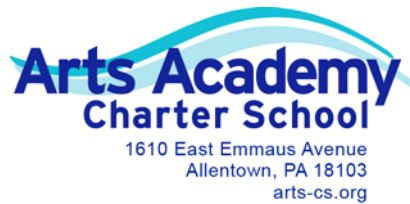


Adoption Date:	11/18/2013
Revision Date(s):	



Board Policy Board Policy 1.4 Policy Approval

The formal adoption of policies shall be recorded in the minutes of the Board. Only those policies so adopted and recorded shall be regarded as official Board policy. Policy adoption in the school shall be designed to encourage input from citizens and staff who are affected by such policy.

The full-text drafts of proposed policies shall be made publicly available at the Board meeting wherein a formal Policy Reading is scheduled to occur.

Formal Policy Review/Adoption Process

The following sequence shall be used in the adoption of Board policy:

The Executive Director shall review policies prior to submission for review by the Board. Generally, recommendations for new or revisions to existing policies shall be made by the Executive Director and/or the Policy Committee, and the Policy Committee shall review proposed policies and make policy recommendations to the full Board.

First Reading – The First Reading shall occur at a meeting of the Board and shall consist of a Board review and option to move for a Second Reading.

Second Reading – The Second Reading shall occur at a subsequent Board meeting, and then a formal vote will be taken for final policy approval. A majority vote of all Board members, not just those present, is required for final approval of a policy.

Waiver of Second Reading – In limited circumstances, the Board may waive the Second Reading upon a two-thirds (2/3) majority vote to do so. Such vote shall be 2/3 majority of the full Board, not just those present. Where the Second Reading is waived, the vote on approval of the policy takes place at the end of the First Reading. Waiver of the Second Reading should only be used in cases where a Policy has become inconsistent with the law and/or where the safety and welfare of the students is at issue.

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Policy Revisions / Drafts

It shall be the responsibility of the Executive Director to develop Policy drafts, based upon the Board's recommendations, comments and discussions. Such drafts shall then be presented to the Policy Committee and/or the Board for further deliberation and/or action by the Policy Committee and/or Board. The Executive Director, at his or her discretion, may assign this responsibility to a designee but remains fully responsible for the designee's participation in the process.

The Executive Director, as the policy draft writer for the Board, shall seek the counsel of the district solicitor when, in the opinion of the Board or the Executive Director, there may be a question of legality or proper legal procedure in the development of a proposed policy and/or when the policy makes reference to or otherwise implicates the law.

Policy Implementation

The Executive Director and other individuals specifically named within a policy shall be responsible for carrying out the policies established by the Board. The Executive Director shall be responsible for ensuring that the school is run in accordance with current Board policy. To the extent that the school becomes out-of-compliance with Board Policy, it shall be the responsibility of the Executive Director to ensure compliance while initiating a revision of such Policy, where necessary. To the extent that the Board determines that a Policy revision recommended by the Executive Director is unnecessary or otherwise not in the school's best interests, the Executive Director must ensure compliance with the Policy, as written.

AACS Board approved: 11/18/2013