

Charter School Policy

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

All policies shall conform to relevant Shoshone-Bannock Tribal, state, and federal laws as well as to the rules and regulations of the Idaho Department of Education. Each administrator as well as the Board of Directors, staff, students, and other residents shall have ready access to the manual.

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 Director of School Programs for detailed study as needed prior to Board action on the proposal. The Board encourages the Director of School Programs to contact other experts to have potential board policy researched.

Interested parties, including any Director, citizen, or employee of the Board may submit views or present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement about a proposed policy or amendment to said policy should be directed to the Clerk prior to the second reading.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two readings 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; and
2. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

Although approval of a new or amended policy requires a minimum of two readings, temporary approval may be granted by the Board in lieu of formal policy adoption to meet emergency conditions or special events which will take place before formal action can be taken.

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

Board action on policies as adopted or amended shall be included in the minutes of the meeting at which action was taken and shall also be included in the Charter School's policy manual. The Board shall review Charter School policies biannually.

#### 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 Director of School Programs shall have power to act.

At the next regular meeting of the Board of Directors:

- It shall be the duty of the Director of School Programs to inform the Board of the action taken and the need for policy, if appropriate, to address future situations.
- The action taken by the Director of School Programs shall be subject to review by action of the Board.

#### Suspension of Policies

Under extenuating circumstances requiring waiver of a policy, it may be suspended by a majority vote of the Directors present, provided a quorum is in place. However, to suspend a policy all Directors must have received in advance a written notice of the meeting that includes a proposal to suspend the policy(ies) with an explanation of the purpose for the proposed suspension. If a proposal to suspend policy is not made in writing and delivered in advance of the meeting, the policy(ies) in question may only be suspended by a unanimous vote of all Directors present.

#### Policy Manuals

The Director of School Programs shall develop and maintain a current policy manual that contains the policies of the Charter School. All distributed policy manuals 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: 12/19/2017

Revised on: