

# Amana Academy Governing Board Policy Manual

## (February 2010)

### Policy Manual Log

Policy Name	Date Approved
<b>Section I: Governing Board Policies</b>	
<b>1. Governing Board</b>	
1.1 Conflict of Interest Policy	1/23/10
1.2 Board Agenda Development and Communication Policy	8/22/09
1.3 Board Meetings Policy	8/22/09
1.4 Executive Director Performance Management Policy & Procedure	
1.5 Policy Making Policy and Procedure	8/22/09
1.6 Board and Committee Definitions and Procedures	
<b>2. Finance</b>	
2.1 Budgeting	11-21-09
2.2 Capital Expenditures	11-21-09
2.3 Financial Audits	11-21-09
2.4 Financial Controls	11-21-09
2.5 Investments	1-23-10
2.6 Reserves and Endowments	1-23-10
2.7 IRS Form 90 and 990-PF Policy	1-23-10
2.8 Risk Management Policy	1-23-10
2.9 Board Member Fundraising Policy	
2.10 Donor Relations Policy	
2.11 Gift Acceptance Policy	
2.12 Sponsorships and Endorsements	
2.13 Family Financial Obligations Policy	
2.14 Annual Fund Policy	
<b>3. Personnel</b>	
3.1 Personnel Leave	8/22/09
3.2 Confidential Personnel File	
3.3 Punctuality and Attendance Policy	
3.4 Teacher Evaluation Process	
3.5 Hiring Policy and Procedure	
3.6 Employee References Policy	
3.8 Assignment/Reassignment Policy	
3.9 Non-Renewal Policy	
3.10 Suspension/Termination Policy	6-20-09
3.11 Early Termination Policy	5/6/09
3.12 Electronic Records Retention	5/4/09
3.13 Whistleblower Policy	1/23/10
3.14 Executive Transition Policy	
3.15 Personnel Performance Management Policy	11/21/09
<b>4. Students / Academic Programs</b>	
4.1 Student Admissions Policy and Procedure	
4.2 Student Waiting List	

4.3 Student Enrollment/Reenrollment Policy	
4.4 Student Dress Code	6-20-09
4.5 Student Discipline	8-22-09
4.6 Student Retention and Advancement	
4.7 Reporting System	
4.8 Class Size	
4.9 Student Attendance	
4.10 Registration	
4.11 Late Pick-Up	8-22-09
<b>5. Parents / Guardians</b>	
5.1 Volunteer Hours	
<b>6. Media Center / Technology</b>	
6.1 Acceptable Use for Technology Resources Policy	8-22-09
<b>7. Facilities</b>	
7.1 Facility Use Policy and Procedure	5-12-09
<b>8. School Communications</b>	
8.1 Use of Parent Email and Website	6-19-09
<b>Section II: Amana Academy By-Laws</b>	
<b>Section III: Amana Academy Family Contract</b>	
<b>Section IV: Obsolete Policies</b>	

- Green** – policies in first read/draft stage,
- Yellow** – adopted policies,
- Purple** – existing policies that need to be revised,
- Blue** – being drafted