

## MATH AND SCIENCE ACADEMY

*Adopted: April 18, 2016*

*Revised 2014*

*Revised: March 21, 2022*

*Revised: June 6, 2022*

### **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

*[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]*

#### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the Board of Directors (BOD) 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 BOD and should be in a form that is sufficiently explicit to guide administrative action.

#### **III. DEVELOPMENT OF POLICY**

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the Math and Science Academy (MSA). MSA policy provides the BOD's general direction for MSA while delegating policy implementation to the administration.
- B. The BOD's written policies provide guidelines and goals to the school community. The policies are the basis for the formulation of guidelines and directives created by the administration. The BOD shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a BOD member, employee, student or resident of MSA. Proposed policies or ideas shall be submitted to the director for review prior to possible placement on the BOD agenda.

#### **IV. ADOPTION AND REVIEW OF POLICY**

- A. The BOD shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two BOD meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final vote taken to adopt the proposed policy shall be approved by a simple majority vote of the BOD at the second meeting.  
[difference in the language of the section versus the model policy] The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board 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 BOD 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 BOD shall have discretion to determine what constitutes an emergency.
- 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 BOD has no control, the modified policy may be approved at one meeting at the discretion of the BOD.

#### **V. IMPLEMENTATION AND ACCESS TO OF POLICY**

- A. The Executive Director shall be responsible for implementing BOD policies and developing 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 BOD.
- B. Each BOD member shall have access to MSA policies. A copy of MSA policies shall be placed in the director's office. Manuals shall be available in the Executive Director's office and shall be available for reference purposes to other interested persons.
- C. The Executive Director, employees designated by the Executive Director, and individual BOD members shall be responsible for keeping the policy current.
- D. The BOD shall review policies at least once every three years. The Executive Director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the BOD 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 BOD policy exists to provide guidance on a matter, the Executive Director is authorized to act appropriately under the circumstances keeping in mind the Mission [and Vision], educational philosophy and financial condition of MSA. Under such circumstances, the Executive Director shall advise the BOD of the need for a policy and present a recommended policy to the BOD for approval.