

PROCEDURE FOR POLICY ADOPTION

The successful operation of the School requires that the actions of the Board and CEO 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 CEO. Any member of the Board of Directors may raise a potential policy issue by communicating that policy to the CEO. If a policy issue is raised during a regular or special meeting of the Board of Directors the CEO will follow-up and report back to the Board.

II. Investigating a Policy Issue

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

III. 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 reviewed with 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 or a sitting board member.

IV. Review and/or Revision of Existing Policies

Each year the **CEO and Board President** shall complete a review of all of the existing policies of the school. Upon completion of the review, the CEO shall notify the Board of Directors at its next

regular meeting of the policies that require revision. The CEO shall follow the procedures required for policy creation in the revision of existing policies. The CEO may receive assistance of individuals or groups of individuals, as he/she deems necessary, in reviewing the existing policies of the school to determine whether a policy requires revision.