

## Procedure for Policy Adoption

This Procedure for Policy Adoption is consistent with the bylaws and articles of incorporation of Teach Las Vegas.

Policies create guidance and procedures for the organization and employees to follow to achieve the Teach Las Vegas mission and vision. An effective policy provides a roadmap for day-to-day operations and ensures compliance with laws and regulations, gives guidance for decision-making, and streamlines internal processes.

The successful operation of Teach Las Vegas requires that the actions of the Board and administrative staff be known and understood by students, parents, employees and members of the community. These groups as well as individuals should also have an opportunity to affect Teach Las Vegas action.

The process for adoption and publication in Teach Las Vegas includes the following elements:

### I. Raise 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 Director in writing via email. The Director shall communicate the policy issue to the Director of Governance and Compliance within one week of receiving the policy issue. The Director of Governance and Compliance will evaluate the issue, confer with the Chief Operating Officer and present the issue with a recommendation to the Board. All notifications of policy issues will be brought before the Board, whether or not staff recommends a policy be created.

The Board may raise a policy issue itself through email or in an open meeting.

Members of the public may also raise a policy issue at any Board meeting during the Public Comment Section of the meeting.

### II. Policy Drafting

Once the Board has heard the policy issue, the Board shall consider the issues relating to the policy and undertake to amend the draft policy, or delegate drafting or revisions to an appropriate person or group of persons.

### III. Adoption, Revision and Repeal of Policies

The adoption, revision or repeal of a policy shall be made in an open and public manner at a regular or special charter school board meeting. An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made.

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 and shall be made easily accessible on the school's website.

## VI. Review and Revision of Existing Policies

No later than June 30 of any school year, the Board shall complete a review of all the existing policies of the school. In reviewing the existing policies of the school, the Board shall determine whether a policy requires revision.

Adopted:

Amended: