

Adopted:  
Revised:

# Cyber Village Academy

768 Hamline Ave. S.  
St. Paul, MN 55116

## **208.00: DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

### **I. Purpose**

The purpose of this policy is to outline the development, adoption, and implementation of the policy making role of the school board and provide the means for it to continue to be an ongoing effort.

### **II. General Statement of Policy**

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form sufficiently explicit to guide administrative action.

### **III. Development of Policy**

A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.

B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of regulations by the administration. The school board's policy committee shall evaluate the effectiveness of the policies through periodic review and shall make recommendations for policy modifications, additions or deletions on a planned cycle or as directed by the school board.

C. Policies may be proposed by a school board member, employee, student or

parent/legal guardian of a student of the school. Proposed policies or ideas shall be submitted to the Policy Committee for review prior to possible placement on the school board agenda.

#### **IV. Adoption of Policy**

A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be posted by the school within seven days after its first hearing and public comment will be allowed at both meetings prior to final school board action.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

#### **V. Implementation of Policy**

A. It shall be the responsibility of the school Director to implement school board policies, and to develop administrative guidelines and directives to provide greater 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 school board.

B. The policies shall be made available to any persons via the means best suited for school operations.

C. It shall be the responsibility of the school Director and employees designated by the Director to keep the on-line and official policy manual current.

D. The policy committee shall be responsible for developing a system of

periodic review addressing approximately one third of the policies annually, resulting in a review of all policies every three years. In addition, the school board shall have the authority to review policies annually.

E. When there is no school board policy in existence to provide guidance on a matter, the school Director is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school. Under such circumstances, the Director shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

F. When an administrative regulation is deemed necessary, the school Director shall draft proposed administrative regulation and present the proposed regulation to the policy committee for review and comment. The policy committee shall complete the review and comment process, and notify the school board using an informational notification process.

Legal References:

Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)