

Policies may be proposed for adoption, amendment, or repeal at any board meeting by any member of the board or by the Head of School. A request to place the proposed policy on the agenda must be made in accordance with board policy.

The adoption of policies shall follow a process that will allow for adequate time to review and discuss by all stakeholders. The views of the entire school community will be considered throughout the process. The standard timeline for policy adoption will be as follows:

1. **First Read:** Presentation of a new or revised policy will be made to the board. This will be as an information only activity and will not require a vote. After First Read, the policy will enter a status of Policy Under Review. Under the standard timeline, a policy may not be introduced and adopted in the same meeting.
2. **Policy Under Review:** After First Read, the proposed policy will be available on the school website for review by the public.
3. **Second Read/Final Read:** In the next meeting following First Read, the board will discuss the proposed policy with consideration given to the views of the school community. An amendment to the policy will not require an additional reading unless the board determines that further study of the policy is warranted.
4. **Adoption:** The board must adopt by majority vote with the vote being documented in the meeting minutes to become accepted as policy. A vote may take place to adopt a policy in the same meeting or any subsequent meeting as the Second Read. Unless otherwise noted, the policy becomes effective at the date of adoption.

In time sensitive matters that arise in which a policy is needed to be installed at the time of presentation, the board may vote to Temporarily Approve a policy at First Read. A policy may remain in Temporary Approval status for no more than 65 calendar days as the policy continues through the standard approval process.