



Title: Policy Development/Review Guidelines

Effective Date: 8/1/2018

Review Date:

Definitions

-Policy: a set of guidelines put forth to help in decision making for a particular topic.

-Procedure: the way in which a policy is put into effect in day to day operations.

Purpose

A systematic, predictable means of developing policy will promote stakeholder involvement in policy decisions of the Board and will encourage careful and well informed decision making by the Board. Additionally, well written policies can help future school leaders to be consistent with their governance decisions.

Process

1. Any Director or the Head of School may request a new policy or the revision of an existing policy at any Board meeting. The Board will review CCSD RE1 policies to determine if an existing policy is in place that meets the need.
2. Possible actions are: a) adoption of a resolution to require or inhibit immediate action, b) referral of the request to the initiator or to a committee to gather more information or to write the policy wording, or c) a decision to not accept the issue as a policy item.
3. New policies and policy revisions will be reviewed in two open meetings. Adoption of the policies will occur at the second meeting. Once a policy has been written, it may only be adopted in a Board meeting for which the policy has appeared on the agenda.
4. The approved policy will be placed in the Policy binder as well as posted on the school website.
5. The Board will delegate to the Head of School the writing of administrative procedures to supplement Board policies.
6. Policies will be reviewed annually by the Board and revised as necessary.
7. Policies should be drafted by copying and pasting the attached template.

*Note: In the case that the GCS does not have a separate policy, decisions may default to CCSD RE-1 policy. GCS policies shall be consistent with County, State, and Federal law, as well as with the Charter Contract, Bylaws, and Articles of Incorporation. The school's attorney may be consulted regarding legal compliance.



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Policy Statement: