



POLICY NUMBER	POLICY SERIES			
1205	1000: BOARD of TRUSTEES	EFFECTIVE DATE: 01/01/04	REVISION DATE: 01/01/04 4/15/13	PAGE: 1 of 1
SUBJECT: POLICY DEVELOPMENT				

Policy Purpose Guidelines for ACS Policy Development

Policy Information:

An important function of the board is to adopt written policies or general principles to govern the discretionary action of those to whom it delegates authority. Adopting new policies and amending existing policies is a function of the board.

- 1205.1 Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Proposals for new policies or for changes to existing policies may be initiated in writing by any board member, student, employee, or patron of Applewood Christian School. All policy proposals shall be referred to a Board Member for detailed study prior to consideration by the board. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy.
- 1205.2 A Board Member shall seek the counsel of the board's attorney and/or other advisors (auditor, architect, physician) when there may be a question of legality or proper procedure in the development of a proposed policy.
- 1205.3 All new or amended policies shall become effective upon adoption; unless a specific effective date is provided in the motion for adoption.
- 1205.4 Any policy that must be changed as a result of legislative action will require one reading.
- 1205.5 Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the ACS policy manual.
- 1205.6 The principal shall report to the board from time to time on the need for new policies, and shall propose changes to active policies, as she/he deems necessary to meet the needs of ACS students and or school operations.
- 1205.7 Policy Manuals
The Board secretary shall develop and maintain a current policy manual, which contains the policies of ACS. Each administrator, as well as staff, students and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of ACS. They shall be subject to recall at any time.
- 1205.8 Suspension of Policies
Under circumstances, which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting, which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing, in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.

Signed by: Board President  Date 7-20-14
 Board Secretary  Date 07-20-14