

*Adopted: July 27, 2017* \_\_\_\_\_

*Revised:* \_\_\_\_\_

*MTCS Policy 208*  
*MSBA Orig. 1995*  
*Rev. 2015*

## **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the Minnesota Transitions Charter School (MTCS) 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 MTCS Board and should be in a form which is sufficiently explicit to guide administrative action.

### **III. DEVELOPMENT OF POLICY**

- A. The MTCS Board has jurisdiction to legislate policy for MTCS with the force and effect of law. MTCS Board policy provides the general direction as to what the Board wishes to accomplish while delegating implementation of policy to the administration.
- B. The MTCS Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The MTCS Board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a MTCS Board member, employee, student or parent of a student. Proposed policies or ideas shall be submitted to the Superintendent for review prior to possible placement on the Board agenda.

### **IV. ADOPTION OF POLICY**

- A. The MTCS Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two Board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final Board action.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the MTCS 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 MTCS 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 Board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the MTCS Board has no control, the modified policy may be approved at one meeting at the discretion of the Board.

## **V. IMPLEMENTATION OF POLICY**

- A. The Superintendent or designee shall be responsible for implementing MTCS Board policies, other than the policies that cover how the Board will operate. The Superintendent or designee shall 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 Board.
- B. Each MTCS Board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The Superintendent, employees designated by the Superintendent, and individual MTCS Board members shall be responsible for keeping the policy manuals current.
- D. The MTCS Board shall review policies at least once every three years. The Superintendent or designee shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the Board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable

Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.

- E. When no MTCS Board policy exists to provide guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of MTCS. Under such circumstances, the Superintendent shall advise the Board of the need for a policy and present a recommended policy to the Board for approval.

***Legal References:***

***Cross References:***