

FORMULATION, AMENDMENT, DISSEMINATION AND UPDATE OF POLICIES

Formulation and Amendment

The formulation and adoption of written policies shall constitute the basic method by which the Board of Directors shall exercise its leadership in the operation of the School. The formal adoption of policy shall be recorded in the minutes of the Board of Directors. Only those written statements so adopted by a majority of the Board of Directors and so recorded shall be regarded as official Board of Directors policy. Policy adoption or amendment should follow an orderly procedure.

- A. Some preliminary discussion regarding a major new policy statement or an amendment to an existing policy should occur between the Board of Directors, the Executive Director, his/her staff if necessary, and others as might be required.
- B. The Executive Director or his/her designee should draft the policy statement or amendment prior to the official Board of Directors meeting for action.
- C. All policy proposals or amendments should be titled and numbered as appropriate to subject and in conformance with the numerical system used in the Board of Directors' policy manual.
- D. Policies and amendments adopted by the Board of Directors shall be attached to and made a part of the minutes of the meeting at which they were adopted. They shall then be included in the policy manual of the School.
- E. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Dissemination

The Executive Director is directed to make policies adopted by the Board of Directors accessible to the public, personnel, and Board of Directors members. All policy manuals shall remain the property of the Board of Directors.

Suspension of Policies

The operation of any section or sections of Board of Directors policies not required by law or contract may be temporarily suspended by a majority vote of the Board of Directors members present at a regular or special meeting of the Board of Directors, or by the Board of Directors' designee. Such suspension shall terminate at the next meeting of the Board of Directors or at such earlier time as is specified in the motion to suspend.

Handbooks and Directives

Student and/or personnel handbooks, directories, curriculum guides, and other similar publications may be issued by the Administration. These materials must conform to Board of Directors policy and if not, they must be approved by the Board of Directors before publication and dissemination.

LEGAL REFS: O.R.C. §§3314.02; 3314.03

Adopted: April 28, 2017