Policy Review Policy

Policy #: 208
Adopted: 10/30/23
Revised:

PURPOSE

To review Skyline Math and Science Academy policies and provide accountability to ensure that all policies are reviewed promptly.

POLICY STATEMENT

To meet the expectations of a timely review, a Policy Review Schedule has been developed that cycles existing policies into a three-year rotation, by school year. Policies that are to be reviewed annually have been identified. All approved policies remain in effect until the Skyline Math and Science Academy Board has adopted a policy replacement (new, revised or revoked).

DEFINITIONS

"Series"   Policies that are grouped in a specific category.
"Review Team"   The identified committee or other parties that will be accountable to perform the policy review.
"Review Schedule"   The cycle defined to review policies. The schedule to the Review Team's calendar.
"Status"   The real-time knowledge of where policies are within the review process.
"Adopted Date"   The date that the School Board approved policy or changes to a policy.

"Outsource #"   The policy number used by the law firm or other authority.

EXISTING POLICIES

The policy review schedule determines the cycle and frequency for which a policy series is to be reviewed. The Review Team initiates the review of individual policies in their purview. Team members would decide who will be assigned (an individual or a group) to review which policies and whether there are recommended changes. An individual team member will have editing

access to the application used for the maintenance schedule. The editor would be responsible for knowing the status of the policies under review for their team.

LEGAL UPDATES TO POLICIES

Change in laws that may affect a law firm, or other authority may review charter schools. Any policy changes to the outsource policy manual should be forwarded to the Executive Director at Skyline Math and Science Academy. Policies may be sent to the Review Team or a temporary policy task force, depending upon the recommendation of the Skyline Math and Science Academy Board.

NEW POLICIES

As new policies are created, the recommending party would determine the series category that is closely related to the policy and bring it to the committee (or other entity) for consideration. New policies will be added to the policy Review Schedule upon School Board approval.

Series Definitions

A. 100 - School District. Policies and foundational documents that establish Skyline Math and Science Academy, its affiliated entities, and governance outside the School Board's authority.
B. 200 - School Board. Policies that govern the School Board's operation.
C. 300 - Finance. Policies that outline how monies are handled and reported.
D. 400 - Human Resources. Policies that outline employee rights, rules, and responsibilities.
E. 500 - Students. Policies that outline student expectations and/or discipline guidelines.
F. 600 - Educational Program. Policies that outline educational materials and how content is delivered to the students.
G. 700 - Non-Instructional Operations. Policies that outline the general workings of the school.
H. 800 - Building & Sites. Policies that describe the use and care of the buildings and grounds.

REVIEW SCHEDULE

FY24, we will continue to add policies Skyline currently does not have. Beginning FY25, we will begin our Implementation review starting with the "Year 1" scheduled policies. Review Teams are responsible for adding to their calendar the policies under their purview to be reviewed.

- Year 1: 100s, 200s, 300s
- Year 2: 400s, 500s
- Year 3: 600s, 700s, 800s

RESOURCE TOOLS

1. **Policy Review Schedule** maintenance spreadsheet
2. **Procedural instructions**
3. Outsource policy manual as needed