

PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL BOARD POLICY PROCESS

Location of Individual Policies

Policies pertaining to the safety, welfare and educational processes and procedures necessary for a student to achieve academic success shall be written as part of the Parent/Student Handbook.

Policies pertaining to school staff, operations and school administrative compliance processes and procedures shall be part of the PDLCS Board Policy Manual.

Current Board Policy Manual will be kept at the school office in Sewickley, PA

- Table of Contents will contain a list of all Board Manual and Handbook Policies

Policy Process

- Need for a policy is identified and proposed to the school's Chief Executive Officer (CEO) or Chief Compliance Officer (CCO)
- Draft policy is written and submitted to the school's legal counsel for review, if CEO suggests a need for legal recommendations
 - Heading must contain school name: Pennsylvania Distance Learning Charter School
 - Name of Policy must contain the word Policy in it
 - Footer must contain Policy Name, date of approval or revision
- Revised policy is reviewed by the school's CEO and CCO
- Determination of whether to include the policy in the Parent/Student Handbook is made
- Policy is sent to Board of Trustees for review
- Policy is presented at the next formal Board Meeting for public comment and approval
- Policy, if passed, is dated with resolution or revision date and placed in the Board Policy Manual or a revision to the Parent/Student Handbook is made for the upcoming school year
- Policy Manual Table of Contents is updated listing new policy



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