

**TEMECULA VALLEY CHARTER SCHOOL
Administrative Procedure**

Section 2000 Governing Board

2027.1 BOARD POLICIES

Board Action: APPROVED

Effective Date: 10-5-15

The Executive Director/Principal will receive proposed policies, regulations and bylaws. The following procedures will be followed:

1. The Executive Director/Principal will review the samples. If the Board of Directors has initiated a committee of its members to participate in policy development, this committee shall also review the samples.
2. Policies, regulations and bylaws mandated by law will be given top priority. The Executive Director/Principal will ensure that those mandated by law by a certain date are reviewed, amended if necessary and adopted by the Board within the timeline prescribed by law.
3. Policies will be reviewed for:
 - a. Legal requirements.
 - b. Applicability at the local level.
 - c. Options legally available to the school.
 - d. Future need.
4. The Executive Director/Principal may delegate the initial task of review and revision to the administrator with appropriate expertise. However, the Executive Director/Principal shall retain the responsibility of final review before submitting policies to the Board.
5. Draft policies, regulations, and bylaws shall be submitted to the school's legal counsel for review and recommendations.
6. The Executive Director/Principal office shall place the policy, administrative regulation, or bylaw statement on the agenda of a public Board meeting.
7. The Board may adopt the policy, may return the draft policy to the Executive Director/Principal for further revision or move to give them a second reading prior to adoption.