

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

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 continue 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 policy statements 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 which is sufficiently explicit to guide administrative 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. Board of director policy provides the general direction as to what the board of directors wishes to accomplish while delegating implementation of policy to the administration.
- B. The board of director's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The board of directors shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a board of director member, employee, student or resident of the school district.

IV. ADOPTION OF POLICY

- A. The board of directors shall give notice of scheduled policy review 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 director meeting's minutes. The board discussion and public comment will be allowed at the following meeting prior to final board of director decision.
- B. The final action taken to adopt the proposed policy or accept the proposed policy changes

shall be approved by a simple majority vote of the board of directors. The policy &/or changes will be effective on the date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the board of directors. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy 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 situation.
- D. If a policy is modified with minor 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 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 director member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The principal, employees designated by the principal, and individual board of director members shall be responsible for keeping the policy manuals 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 the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; 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 educational philosophy and financial condition of the school district. 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.
- F. The board of directors shall review this policy annually to revise and update the review schedule as needed.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

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

New Heights School Policy Review Schedule

Board Years 2020-2023

7/14/2020

Mandatory Policy

By: Lorraine Busta

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<u>Annual</u>	208	506		414	522		616	413	514	410	304		11
			524	806									
<u>2020-2021</u>			427	503	531	401	402	709	620	103	532	721	16
			903	612	534					504	426	505	
<u>2021-2022</u>			406	502	515	722	601	418	412	404			14
			520		501		603	526	521	417			
<u>2022-2023</u>			419	516	102		510	214	507	609			13
			801	608			533		509	206	210		
<u>Total Policies</u>	1	1	7	7	6	2	6	5	6	7	4	2	54