



PROCEDURE FOR POLICY ADOPTION

The successful operation of Allegiance STEAM Academy (ASA) requires the actions of the Board of Directors, Chief Executive Officer (CEO) and administrative staff to be known and understood by students, employees, and members of the community. These groups as well as individuals should also have an opportunity to affect ASA action.

The process for identifying, drafting and adoption of policies at ASA includes the following guidelines:

Raising a Policy Issue:

Any person within the ASA community, including teachers, administrative staff, other staff members, students, parents and interested community members, may raise a potential policy issue. At the site level, the individual who raises the policy issue shall communicate the potential policy issue to the CEO, or their designee. The CEO, or their designee, shall communicate the policy issue to the Chairperson of the Board of Directors within one week of receiving the policy issue.

Any member of the Board of Directors may raise a potential policy issue by communicating the policy issue to the Chairperson of the Board of Directors. If a policy issue is raised during a regular or special meeting of the Board of Directors, the Chairperson of the Board of Directors shall it is recorded in the meeting minutes.

Investigating a Policy Issue:

Once the Board of Directors receives notification of a policy issue, the Board of Directors shall determine the appropriate means to investigate the policy issues. The Board of Directors may, upon their discretion, investigate the matter as the governing body or delegate the investigation to the appropriate personnel.

Policy Drafting:

Once the Board of Directors has investigated the policy issue, the Board of Directors shall convene a meeting to discuss the policy and decide any outstanding issues relating to drafting the

policy. The Board of Directors shall then decide to draft the policy itself, or delegate the drafting to the appropriate personnel.

Adoption, Revision and Repeal of Policies:

Policies should be submitted by the CEO to the Board of Directors at a regular or special school board meeting and shall be adopted, revised or repealed by a majority vote.

The adoption, revision or repeal of a policy shall be made in an open and public manner at a regular or special Board of Directors meeting.

Communication and Public Involvement in Policy Adoption:

An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made. Retention and organization of adopted policies, rules, regulations and procedures shall be made in a policy binder maintained by the Secretary of the Board with the assistance of appropriate staff.

Publication and availability of all policies, currently in effect within ASA, shall be made to any interested person during the regular business hours of ASA. To ensure a basic level awareness and institutional understanding, a copy of the policy binder shall be provided to all new members of the Board of Directors who shall be briefed on key aspects of the policies by a member of the school's staff.

Review and/or Revision of Existing Policies:

All board policies shall be reviewed on an annual basis. At each regularly scheduled board meeting the CEO shall submit an appropriate number of board policies to the Board of Directors to review and amend as needed. The Board of Directors may receive assistance of personnel, as it deems necessary, in reviewing the existing policies of the school to determine if a policy requires amending.