



Making something amazing.

**Adopted: 8-20-17**

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

### **I. PURPOSE**

The purpose of this Studio School policy is to emphasize the importance of the policy-making and enforcing role of the school Board of Directors, and to provide the means for it to continue to be an ongoing effort.

### **II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure The Studio School community that the school 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 that is sufficiently explicit to guide administrative action.

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

- A. The Studio School Board of Directors has jurisdiction to legislate policy for the 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 Studio School Board of Directors' 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 of Directors member, employee, student, or family member of a student attending the school. Proposed policies or ideas shall be submitted to The Studio School Executive Director or Board Chair for review prior to possible placement on the school board agenda.

### **IV. ADOPTION OF POLICY**

- A. The Studio School Board of Directors shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of at least one regularly scheduled school board meeting. Public comment will be allowed at the meeting where final school board action or vote to adopt the policy is scheduled.
- B. The final action taken to adopt proposed policies shall be approved by a simple majority vote of the Board of Directors. 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 Executive Director of The Studio School to implement school board policies, and to 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.
- B. Each school board member shall have access to the school's online adopted policy manual, and a copy of all policies shall be posted on the school's website for public view.
- C. It shall be the responsibility of the Executive Director of The Studio School, employees designated by the Executive Director, and individual school board members to keep policy manuals current.
- D. The school board shall review policies at least once every three years. The Board of Directors and Executive Director of The Studio School shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually.
- E. When there is no school board policy in existence to provide guidance on a matter, the Executive Director of The Studio School is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school. Under such circumstances, the Executive Director shall advise the school board of the need for a policy, and present a recommended policy to the school board for approval.