TRIO Wolf Creek Distance Learning Charter School #4095

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board 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 charter school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The school board has jurisdiction to legislate policy for the charter school with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.

B. The school board'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 school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

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

IV. ADOPTION OF POLICY

A. The school board shall give notice of adoption of new policies by placing the item on the agenda of two school board meetings. Annual policy review or revisions to policies will be placed on the agenda of one school board meeting. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of 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 school board. 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 school board shall have discretion to determine what constitutes an emergency situation.

D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

A. It shall be the responsibility of the director to implement school board policies, other than the policies that cover how the school board will operate*. The director 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 school board.

** Note: These policies are found in the 200 Series.*

B. Each school board member shall have access to this policy manual via the website, and a copy shall be placed in the office of the director. The policy manual shall be available for reference purposes to other interested persons.

C. It shall be the responsibility of the director, employees designated by the director, and individual school board members to keep the policy manuals current.

D. The school board shall review policies as needed. The director shall be responsible for developing a system of periodic review.

E. When there is no school board policy in existence to provide guidance on a matter, the director is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the charter school. Under such circumstances, the director

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shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

Cross References: MSBA Policy 305 (Policy Implementation)

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Appendix I

Three-Year Policy Review Schedule for 2019-2022

Policies for Review in 2019-2020:

- 100 Series: Charter School
- 200 Series: School Board
- 300 Series: Administration

Policies for Review in 2020-2021:

- 400 Series: Employees/Personnel
- 500 Series: Students

Policies for Review in 2021-2022:

- 600 Series: Education Programs
- 700 Series: Business Operations
- 800 Series: Building and Site
- 900 Series: Charter School-Community Relations

Policies that require annual review:

- 410 – Family and Medical Leave Policy
- 413 – Harassment and Violence
- 414 – Child Neglect/Physical/Sexual Abuse
- 415 – Mandated Reporting of Maltreatment of Vulnerable Adults
- 506 – Student Discipline
- 514 – Bullying Prohibition Policy
- 522 – Student Sex Nondiscrimination
- 524 – Internet, Computer and Equipment Usage & Agreement Form
- 616 – Charter School System Accountability
- 806 – Crisis Management Policy