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**BOARD POLICIES**

The Board of Directors (Board) shall adopt written policies to convey its expectations for actions that will be taken in the non-profit corporation, clarify roles and responsibilities of the Board and Executive Director, and communicate board philosophy and positions to students, staff, parents/guardians, and the community.

The Board shall ensure that the non-profit corporation policies align with the nonprofit corporation's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the non-profit corporation to the extent that they do not conflict with federal or state law. No board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public board meetings.

The Board may review certain policies annually or semi-annually. If no revisions are deemed necessary, the board minutes shall nevertheless indicate that the review was conducted. Other policies may be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or the non-profit corporation circumstances.

#### Policy Development and Adoption Process

1. The Board and/or Executive Director or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new non-profit corporation vision statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen in the non-profit corporation, or a recommendation or request from staff, a parent/guardian, or other interested person.
2. The Executive Director or designee shall develop and present a draft policy at a public Board meeting.

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

The non-profit corporation's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

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Policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

**Board Bylaws**

The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations as described in the Bylaws.

Bylaws governing board operations may be amended in accordance with the process set forth in the Bylaws.

**Administrative Regulations**

The Executive Director or designee shall be responsible for developing and enforcing administrative regulations for the operation of the non-profit corporation. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of the non-profit corporation goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. The Executive Director or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Executive Director or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, Board policy shall prevail.

The Board may review and/or approve administrative regulations for the purpose of ensuring conformity with the intent of Board policy.

**Monitoring and Evaluation**

At any time, the Board and Executive Director or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. If so, the Board and Executive Director or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

**Access to Policies**

The Executive Director or designee shall ensure that all non-profit corporation employees and the public have access to an up-to-date non-profit corporation policy manual. The policy manual shall be maintained electronically.

As necessary, the Executive Director or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. They may

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determine the appropriate communication strategy depending on the issue. Policies shall be posted on the non-profit corporation's website when required by law.