



## Policy Development, Adoption, and Implementation Policy

Adopted: Mar 26, 2024

### Irrawaddy Academy

#### 203. Policy Development, Adoption, and Implementation Policy

##### I. PURPOSE

This policy underscores the important role of the Irrawaddy Academy board of directors (“the board”) to make school policy. The policy also provides the process for reviewing, developing, adopting, implementing, and rescinding school policies.

##### II. POLICY STATEMENT

Board-approved policies are required to ensure that the charter school operates as effectively, efficiently, and consistently as possible in accordance with the school’s mission. Policies must define the desire and intent of the board and should be written clearly and explicitly to inform administrative action. A set of written policy documents shall be maintained by the board and the school administration and modified as needed.

##### III. POLICY DEVELOPMENT

The school board has jurisdiction to legislate policy for the school with the force and effect of law. The board’s written and approved policies provide guidelines and goals to the school community that reflect the mission and vision of the school. Policies shall form the basis for the administration’s creation of guidelines and regulations. Policies may be proposed by a school board member, employee, student, or parent/guardian of a student in the school. Proposed policies or ideas for policy shall be submitted to the Governance Committee for review prior to possible inclusion on the board agenda.

##### IV. POLICY ADOPTION

The board will give notice of a proposed policy change or adoption of a new policy by placing the policy on the agenda for at least two board meetings—one for board



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discussion and public input and one for final board action and approval. The proposed policy will be made available for public review and comment prior to final board action. The final action taken to adopt the proposed policy will occur only after the board has held at least one meeting for board discussion and public input on the policy and only if it is approved by a majority of the sitting members of the board. Policies adopted under any provisions set forth in this section IV will be effective on the date of passage or on the effective date stated in the motion to adopt the policy. In the case of an emergency need for policy, a new or modified policy shall be adopted by a two-thirds (2/3) vote of the number of board members present. A statement explaining the emergency and the need for immediate adoption of the policy shall be included in the board minutes. The emergency policy shall expire within one year following the effective date of the emergency policy unless the non-emergency policy adoption procedure stated above is initiated prior to the expiration of the emergency policy and the policy is expeditiously reaffirmed. The board shall have discretion to define what constitutes an emergency situation. If policies are in need of modification due to legislative action or other legal circumstances over which the board has no control, the modified policy may be adopted at one meeting at the discretion of the board.

### **V. IMPLEMENTATION OF POLICY**

The executive director is responsible for implementation of board policies and to develop administrative guidelines and directives to provide clarity, 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 board of directors. It is the joint responsibility of the board and the executive director to maintain, keep current, and make available to the school community the Irrawaddy Academy Manual of Policies. Each board member shall have access to the board policy manual and policies shall be available for reference purposes to any interested persons. The board shall review each policy at least once every three years. The board of directors and executive director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. If there is no board policy in existence to provide guidance on a matter requiring a policy, the executive director is authorized to act appropriately under the circumstances keeping in mind the educational mission and philosophy as well as the financial state of the school. Under such circumstances, the executive



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director shall advise the board of the need for a policy as soon as reasonably possible and present a recommended policy to the board for approval.

### **VI. RESCISSION OF POLICIES**

The board shall give notice of a proposed policy rescission of a standing policy by placing the policy on the agenda of a board meeting. The proposed rescission and justification for the rescission shall be distributed and public comment permitted at the same meeting prior to final board action. The final action taken to rescind the policy shall be approved by a majority vote of the board of directors. A rescinded policy ceases to be in effect on the date of rescission or the date stated in the motion to rescind the policy. If the board wishes to restore or replace a rescinded policy, the board must follow the procedures stated in section IV of this policy.