NEW HEIGHTS SCHOOLS, INC.

POLICY 208

DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

POLICY MANAGEMENT
Adopted: 7/18/18
Reviewed / Revised*: 7/18, 8/19*,7/20,7/22*, 8/23*, 8/24, 8/25*, 8/26
Mandatory: No
Frequency: Annual
Distribution: Website

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the board of directors and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the board of directors and should be in a form that is sufficiently explicit to guide principal action.

III. DEVELOPMENT OF POLICY

A. The board of directors has jurisdiction to legislate policy for the school with the force and effect of law for the school. The school policy provides the board of directors general direction for the school while delegating policy implementation to the principal.

B. The school's policies provide guidelines and goals to the school community. The policies are the basis for the formulation of guidelines and directives created by the principal. The board of directors shall determine the effectiveness of the policies by evaluating periodic reports from the principal.

C. Policies may be proposed by a board of director member, employee, or student. Proposed policies or ideas shall be submitted to the principal for review prior to possible placement on the board of directors agenda.

IV. ADOPTION AND REVIEW OF POLICY

A. The board of directors shall give notice of proposed policy changes or adoption of new policies by posting this policy, with attached review schedule, on the school's website. The policies planned for review at the subsequent month's board meeting will be listed in the board of directors meeting minutes. The board discussion and public comment will be allowed at the following meeting prior to the final board of directors' decision.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board of directors at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.

C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the board of directors in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The board of directors shall have discretion to determine what constitutes an emergency.

D. If a policy is revised with minor, technical changes that do not affect the substance of the policy, or because of a legal change over which the board of directors has no control, the modified policy may be approved at one meeting at the discretion of the board of directors.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

A. The principal shall be responsible for implementing board of director policies, other than the policies that cover how the board of directors will operate. The principal shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the board of directors.

B. Each board of directors member shall have access to school policies. A copy of the school's policies shall be located on our website and shall be made available for reference purposes to other interested persons.

C. The principal, employees designated by the principal, and individual board members shall be responsible for keeping the policy current.

D. The board of directors shall review policies at least once every three years. The principal shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the board of directors shall review required policies annually, including 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.

E. When no board of director policy exists to provide guidance on a matter, the principal is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy and financial condition of the school. Under such circumstances, the principal shall advise the board of directors of the need for a policy and present a recommended policy to the board of directors for approval.

Legal References: Minn. Stat. § 124E.03 (Applicable Law)
Minn. Stat. § 124E.07 (Board of Directors)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)