

PROCEDURE FOR POLICY ADOPTION

The successful operation of the School requires that the actions of the Board and administrative staff be known and understood by students, employees, and members of the community. These groups as well as individuals should also have an opportunity to affect School action.

The process for adoption and publication of policies in the School includes the following elements:

I. Raising a Policy Issue

Any person within the School community, including teachers, administrative staff, other staff members, students, parents and interested community members, may raise a potential policy issue. At the School level, the individual that raises the policy issue shall communicate that policy issue to the Principal, or his/her designee, on a form approved by the Board of Directors for that purpose. The Principal, or his/her designee, shall communicate the policy issue to the Chair of the Policy Committee of the Board of Directors ("Policy Committee") within one week of receiving the policy issue.

Any member of the board of Directors may raise a potential policy issue by communicating that policy issue to the Chair of the Policy Committee using a form approved by the Board of Directors for that purpose. If a policy issue is raised during a regular or special meeting of the Board of Directors, the Policy Committee shall record it using the form approved by the Board of Directors.

The Policy Committee may raise a policy issue itself and record it on the form approved by the Board of Directors for that purpose.

II. Investigating a Policy Issue

Once the Policy Committee receives notification of a policy issue, the Policy Committee shall determine the appropriate means to investigate the policy issues. The Policy Committee may, in its discretion, investigate the matter itself or delegate the investigation to an appropriate person or group of persons.

III. Policy Drafting

Once the Policy Committee has investigated the policy issue, the Policy Committee shall convene a meeting to discuss whether to draft the policy and decide any outstanding issues relating to drafting the policy. The Policy Committee shall then undertake to draft the policy itself, or delegate the drafting to an appropriate person or group of persons.

IV. Adoption, Revision and Repeal of Policies

Policies shall ordinarily be submitted by the Policy Committee to the Board at a regular or special school board meeting and shall be adopted, revised or repealed by a majority vote.

The adoption, revision or repeal of policy shall be made in an open and public manner at a regular or special charter school board meeting.

V. Communication and Public Involvement in Policy Adoption

An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made.

Retention and organization of adopted policies, rules, regulations and procedures shall be made in a policy binder maintained by the Secretary of the Board with the assistance of school staff.

Publication and availability of all policies, currently in effect within the School, shall be made to any interested person during the regular business hours of the School. To ensure a basic level awareness and institutional understanding, a copy of the policy binder shall be provided to all new members of the Board who shall be personally briefed on key aspects of the policies by a member of the school's staff.

VI. Review and/or Revision of Existing Policies

No later than **September 30** of any school year, the Policy Committee shall complete a review of the existing policies of the school. Upon completion of the review, the Policy Committee shall notify the Board of Directors at its next regular meeting of the policies that require revision. The Policy Committee shall follow the procedures required for policy creation in the revision of existing policies. The Policy Committee may receive assistance of individuals or groups of individuals, as it deems necessary, in reviewing the existing policies of the school to determine whether a policy requires revision.

Adopted: December 18, 2018

Amended: