

North Lakes Academy

Policy #: 704

Policy Name: Policy Review Process

Adopted: March 17, 2009

Revised: March 12, 2013

Reviewed:

I. Purpose

The Board of Directors recognizes the importance of having regular and thorough reviews of the school's policies. The Board also recognizes the need to define a process for these reviews to ensure adequate discussion and consideration occurs. Therefore, the Board of Directors establishes this policy on the Policy Review Process. All adopted policies will be posted online and in hard copy in the main office.

II. Specific Policy Elements

A. A review of any existing policy may be initiated by any board member or by a member of the school administration by requesting the board chair to put the review on the agenda.

B. The board chair shall ensure each policy is reviewed every thirty-six months by placing the review on the agenda if it has been thirty months since the previous review. This review must occur before forty months pass since the previous review. The board chair may designate that all policies be reviewed at the same time (i.e. all policies reviewed at the August meeting), in smaller groups of policies (i.e. all 100 Student Achievement Policies together) or individually, as expedient.

C. Prior to review, policies may be viewed by a Policy Committee or other volunteers in order to recommend that the policy be: 1) reinstated "as is", 2) approved with minor corrections that do not change the policy's intent or, 3) to suggest substantial updates, corrections or revisions.

D. A request for a new policy or an update to an existing policy may be made by a board member, a member of the administration, or any member of the NLA community during the Other Business portion of a board meeting. Once a request is made, the board chair will select a time for the board to discuss the need for the new policy or the policy change. If the board agrees to the need, the board chair will place the item on the agenda and follow the review process.

E. All new policies or modified policies will follow the review process defined below:

1. The board chair will ask for volunteers to draft the new policy or to draft the policy changes. If there is no volunteer the board may assign the task to a

board member or an employee.

2. Once the policy is drafted or updated, the board chair will place the “first reading” on the agenda. If the policy is a new policy, the board chair will assign a policy number at this time.
3. During the “first reading” board members will discuss the drafted policy and make suggestions for edits as required.
4. Following the first reading, the administration will present the proposed policy to the school staff for review and comments. The goal of this step is to allow teacher board members to hear staff reactions to the policy.
5. The board chair will put the policy on the agenda at a second board meeting for final review and action. If the board rejects the policy, it will need to be modified and these steps repeated.

F. If a policy is reviewed without changes or with minor corrections that do not change the policy’s intent as part of the “policy review,” steps 1 thru 4 may be skipped.

G. A policy may be removed from existence by following the same process above.

III. Special Reporting Requirements

None