

Acceptance of Mark West Union School District Board Policies

Governing Board policies are written statements adopted by the Board which communicate the guidelines within which the Director or designee and staff may take discretionary action. The Mark West Charter School Board (Board) per our bylaws adopts all Mark West Union School District Board Policies unless superseded by a Mark West Charter School Board Policy.

The Director or designee shall present drafts or suggestions for new policy and policy revisions when changes in law occur and when specific needs arise.

The Board encourages members of the community to contribute information and opinions for the Board's consideration and to propose revisions to policy. When drafting or revising policies which affect other governmental agencies, the Board welcomes input from these agencies and will cooperate with them in addressing matters of mutual concern.

The Director or designee shall provide for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings.

The Board shall review certain policies annually, as required by law.

The adoption of policy shall conform with Board bylaws governing agendas, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Before adoption, policies shall normally be given two readings by the Board.

The policy may be adopted by a majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

When policies are amended, the Director or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

Through Governing Board policy, the Board tries to anticipate critical policy issues that may affect the Mark West Charter School's students and operations. However, the Board recognizes that questions may arise in the day-to-day operations of the school that are not addressed in Board Policy or administrative regulations. When resolution of such issues demands timely action, the Director or designee shall have the authority to act on behalf of the school.

If the matter involves a policy decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the Director or designee shall notify the Board chairperson as soon as practicable after its occurrence. The Board chairperson shall then inform the Board as appropriate.

The Board chairperson may schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions in Board policies, the Director or designee shall make the necessary recommendations to the Board.

The Board recognizes the importance of adopting policies that reflect the Charter School's vision and maintaining a policy manual that is up-to-date and reflects the mandates of law.

The Director or designee shall maintain a school policy manual for the purpose of communicating to all interested stakeholders the policies, regulations and bylaws within which the school will operate. The Board encourages members of the public to acquaint themselves with the school's policy manual.

The Director or designee shall ensure that the community and all employees have access to the policy manual. A public copy of the manual shall be maintained in the school office. This copy shall be maintained either electronically or by paper copy.

The Director or designee shall establish procedures for distributing to all authorized policy manual holders copies of new or revised policies, bylaws and regulations as they are adopted. Annually, before the Board's organizational meeting, the Director or designee shall review the paper and/or electronic copies of the school's policy manual to ensure that they are up-to-date and complete.

Legal Reference:

EDUCATION CODE

[35035](#) Powers and duties of Director

[35160](#) Authority of governing boards

[35160.5](#) Annual review of school policies

[35010](#) Control of district; prescription and enforcement of rules

[35163](#) Official actions, minutes and journal

[35164](#) Vote requirements