



PROPEL SCHOOLS Policy Creation Policy

Purpose

The purpose of this policy is to ensure that the Propel Schools community has access to well-developed and understandable school policies.

Definitions

Policy - the general principles by which Propel Schools is guided in its management of affairs. In the case of a school district, a policy is a general principle, adopted by the School Board, which guides the administration and employee in the management of the school district.

Procedure – defined as a specific method or course of action. It is defined as the machinery for carrying out the method or course of actions (Policy).

Policy Guidance

Administrative procedures for carrying out and implementing Board policies are developed and implemented by the administration of Propel Schools, under the direction of the CEO/Superintendent. As applicable, all members of the school community are expected to comply with both Board policy and administrative regulations, subject to stated limitations and exceptions..

Procedures

A member of the Senior Leadership may develop a policy proposal. The Senior Leader will submit the policy, in the approved template, to the Senior Director of Human Resources. Upon review, the CEO/Superintendent will submit the policy to the Board of Trustees for approval.

The Senior Director of Human Resources will maintain the final and approved policy.

Policies shall be reviewed by the Senior Leadership Team every two years, or earlier, should the policy need to be reviewed.

Date Last Modified	Name	Modifications
4/7/2018	Jaclyn Hoover	Creation

Approved By	Date
Dr. Tina Chekan	May 21, 2018
Board of Trustees	May 21, 2018