

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY NP 208:**  
**DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

***[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]***

**I. PURPOSE**

The purpose of this policy is to emphasize the importance 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 which is 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 guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or **community member resident of the school district**. Proposed policies or ideas shall be submitted to the Governance 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 distributed 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 with minor changes that do not affect the substance of the policy or 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. The Executive Director shall be responsible for implementing school board policies, other than policies that cover how the school board shall operate, and developing The Executive Director shall also 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. ~~Each school 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.~~ All policies shall be made available to the school board and members of the public.
- C. The Executive Director, employees designated by the Executive Director, and individual school board members shall be responsible for keeping the ~~policy manuals~~ policies current.
- D. The Governance Committee shall review policies at least once every three years. The Governance Committee shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the Governance Committee shall review the following policies annually: 402 Disability Nondiscrimination; 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; 515 Protection and Privacy of Student Records; 521 Student Disability Nondiscrimination; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 526 Hazing Prohibition; 616 School District System Accountability; 806 Crisis Management Policy; and NP 602 Gender Inclusion.
- E. When no school board policy exists to provide guidance on a matter, the Executive Director is authorized to act appropriately under the circumstances

keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the Executive Director shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

#### **VI. LEGAL REFERENCES**

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

**Cross References:** MSBA/MASA Model Policy 305 (Policy Implementation)

*Adopted: MSBA/MASA Model Policy 208 Orig. 1995*

*Revised: 2014<sup>5</sup>*

**ADOPTED BY THE BOARD: 2/23/2009**

**REVISED BY THE BOARD: 1/25/2016**

**EFFECTIVE DATE: 1/25/2016**