

## BOARD POLICY PROCESS & ADOPTION

Lionheart Classical Academy policies serve as guidelines and goals for the successful and efficient functioning of our school.

The Board, representing the community of Lionheart Classical Academy, is the legislative body which determines all questions of general policy to be employed in the conduct of the school.

The Board considers policy development its chief function, along with providing the wherewithal such as personnel, buildings, materials, and equipment for the successful administration, application, and execution of its policies.

The Board accepts the definition of a policy set forth by the New Hampshire School Boards Association:

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules, regulations and procedures to provide specific directions to school personnel. The policies of the Board are framed, and are meant to be interpreted, in terms of New Hampshire laws, rules and regulations of the State Board of Education and all other regulatory agencies within our local, county, state, and federal levels of government.

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development.

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. **Policy Development and Recommendation:** Policies shall be developed and revised by the Organizational Committee. Upon completion, the committee will vote to recommend the policies for presentation to the Board of Trustees for further discussion.
2. **Board Discussion and Voting:** New or revised policies will be discussed at a meeting of the Board of Trustees. These policies will then be presented for a vote at the subsequent Board of Trustees meeting.
3. **Public Notification:** New or revised policies will be announced and posted on the LCA website at least two weeks before the Board's vote.
4. **Public Input:** Concerned groups or individuals will have the opportunity to provide feedback on policy proposals at the Board of Trustees meeting prior to the vote.

5. **Policy Titling and Coding:** Before enactment, all policy proposals shall be appropriately titled and coded according to the subject matter and in accordance with the Board's policy manual codification system.
6. **Single Subject Limitation:** Each policy statement shall, whenever possible, be limited to one subject.
7. **Documentation and Inclusion:** Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted. They shall also be included in the school's policy manual, marked with the date of adoption and/or amendment.
8. **Effective Date:** Policies and amendments shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

**Emergency Procedure:**

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Board shall inform concerned groups or individuals about the reasons for this necessity.

LCA Policy Committee Approved: 1/20/2022

LCA Organizational Committee approved: 6/3/2024

LCA Board Approved: 2/3/2022, 7/11/2024