**GATEWAY LAB SCHOOL BOARD OF DIRECTORS**

**01.1 POLICY ON DEVELOPMENT, MODIFICATION & IMPLEMENTATION OF POLICIES**

**ISSUE**

In order to exercise the Gateway Lab School Board of Directors’ (“the Board”) statutory authority and responsibility to determine the educational program and oversee the operations of Gateway Lab School (“GLS”), the Board must establish a comprehensive, uniform process for policy development, implementation, modification and monitoring.

**DEFINITIONS**

**Policy**—means a statement of the principals supported by a charter school board of directors to guide the development and implementation of the educational programs and/or operation of a charter school.

**POLICY**

**ADOPTION OF NEW POLICIES**

1. A new policy will be adopted by the Board if such policy is (i) required by State or Federal law or regulations; (ii) required to provide guidance for or changes to the educational program or the operations of GLS; or (iii) at the request of stakeholders approved by the Board.
2. The Head of School or his/her designee shall conduct a preliminary analysis of the need to adopt a new policy. The results of the analysis shall be presented to the Board at a regularly scheduled meeting of the Board for discussion and approval to draft a new policy for Board review and adoption.
3. If approved by the Board, the Head of School, or his/her designee, shall draft the policy and present said draft to the Board for discussion at a regularly scheduled Board meeting. The draft policy shall be presented to the Board for review and discussion until the Board formally approves the draft policy.
4. The final draft shall be presented to the Board for approval as a policy of the Board at a regularly scheduled Board meeting.
5. The public shall have an opportunity to comment on all drafts of the proposed policy each time a draft is presented to the Board for review and discussion.

**MODIFICATION OF EXISTING POLICIES**

1. An existing policy can be modified by the Board if (i) State or Federal law or regulations require modification of a policy; (ii) changes are required due to changes in the educational program or the operations of the District; or (iii) at the request of stakeholders approved by the Board.
2. The Head of School or his/her designee shall conduct a preliminary analysis of the need to modify a policy. The results of the analysis shall be presented to the Board at a regularly scheduled meeting of the Board for discussion and approval to draft proposed modifications to the policy.
3. If approved by the Board, the Head of School, or his/her designee, shall draft proposed modifications to the policy and present said draft to the Board for discussion at a regularly scheduled Board meeting. The draft proposal shall be presented to the Board for review and discussion until the Board formally approves the draft proposal as a modification to the existing policy.
4. The public shall have an opportunity to comment all draft proposals to modify an existing policy each time a draft is presented to the Board for review and discussion.

**STANDARD FORMAT & LOCATION**

1. Any policy adopted by the Board shall be expressed in a standard format as determined by the Head of School
2. The Head of School shall place all Board policies in the “Gateway Lab School Policy Manual”
3. The Policy Manual shall be divided into appropriate sections and include a Table of Contents.
4. A copy of the policy manual shall be maintained in the front office and in a specific location on the school Website.

**PROCEDURES & IMPLEMENTATION:**

1. The Head of School, or his/her designee, shall establish written procedures for all Board policies appearing in the Policy Manual, as the Head of School deems necessary and appropriate.
2. Applicable procedures shall be placed in the “Gateway Lab School Procedures Manual” divided into the same sections as the policy manual.
3. A copy of the procedures manual shall be maintained in the front office and in a specific location on the school Website.

**NOTIFICATION**

1. The Head of School shall establish a process to provide all staff with a copy of the policy and procedures manuals.
2. The Head of School shall determine how to notify staff, parents, students and other members of the GLS community of the policy manual, adoption of new policies and modifications of existing policies.
3. This policy will not apply for those policies the Board must adopt pursuant to State and Federal law or regulations as of the date specified below, or that the Board adopted prior to this policy that may need modification. All policies required by State and Federal Law after the date of adoption and any new policy being recommended by the Head of School must follow the provisions of this policy.

**REVIEW AND REPORTING**

The Board will review this policy within three (3) years of the date of adoption as specified below.

**HISTORY:** Adopted 08/19 /2014.