



WOODBURY LEADERSHIP ACADEMY

Adopted: April 25, 2017

Revised: August 10, 2023

Approved: September 28, 2023

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 Board of Directors (BOD) 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 BOD and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The BOD has jurisdiction to legislate policy for the school with the force and effect of law. BOD policy provides the general direction as to what the BOD wishes to accomplish while delegating implementation of policy to the administration.
- B. The BOD'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 BOD shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a BOD member, employee, or student of the school. Proposed policies or ideas shall be submitted to the Executive Director (ED) for review prior to possible placement on the BOD agenda.

IV. ADOPTION OF POLICY

- A. The Governance Committee shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two BOD meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to the final BOD vote, which may be at the second meeting.
- B. The final vote taken to adopt the proposed policy shall be approved by a simple majority vote of the BOD at the second meeting.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the BOD. 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 BOD shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the BOD has no control, the modified policy may be approved at one meeting at the discretion of the BOD.

V. IMPLEMENTATION OF POLICY

- A. The ED shall be responsible for implementing BOD policies and developing 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 BOD.
- B. Each BOD member shall have access to this policy manual, and the policies will be available online through the school website. Paper copies of policies may be requested through the school's main office.
- C. The ED, employees designated by the ED, and individual BOD members shall be responsible for keeping the policy manuals current.
- D. The BOD shall review policies at least once every three years. The Governance Committee shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the Governance Committee, ED and BOD shall review the following procedures and policies annually:

410 Family and Medical Leave Policy

413 Harassment and Violence

506 Student Discipline

514 Bullying Prohibition Policy

522 Student Sex Nondiscrimination

524 Internet Acceptable Use and Safety Policy

806 Crisis Management Policy.

- E. When no BOD policy exists to provide guidance on a matter, the ED is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school. Under such circumstances, the ED shall advise the BOD of the need for a policy and present a recommended policy to the BOD for approval.