

Charter School Policy

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board.

All policies shall conform to local, state, and federal laws as well as to the rules and regulations of the Idaho State Board of Education and Idaho Department of Education.

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the Principal for detailed study as needed prior to Board action on the proposal. The Board encourages the Principal to contact other experts to have potential Board policy researched. Interested parties, including any Board member, citizen, or employee of the Board may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of one (1) reading in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
2. The final vote for adoption shall take place not earlier than at the first reading of the particular policy.

All new or amended policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the Charter School's policy manual. Policies of the Charter School shall be reviewed at least every five (5) years from the date of adoption or revision by the Board.

The Principal or designee will be responsible for initiating policy review, which will be carried out administratively, with suggestions for substantial revisions presented to the Board for consideration. Board-approved organizational changes and/or other actions of substance will authorize editorial changes in existing policies. Policies amended in this manner will be presented to the Board where comments will be invited. Editorial changes will then be reviewed by the Board and either accepted or rejected.

Administration in Absence of Policy

In cases where action must be taken before the next Board meeting and where the Board has provided no policies or guides for administrative actions, the Principal shall have to power to act.

His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the Principal to inform the Board of such action and the need for policy.

### Suspension of Policies

Under circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the Board members present. In order to suspend a policy, all Board members must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of the entire Board.

### Policy Manual

The Principal shall develop and maintain a current policy manual which contains the policies of the Charter School. Each administrator, as well as staff, students and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the Charter School and shall be subject to recall at any time.

Legal References:    I.C. § 33-506                      Organization and government of board of trustees  
                              I.C. § 33-512                      Governance of schools

### Policy History:

Adopted on:

Revised on: