

**ORGANIZATION, PHILOSOPHY AND GOALS**

**POLICIES 0010-0510**

**Legal Status**

**School Name and Identification Codes**

The Charter School is an independent public school. The School is a nonprofit corporation organized under the authority of the State Legislature and exercises powers delegated directly and indirectly by the Missouri State Legislature.

The official, corporate name of the Charter School shall be Académie Lafayette.

**ACADÉMIE LAFAYETTE**

School Name

**School Administrative Address**

201 East Armour Road  
Kansas City, MO 64111  
816-361-7735

Campus Addresses

**Armour Campus - Middle/High Schools**

201 East Armour Road  
Kansas City, MO 64111

**Cherry Campus – Elementary**

3421 Cherry Street  
Kansas City, MO 64109

**Oak Campus – Elementary**

6309 Oak Street  
Kansas City, MO 64113

**Identification Codes**

048914

County/District Code

43-1824141

Federal Identification Number

**Legal Status**

**Charter**

The Charter School operates under a charter with a charter sponsor. The Charter School's charter serves as a contract between the Charter School and its sponsoring institution.

The Charter School's charter includes its mission statement, a description of the Charter School's organizational structure and bylaws, a financial plan, the Charter School's policy for securing personnel services, personnel qualifications, professional development plan, description of the grades and ages of its students, calendar of operations and criteria for measurement of the Charter School's effectiveness.

The Charter School's charter will also provide:

- Educational Goals and Objectives
- Description of the Educational Programs and Curriculum
- Terms of the Charter
- Pupil Performance Standards
- Governance Plan
- Policies on Student Discipline

The Board of Directors acknowledge that the Charter School may be placed on probation by THE CHARTER SPONSOR at any time if the Charter School fails to meet its statutory requirements or its commitments to the Charter School's assurance. The purpose of the probationary period is to allow the Charter School to change methodology, leadership, or other factors to bring the Charter School in compliance with the law or the requirements of THE CHARTER SPONSOR.

The Board of Director's further acknowledges that the Charter School charter may be revoked by THE CHARTER SPONSOR if the Charter School commits a serious breach of one or more provisions of its charter for:

- Failure to meet academic performance standards
- Failure to meet generally accepted standards of fiscal management
- Failure to provide information necessary to confirm compliance with the procedure of the charter within 45 days of the sponsor's request
- Violation of law

**REVIEWED & UPDATED: JULY 7, 2021**

**Legal Status**

**Sponsors**

The sponsor of the Charter School will fulfill its sponsorship obligation including appropriate demonstration of the following:

1. Expends no less than 90% of sponsorship funds in support of the School or as a direct investment in the Charter School.
2. Negotiate contracts with the Charter School that articulate the rights and responsibility of each party regarding school autonomy, expected outcomes, measures for evaluating success or failure, and performance consequences based on the annual performance report.
3. Conducts contract oversight that evaluates performance, monitors compliance, informs intervention, renewal decisions, and ensures autonomy provided by law.
4. Designs and implements a transparent and rigorous process that uses comprehensive data to make merit-based renewal decisions.

**Annual Review**

The Charter School's sponsor, the Charter School's Board of Directors, and the staff of the Charter School jointly and annually review the Charter School's performance, management, and operations.

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**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0200**

**School Mission Statement**

Our mission is to educate the children of Kansas City to become globally minded, locally active, critical thinkers through immersion in world languages and cultures.

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**REVIEWED & CONFIRMED: JULY 7, 2021**

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**Board Organization**

**Governing Board Purpose and Roles**

The Board of Directors performs three basic functions in the management of the Charter School:

**Legislative**

The Board shall exercise full legislative rule and management authority for the Charter School by adopting policies and directing all procedures necessary for the governance of the Charter School's educational and administrative responsibilities.

**Executive**

The Board of Directors shall delegate to the Head of School the responsibility of implementing all Board policy.

**Appraisal**

The Board of Directors shall determine the effectiveness of policy implementation through evaluation of school operations, practices and program outcomes. The achievement level of students shall be the guiding standard through which all success shall be measured.

**Sponsors**

The Board will not contract with sponsors other than THE CHARTER SPONSOR without THE CHARTER SPONSOR's agreement to the division of sponsor responsibilities.

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**Board Organization**

**Statement of Practices**

**Attendance**

Members shall attend all regularly scheduled Board meetings insofar as possible.

**Knowledge**

Members bring a variety of experiences to their Board positions. Members shall come to Board meetings informed concerning the issues to be considered.

**Abstentions**

Members shall avoid abstaining, except when required by statute or Board policy. The members of the Board have been selected to make difficult decisions on behalf of the students, parents, stakeholders, and employees of the school. The concept of trusteeship requires each member to review the issues under the Board's consideration and to take a stand regarding those issues. A member who has conformed to the above-described tenets of knowledge, open discussion, independent judgment, and independent and civility should be prepared to cast a vote on each of the issues before that member.

**Cooperation/Delegation**

Members shall work with other Board members to establish effective Board policies and to delegate authority for the administration of the Charter School to the Head of School. Members shall not attempt to by-pass, undermine, or usurp the Head of School's authority and responsibility for the daily operation of the schools.



### **Conflict of Interest (Refer to Policy 0342 – Nepotism, Conflict of Interest and Financial Disclosure)**

Members shall avoid being placed in a position of conflict of interest and shall not use the Board position for personal or partisan gain. Members shall conduct themselves in accordance with the conflict of interest policy and disclosure requirements prescribed by statute and Board policy.

### **Training**

Members of the Board will seek and receive training related to their responsibilities.

### **Confidentiality**

Members shall not disclose confidential information. Information is confidential if it is (a) communicated during executive session; or (b) otherwise communicated with a mutual understanding of confidentiality.

### **Acceptance of Gifts**

Members shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group, or entity doing business or desiring to do business with the School.

### **Contact with Vendors**

Members, if contacted by a vendor requesting information about the School's bidding procedures, whether of a general nature or with regard to specific goods or services to be bid, shall provide the vendor with the name and business telephone number of the administrator responsible for purchasing such goods or services. The member shall request that the vendor contact the relevant administrator and direct all questions and concerns to that administrator.

### **Board Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Head of School or his/her designee, and the Head of School or his/her designee will employ such means as are deemed appropriate to keep the staff fully informed of the Board's concerns and actions.

## **Visits to Schools**

Individual Board members who, in their parental capacity, wish to visit the school or classroom(s) of their child(ren) will follow the regular procedures for visitors. Official visits by Board members will be conducted only with the full knowledge of the Head of School.

## **Educational Welfare**

Members shall remember always that the first and greatest concern must be the educational welfare of the students attending the Charter School.

## **Background Checks**

Members shall obtain a background check prior to beginning service on School's board. Copies of such background checks will be available to the public at the School's administrative offices.

## **Site Visits**

THE CHARTER SPONSOR will visit the school as agreed to observe and assess the educational performance. In addition, THE CHARTER SPONSOR will conduct such on-site visits whenever the operation or management of the School is changed or as deemed appropriate. THE CHARTER SPONSOR representatives will be placed on the agenda of a Board meeting to review the results of the on-site visit(s).

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## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0320**

### **School Board Organization**

#### **Selection of School Board Members**

No person may be a candidate for a position on the Board if such person is registered as a sex offender or is required to be registered as a sex offender under State law. Any Board member who is likewise required to register, or who is registered as a sex offender under State law will immediately be requested by the Board to resign from the Board. Should such Board member refuse to resign, the member will be voted out of office by the Board at the next meeting of the Board and the member will be ineligible to serve as a Board member at the end of his/her term.

**REVIEWED & UPDATED: JULY 7, 2021**

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0321**

**School Organization**

**School Officers**

The Board will meet annually in June to elect a president, a vice-president, and a secretary.

**REVIEWED & CONFIRMED: JULY 7, 2021**

## **School Board Organization**

### **Resignation**

Any Board member who wishes to resign from office shall inform the School Board secretary in writing. The Board secretary shall certify to the Board that the office is vacant. The Board will then begin its process for replacement pursuant to Policy 0324.

**REVIEWED AND UPDATED: JULY 7, 2021**

**School Board Organization**

**Selection of New Board Members**

When vacancies occur on the Board of Directors, or when an individual is suggested as an additional Board member, the following process will be followed:

1. Governance Committee will do the following:
  - a. take nominations of potential new members from current board members or other community members/ partners
  - b. collect resumes & candidate form from interested candidates
  - c. interview candidates
  - d. provide recommendations to full board
2. A criminal background and child registry check will be conducted for the person tentatively selected for the Board.
3. The results of the background checks will be shared with the Board and a vote taken on the individual's candidacy.
4. If the individual withdraws, or does not pass the background checks, or is not approved by the Board, another interviewee will be screened, or the advertising for a new member repeated.

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## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0330**

### **School Board Organization**

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0340**

### **School Board Organization**

#### **Code of Ethics**

The purpose of the Board is:

1. To govern and control the affairs of the Charter School as provided by law and Board policy.
2. To discover and interpret the educational needs, attitudes and interests throughout the Charter School as a guide to developing and setting priorities for an educational program.
3. To exercise judgment in reviewing, considering and voting on school wide policies affecting the operation of the Charter School.
4. To oversee the management and fiscal control of the Charter School as provided by law and to review, evaluate and judge the effectiveness of the educational program.

The roles of members of the Board are:

1. To recognize that it is the responsibility of the Board to see that the Charter School is properly administered, not to administer them.
2. To hold the Head of School responsible for the implementation of Board policies and the administration of the Charter School.
3. To give the Head of Scholl authority commensurate with his/her responsibility.
4. To vote on Board matters only after considering the recommendation of the Head of School and any interested citizens.
5. To maintain a working rapport with other members of the Board and the Head of School.
6. To respect and encourage the right of others to hold and express opinions.
7. To support the Board once a legal decision has been made by a majority vote.
8. To avoid inappropriate or disparaging remarks, in or out of Board meetings, about other Board members or their opinions.

9. To recognize that authority rests with the Board in legal session and no individual Board member has legal authority to request action from the staff.
10. To avoid any comments which may be interpreted as undermining the administration of the Charter School.
11. To assure that special committees, when appointed, have a well-defined objective and that there is understanding that the committee serves in an advisory capacity.

In addition, members of the Board will:

1. Work through the Head of School and his/her staff.
2. Support the Head of School's efforts to appoint the most qualified persons as employees of the School.
3. Reinforce the efforts of the Head of School and the staff so that they may perform their assigned responsibilities in the most effective manner.
4. Provide the Head of School counsel as requested or required.
5. Make every effort to keep all citizens informed about the quality and condition of public education in the Charter School.
6. Initiate and implement all efforts to secure adequate financial support for the Charter School.
7. Assure that all transactions of the Charter School are ethical, open and aboveboard.

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**School Board Organization**

**Nepotism, Conflict of Interest and Financial Disclosure**

The Board may employ a person related within the fourth degree to a Board member, provided the related Board member does not debate or vote upon the employment issue. However, the Board may not under any circumstances employ one of its own members.

In order to consider employment of a Board member's spouse, the position must have been advertised as required in Policy 4120 - Employment Procedures. In addition, the Head of School must consider and submit a written affirmative recommendation to the Board. The names of all applicants for that position, as well as the name of the applicant hired, are to be included in the Board minutes.

Members of the Board of Directors will conduct themselves in a manner which complies not only with the letter of conflict of interest laws, but also in the spirit of those provisions. Board members will at all times make good faith efforts to avoid the appearance of a conflict of interest. If a situation arises which involves the potential for a conflict of interest, the individual Board member will declare his interest and will refrain from debating or voting upon the question of engaging or using the business entity in question.

No member of the School's governing Board shall hold any office or employment from the Board while serving as a member of the Board, nor shall any member have any substantial interest as defined in §105.450 in any entity employed by or contracting with the Board. Moreover, no Board member shall be an employee of a company that provides substantial services to the School. All Board members are considered decision-making public servants for purpose of financial disclosure requirements contained in Chapter 105 RSMo.

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**Complaints**

Members of the school community have the right to petition the Board for redress of a grievance. However, all complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Only exceptions are complaints that concern Board actions or Board operations.

The Board advises the school community that the proper channeling of complaints involving instruction, discipline, learning materials, or other academic activities is as follows:

- 1) Teacher
- 2) Building Principal
- 3) Head of School
- 4) Board

Any complaint about school operations or administration should be directed to the Head of School.

Any complaint about school personnel will be investigated by the Division/ Principal and Head of School before submission to, consideration by and action by the Board.

**REVIEWED & UPDATED: JULY 7, 2021**

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0350**

**Board Organization**

**Board Compensation**

No member of the Board shall accept a salary from, or be employed by the Board, or profit financially in any manner by reason of any dealings with the Board.

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**Board Organization**

**Board Travel**

Travel and accompanying expenses may be authorized by a majority of the Board for any of its members to attend conferences, meetings, seminars, conventions, etc., at the state, regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

Each Board member who has been approved for travel shall file with the Business Manager an itemized account of anticipated expenses and may request and receive an advance for these expenses. Upon completion of travel, an actual expense account report, with appropriate receipts, shall be filed with the Business Manager within the next two weeks.

Travel requests will not normally be approved in the three months prior to the completion of a Board member's term.

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**Board Organization**

**Board Committees**

The Board may appoint committees to assist it in carrying out the Board's responsibilities. However, the Board may not delegate those functions which, by law, must be exercised by the Board itself.

**Standing Committee**

The Board has three standing committees:

1. Finance
2. Governance
3. Diversity
4. Development
5. Leadership

**Committee Guidelines**

1. Committees created by the Board will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. Upon completion of these tasks or upon expiration of the time allotted, the committee will be dissolved unless extended by the Board.
3. Reports of Board committees may be made in written form or be presented verbally at a Board meeting at the discretion of the Board.

**Committee Meetings**

Meetings of committees appointed by the Board or at the Board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, expenditures of public funds to the Board or to the Head of School will comply with the notice and open meeting provision applicable to Board meetings. The School's custodian of records will maintain a current list of such advisory committees.

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**BOARD APPROVED: JULY 7, 2021**

**Meetings**

**Regular**

The Board shall regularly meet monthly when a majority of the Board agrees in advance and public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails, Internet message boards or other electronic or Internet means.

**Special**

Special meetings may be held at the time set by the Board or on the call of the Board President or a majority of the Board. (Not less than twenty-four (24) hours written notice, stating the time and place of the meeting and the business to be considered, will be given to each member.) Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and the matters to be considered will be posted in the same manner as postings for regular Board meetings.

**Quorum and Majority Vote**

The presence of a majority of the Board constitutes a quorum for the transaction of business. However, the letting of contracts, employment of personnel, approval of bills for payment and the ordering of warrants require an affirmative vote of a majority of the Board present at the meeting.

**Closed Meetings**

The Board may vote to conduct closed executive sessions as provided for in Policy 0430 - Executive Sessions. In order to enter into executive session, such motion must be approved by a roll call majority vote. The motion to enter executive session must reference the specific statutory matters to be discussed.

Any Board member may object to the closing of a meeting, record or vote if the member believes the motion to close violates the Sunshine Law; such member(s) must object at or before the motion to close is voted upon and must vote against closing. The member(s) shall be allowed to fully participate in any subsequent meeting or vote. The objecting member(s) shall be immune from any liability for improper closure of a meeting.

### **Recording of Board Meetings**

The open sessions of Board meetings may be audio or video taped.

### **Firearms and Weapons**

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons. (See also Policy 1432 - Prohibition Against Firearms and Weapons.)

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**Meetings**

**Meeting Agenda**

A tentative agenda for each regular, special or proposed closed meeting of the Board shall be prepared by the Head of School, in consultation with the Board president, and shall be included in any public notice of such meetings. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be mailed to each member of the Board at least four days prior to the stated meeting unless a special emergency meeting is called at a time which makes the four-day prior notice impossible.

The agenda for each meeting of the Board shall be adopted or modified by a motion by a majority of those Board members present. Once the agenda is approved, it shall require a vote of majority of the Board members present to make additional modifications.

The agenda for closed sessions shall be on a separate document; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo. as valid grounds for a closed meeting session. (Refer to Policy 0430 – Executive Sessions.)

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**Meetings**

**Meetings - Participation by Public**

During the regular meeting each month, the Charter School Board of Directors will receive open comments from the public at the beginning of each meeting. While the board may take no action on these items during the meeting, the board will take the comments under advisement.

Individuals wishing to comment during Public Comments portion of the Board Meeting must submit name, address, and topic of discussion, along with any documents to be presented during the Public Forum, to the Board Secretary at least one (1) business day prior to the meeting.

Individual comments will not exceed three (3) minutes in length. Total comments are limited to 15 minutes and are assigned on a first come, first served basis. The Chairperson at each Board meeting shall be authorized to enforce these limitations on public participation. Expansion of an individual member of the public's time to speak, or allow additional speakers, must be authorized by a majority vote of the Board.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0420**  
**(Form 0420)**

### **Meetings**

#### **Minutes**

##### **Open Session Minutes**

Minutes of Board meetings shall be available to the public for inspection at the Administrative Office's for the Charter School, at reasonable hours. The minutes will include the date, time, place, members present, members absent, and a record of any votes taken.

##### **Closed Session Minutes**

A separate minute book used solely for the purpose of executive sessions shall be used to record the minutes. Under such circumstances, the Board members and others in attendance are honor-bound not to disclose the details or discussions or minutes of the executive session. Any vote taken during a closed session will be taken and recorded by a roll call vote.

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**Meetings**

**Executive Sessions**

The Board reserves the right, as provided by law, to close meetings, records and votes as they relate to the matters below. All discussion and action by the Board in executive session must be related to the reasons set forth in the motion to enter executive session. The minutes of the executive session shall be recorded and maintained in a separate, confidential minute book. (See Policy 0420 - Minutes.)

**Legal Matters**

Litigation including privileged communications between the Board, its representatives, and its attorneys. Upon completion of the litigation or upon the execution of a settlement agreement, the vote, minutes, and settlement agreement will be made public unless subject to a court order closing the record.

**Real Estate Matters**

The lease, purchase or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the School's interests. Any vote or public record approving such a contract shall become available to the public upon execution of the contract.

**Personnel Matters**

Actions related to the hiring, firing, disciplining or promotion of a School employee when the performance or individual merits of this employee is considered. Any vote on a final decision to hire, fire, promote or discipline will be available to the public within seventy-two (72) hours of the close of the meeting, except that good faith efforts will be made to notify the affected employee prior to the information becoming publicly available. Disclosure of Board action on such personnel matters will include notice of how each Board member voted on the proposition.

**Student Matters**

Scholastic probation, expulsion, discipline, or graduation of identifiable persons, including records of individual test or examination scores subject to the provisions of the Board's student records policy and regulations.

**Employee Negotiations**

Preparations for negotiations with employees and employee representatives, including any work product of the Board.

## **Software Codes**

## **Test Matters**

Testing and examination materials before the test or examination is given and until use of the test is discontinued.

## **Bidding Matters**

Competitive bidding specifications, until officially approved or published for bids. Sealed bids, until the earlier of the time all are opened or all are accepted or rejected.

## **Personnel Records**

Individually identifiable personnel records, performance ratings or records related to employees or applicants for employment. However, the public will have access to the names, positions, salaries, and length of service of employees of the School.

## **Communications with District Auditor**

Confidential and privileged communication between the Board and its auditor, including the auditor's work product. However, final audit reports issued by the auditor will be open.

## **Security Systems**

Information provided to the School by outside consultants relating to the security of School facilities. However, expenditures of public funds for the purchase of security systems are considered to be open public records.

Notwithstanding the provisions of this section, consultant reports involving open records matters, which were prepared for the School, are deemed to be open records.

## **Communications with District Auditor**

Confidential and privileged communication between the Board and its auditor, including all auditor's work product. However, final audit reports issued by the auditor are open.

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**Meetings**

**Notification of Board Meetings**

Notice of meetings of the Board including committees of the Board as provided in Policy 0360 will be given in a manner to reasonably inform the public of the matters to be considered by the Board.

Notice of the time, date, and place of the meeting as well as the tentative agenda will be provided at least twenty-four hours, exclusive of holidays and weekends, prior to the meeting unless for good cause it is impossible or impractical to provide such notice. In such instances, the nature of the impossibility or impracticality will be stated in the minutes. In order to maximize public participation, notice of Board meetings will be posted in the school and at the School's administrative offices. Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

Where meetings are conducted by telephone or other electronic means, written notice of such meetings will include the specific mode by which the meetings will be conducted and the location where the public may attend such electronic meetings. If a meeting is conducted through the Internet or other computer link, notice of such meeting will be posted on an existing School web site.

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**Policy Development and Review**

**Policy Development, Adoption and Review**

The development and adoption of policies to govern operation of the Charter School are the responsibility of the Board. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

**Implementation**

The Head of School is assigned the responsibility for ensuring that all Board policies, rules and regulations are implemented. The Board authorizes the Head of School to develop administrative guidelines in order to implement Board policy. The Head of School shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student and parent handbooks that interpret Board policies and state rules and regulations which affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.

**Review**

The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board.

**Posting Board Policies and Student Handbooks**

During periods of time in which the School maintains a web site, the Board's policies and regulations along with student handbooks will be posted on the web site.

**Operational Changes**

By June of each year the Board will submit proposed operational changes for the following school year to THE CHARTER SPONSOR for approval. Mid-year changes may be submitted to THE CHARTER SPONSOR for approval when the School determines a need.

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