Nutrition Act and the School Lunch Act as they apply to schools.

### **Plan for Measuring Implementation and Evaluation**

1. The CEO shall ensure that this Policy is implemented and annually evaluated.
2. The school will form a Student Nutrition Advisory Council (SNAC) that will review and provide input on school menus. The SNAC will review this Policy not less than annually and provide the school Board suggested changes to this Policy on an annual basis. The SNAC members will include parents, students, food service employees, school administrators, school Board members, and members of the interested public.

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### References:

National School Lunch Act (42 U.S.C.1751 et seq.)  
The Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)  
Women Infants and Children Reauthorization Act of 2004 - §204 of Public Law 108-205  
Michigan State Board of Education Model Local Wellness Policy  
Michigan State Board of Education Policy on Offering Healthy Food and Beverages

Effective Date: 8/11/10

# ANTI-BULLYING POLICY

## **Prohibition against bullying, harassment, retaliation and false accusation**

The Academy Board prohibits all acts of harassment, bullying and intimidation (including cyber-bullying) of a pupil at school. Bullying is equally prohibited without regard to its subject matter or motivating animus. The Academy Board also prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All pupils are protected under this policy.

## **Definitions**

**"Bullying"** means any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

1. substantially interfering with educational opportunities, benefits, or programs of one or more pupils; or
2. adversely affecting the ability of a pupil to participate in or benefit from the Academy's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress; or
3. having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

**"At school"** means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the Academy.

## **Authority**

The Academy Board delegates to the CEO the following responsibilities:

1. Ensuring that this policy is implemented;
2. Distributing this policy and any accompanying practices and procedures to parents and students annually, including the procedure for reporting an act of bullying or harassment;
3. Ensuring that the policy is posted on the Academy's website;
4. Conducting a prompt investigation of a report of violation of this policy or a related complaint, or alternatively, designating another Academy staff person to conduct the investigation;
5. Documenting all reported prohibited incidents and reporting all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Academy Board at least annually, unless requested more frequently by the board president;
6. Developing a bullying prevention initiative involving Academy staff, pupils, parents and other stakeholders as the administrator deems appropriate;

7. Developing and providing annual training for administrators, Academy staff, and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying;
8. Developing an educational program for pupils and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyber-bullying;
9. Developing practices and procedures that ensure both the appropriate consequences *and* remedial responses to a verified incident of prohibited conduct under this policy. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion in the case of a student, or suspension or termination in the case of an employee, as set forth in the Academy's Student Code of Conduct or employee handbook.

## **Procedures**

### **Reporting**

The CEO or his/her designee is responsible for receiving complaints alleging violations of this policy. All Academy staff is required to report alleged violations of this policy to the school principal or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

*Academy staff, volunteers, pupils and parents/guardians who promptly report in good faith an act of bullying are immune from a cause of action for damages arising out of the reporting itself or any failure of the Academy to remedy the reported incident (with the exception of the school designee).*

### **Investigation**

The CEO or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the school principal or his/her designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be complete within three school days after a report or complaint is made. The investigator shall complete a written investigation report, which shall serve to document all reported prohibited incidents.

### **Notification**

Within 2 days of receiving a report of a prohibited act of bullying, the CEO or his/her designee shall notify the parent/legal guardian of the victim of the act and the parent/legal guardian of the perpetrator of the act. Upon completion of the investigation report, the school principal or his/her designee shall notify the parent/legal guardian of both the victim and perpetrator of the result of the investigation.

### **Documentation/Reporting**

All reports of prohibited incidents shall be documented through a written investigation report. All verified incidents of bullying and the resulting consequences, including discipline and referrals, shall be compiled in an annual written report to the Academy Board.

### **Dissemination of Policy**

This policy shall be disseminated annually to all staff, students, and parents/guardians, including a statement explaining the circumstances under which it applies. The Academy and/or its

educational service provider also shall incorporate information regarding this policy into the Academy staff training program and the student handbook.

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References: Matt's Safe School Law (MCL 380.1310b)

Effective Date: 3/20/12