



GREAT OAKS
A C A D E M Y

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 guidance and structure to the formation and review of policies.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure that the school operates in an effective, efficient, and consistent manner. For this reason, a set of written policy statements shall be maintained and modified as needed. Policies should align with the school's stated mission and vision, define the desire and intent of the school board and 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 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 school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

IV. ADOPTION OF POLICY

A. A Policy Committee consisting of at least two board members shall be formed and be perpetually in existence. The Policy Committee has the responsibility of creating new policies for board approval and should maintain an awareness of any policies required by either Minnesota state statute or the Authorizer.

B. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of a monthly school board meeting. The proposals shall be distributed and public comment will be allowed at the meeting 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. The policy will be effective on the date on which it is approved.

C. In the case of an emergency, a new or modified policy may be adopted at an emergency meeting 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 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.

V. IMPLEMENTATION OF POLICY

A. The Executive Director shall be responsible for implementing school board policies other than policies that cover how the school board shall operate. The Executive Director shall also 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. All policies shall be made available by the school board to members of the public.

C. The Executive Director, employees designated by the Executive Director, and individual school board members shall be responsible for keeping the policies current.

D. The Policy Committee shall review policies annually. The Policy Committee shall be responsible for developing a system of periodic review, proposing or reviewing policies on a monthly basis.

E. When no school board policy exists to provide guidance on a matter, the Executive Director is authorized to act appropriately under the circumstances, keeping in mind the educational philosophy and financial condition of the school district. 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.

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