



POLICY PROCEDURES OF KIPP CHARLOTTE

The KIPP Charlotte Board of Directors is responsible for governance and oversight and may enact policies to execute its responsibilities. Examples include the budget process, media relations and parent grievances. Any board member can identify the need for a new policy or policy revisions. The Board may use templates provided as board tools at <http://boards.kipp.org>. A draft policy must be provided to the full board for comment and review and be formally approved prior to implementation. Each KIPP Charlotte policy must include an effective date. Approved policies should be posted on the web site at www.kippcharlotte.org within 30 days of board approval.

Annual review for compliance

To be kept current, the KIPP Charlotte Board of Directors should review all policies for compliance and any necessary revisions at least once each year. Any revision to an existing policy must be provided to the full board for comment and review and be formally approved prior to implementation. A revised policy should be posted to the web site within 15 days of board approval.

The index listing the titles of policies approved by the Board with effective dates should be reviewed in session twice a year by the Board for oversight and governance issues. The Board Secretary is responsible for keeping the official records of approved policies through regular minutes of board meetings.

Input from School Leader

The School Leader has valued input into the policy process. When the Board creates a new policy or has revisions to an existing policy, the School Leader receives the draft when it is circulated for comment and review to the full board. It is the responsibility of the School Leader to involve school staff members as needed based on the nature of the policy, for example, potential impact on operations, during the review cycle.

The Board reserves the right to use its discretion in setting policies if there is an area of conflict with the School Leader, which means in extreme circumstances, the School Leader may not be involved in the policy review or revision process. The goal is to collaborate on policies that help KIPP Charlotte be successful.

The School Leader can propose a new policy or policy revisions to the Board Chair for consideration by the board. Also, the School Leader is responsible for communicating all approved policies and policy revisions from the Board to staff



members and teachers. The School Leader is responsible for coordinating web postings of new policies and policy revisions when communicated from the Board Secretary or other board member approved by the Board Chair.

Employee handbook, student/parent handbook

School policies set to ensure compliance with local, state or federal laws or KIPP standards should be included in the employee handbook and/or the student/parent handbook. Examples include school attendance, dress code and code of conduct. The Board expects the student/parent handbook to be posted on the web site and available electronically for public access. The employee handbook is not required to be posted for public access on the web site.

The School Leader is responsible for training school staff on the employee handbook, including management policies applicable to the workplace and classroom environment. The School Leader should have each staff member sign an acknowledgement form on receipt of the employee handbook, stating they have read school policies. The School Leader should notify the Board when this acknowledgement by school staff is complete through the formal School Leader's Report submitted prior to a monthly board meeting.

Effective

These procedures are adopted starting with the start of the 2009-2010 school year at KIPP Charlotte.