

PROCEDURE FOR POLICY ADOPTION

The successful operation of the Barona Indian Charter School (School) requires that the actions of the Board and administrative staff be known and understood by students, employees, and members of the community. These groups as well as individuals should also have an opportunity to affect School action.

The process for adoption and publication of policies in the School includes the following elements:

I. Raising a Policy Issue

Any person within the School community, including teachers, administrative staff, other staff members, students, parents and interested community members, may raise a potential policy issue. At the School level, the individual that raises the policy issue shall communicate that policy issue to the Principal/Director or his/her designee. The Principal/Director, or his/her designee, shall communicate the policy issue to the Chairman of the Board of Directors within one week of receiving the policy issue.

Any member of the board of directors may raise a potential policy issue by communicating that policy issue to the Chairman of the Board of Directors. If a policy issue is raised during a regular or special meeting of the Board of Directors, the Principal/Director shall record it using the meeting minutes.

II. Investigating a Policy Issue

Once the Principal/Director receives notification of a policy issue, he/she shall determine the appropriate means to investigate the policy issues. The Principal/Director may investigate the matter or delegate the investigation to an appropriate person or group of persons.

III. Policy Drafting

Once the Principal/Director has investigated the policy issue, he/she shall convene a meeting with the Chairman to discuss whether to draft the policy and decide any outstanding issues relating to drafting the policy. The Principal/Director shall then undertake to draft the policy itself, or delegate the drafting to an appropriate person or group of persons.

IV. Adoption, Revision, and Repeal of Policies

Policies shall ordinarily be submitted by the Principal/Director to the Board at a regular or special school board meeting and shall be adopted, revised or repealed by a majority vote.

The adoption, revision or repeal of policy shall be made in an open and public manner at a regular or special charter school board meeting.

V. Communication and Public Involvement in Policy Adoption

An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made.

Retention and organization of adopted policies, rules, regulations and procedures shall be made in a policy binder maintained by the Principal/Director.

Publication and availability of all policies, currently in effect within the School, shall be made to any interested person during the regular business hours of the School. To ensure a basic level awareness and institutional understanding, a copy of the policy binder shall be provided to all new members of the Board who shall be personally briefed on key aspects of the policies by a member of the school's staff.

VI. Review and/or Revision of Existing Policies

No later than September 30 of any school year, the Principal/Director shall complete a review of all of the existing policies of the school. Upon completion of the review, the Board of Directors shall discuss the policies that require revision at its next regular meeting. The Principal/Director shall follow the procedures required for policy creation in the revision of existing policies. The Principal/Director may receive assistance of individuals or groups of individuals, as he/she deems necessary, in reviewing the existing policies of the school to determine whether a policy requires revision.

Adopted: December 13, 2021`