

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL
LOCAL BOARD PROCEDURES

Book: Policy Manual
Section: 000 Local Board Procedures
Title: Board Policy/Procedure/ Administrative Regulations
Number: 000
Status:
Legal:
Adopted: April 18, 2016

Section 1. Authority

The Board of Trustees of Sylvan Heights Science Charter School, herein referred to as SHSCS, in accordance with applicable federal and state laws and regulations, and the Amended and Restated Bylaws, establishes policies and procedures for the governance of the Board of Trustees (Board) and for the safe and orderly operation of SHSCS.

The policies and local Board procedures adopted by the Board establish the general parameters within which the daily operations of SHSCS are to be governed. As applicable, all members of the SHSCS community are expected to comply with both Board policy and procedure, subject to stated limitations and exceptions.

Regulations shall be developed by the administration, under the direction of the Board, for implementing the broad policies of the Board on a day to day basis. Regulations shall not conflict with Board policy.

Section 2. Contents

Policies of the Board shall consist of the following separate electronic documents:

- A. Local Board Procedures. The bylaws and rules that pertain to Board governance shall hereinafter be referred to as Local Board Procedures and shall be the policy series 000: Local Board Procedures.
- B. Policies. The rules and guidelines that pertain to the safe and orderly operation of SHSCS shall hereinafter be referred to as Programs and shall be policy series 100; Pupils 200, Employees 300; Finances 600; Property 700; Operations 800; and Community 900.
- C. Courses of student in SHSCS.
- D. Code of Student Conduct.
- E. Job descriptions adopted by the Board.
- F. Administrative Compensation Plan.
- G. Any other documents the Board determines to be policy.

Section 3. Policy Adoption

The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of SHSCS. Those procedures and policies which are not dictated by federal or state laws or regulations, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected.

Changes in a proposed Board procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.

The Board may, upon a majority vote, cause to suspend at any time the operation of a Board procedure or policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.

Board procedures and policies shall be adopted, amended or repealed by a majority vote of the Board. All policies will be reviewed on an annual basis.

The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies shall be maintained in the Board Policy Manual and disseminated appropriately.

Administrative regulations are not part of Board policy and may be altered by the administration without Board action. Administrative regulations may not conflict with Board policy or applicable law.

Section 4. Limitations

Board policies and procedures and administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law. All Board policies and administrative regulations shall be given both an interpretation and an application that is lawful. The Board shall determine the final interpretation of its policies and procedures, and the administration shall make the final interpretation of its regulations.

Board policies and procedures and administrative regulations are limited by legal constraints, as are the rights of those to whom Board policies and administrative regulations apply, and are not intended to give an individual a cause of action not independently established in law.

Enforcement of Board policy and procedure rests exclusively with the Board of Trustees and those granted to authority to act on the Board's behalf.

Board policies and procedures and administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, residents or others within the school community beyond those established in law.

Section 5. Rules of Construction

In ascertaining the intent of the Board in adopting a policy or procedure, or of the administration in establishing a regulation, the following presumptions, among other legally applicable presumptions, may be used:

- A. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.
- B. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law or regulation.

If any policy or procedure or administrative regulation can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.