



BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors on July 29th at 6:00 pm via webex

- I. **Meeting call to order** at
- II. **Board Members Roll Call**
 - Mark Bowden
 - John Mulvey
 - Melissa Knight
 - Kim Shultz
 - Bryan Coppage
 - Faith Bongiorno
 - Cynthia Hall
 - Patrick O'Neill
 - Jason Colonna
 - Corrigan Rutherford [Ex-Officio]
 - Joel Baughman [Ex-Officio]
 - Destiny Grant [Ex-Officio]
 - Amber Speights [Ex-Officio]
 - Tony Chatfield [Ex-Officio]
 - Mary Brown [Member Elect]
 - Mary Blunt [Member Elect]
 - Liliana Hudescu [Member Elect]
- III. **Non-Board Members Roll Call**
 - Keith McElveen [Foundation]
 - Bernadette Brogan [Faculty Liaison]
 - Doneen Frolich [PCA]
 - Additional:
- IV. **Mission Statement:** Palmetto Scholars Academy (PSA) exists to meet the distinctive academic, social, and emotional needs of students by utilizing best practices of gifted education.
- V. **Acceptance of Minutes from last meeting**
- VI. **Public Comment**
 - i. None presented
- VII. **Announcements**
 - a. None
- VIII. **New Business**
 - a. Regular Business deferred to regularly scheduled meeting on 8/25/2020
 - b. Plan for re-entry to school due August 1st
 - i. Recommend school start date moved back to August 25th to accommodate state mandated "Leap" days
 - ii. Re-Entry Sub Committee recommendations
 - iii. Policy updates



- c. Resolution for use of PCSASC Policy Templates as policy guidance until they are revised, Board approved, and implemented (resolution pasted below minutes)
- d. Policies presented for approval
 - i. PSA-OPR019.0 Student Attendance
 - ii. PSA-OPR019.1 Online Student Attendance
 - iii. PSA-OPR035.0 Technology Acceptable Use
 - iv. PSA-OPR059.0 Electronic Communication and Social Media (update)
 - v. PSA-GOV001.0 Board Roles and Responsibilities
 - vi. PSA-GOV002.0 Board Orientation
 - vii. PSA-GOV003.0 Board Member Development Opportunities
 - viii. PSA-GOV004.0 Board Member Compensation and Expense
 - ix. PSA-GOV010.0 Policy Development and Adoption
- e. Issues with Dual Enrollment at College of Charleston
- f. \$82,000 Budget adjustment requested to cover additional salaries needed.
 - i. \$22,000 for combined full time Science position (market rate for new hire)
 - ii. \$60,000 for added work days (\$47,000 likely to reimbursed for pandemic related activities)

IX. Old Business

- a. Regular Business deferred to regularly scheduled meeting on 8/25/2020

X. Principals Report – Corrigan Rutherford

- a. Formal Principals Report given at regularly scheduled Board meetings

XI. Report from Foundation

- a. Regular Business deferred to regularly scheduled meeting on 8/25/2020

XII. Committee Reports

- a. Policy & Human Resources Destiny (Kim)
 - i. Committee recommends to the Board the following:
 1. Adopt entire set of Policy Templates provided by Public Charter School Alliance of South Carolina (PCSASC) as policy framework for PSA
 2. Adopt numbering system for policies proposed by Policy and HR Committee
 3. Following approval of preceding recommendations the status of all templates from PSCASC to be changed to “Revision In Work” to reflect ongoing Committee efforts to update templates for PSA use.

		Governance	Federal	Finance	Human Resources	Operational	All Policies
Implemented	Board Approved	2	0	0	0	0	2
	Approved, Review Due	0	0	3	1	7	11
	Approved, Revision Needed	0	0	0	1	2	3
In Use as Guidelines	Pending Board Review	0	0	0	0	0	0
	Revision in Work	8	62	16	57	50	193

- b. Human Resources Sub Committee Corrigan (Kim)
 - i. None
- c. Development & Fundraising Faith
 - i. None



- d. Military Bryan
 - i. None
- e. Nominating Cynthia
 - i. None
- f. Facilities Jason
 - i. None
- g. Communications John
 - i. None
- h. Academic Excellence Amber (Mark)
 - i. None
- i. Reentry Sub Committee Rachel (Mark)
 - i. Recommendations
- j. Grievance Melissa
 - i. None

XIII. Executive Session

- a. None scheduled

XIV. Action Items

- a. Motion to approve Plan for Re-Entry to School as presented by Re-Entry Sub Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- b. Motion to approve increase in salary budget of \$82,000
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- c. Motion to approve Resolution to adopt PCSASC Templates as Policy Framework and Guidelines for PSA
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- d. Motion to approve recommended Policy Numbering and Tracking Structure as proposed by the Policy and HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- e. Motion to approve adopting list of Policy Changes and updates to reflect status of policy conversion from PCSASC templates to implemented policy
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- f. Motion to approve PSA-OPR019.0 Student Attendance Policy as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:



- g. Motion to approve PSA-OPR019.1 Online Student Attendance Policy as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- h. Motion to approve PSA-OPR035.0 Technology Acceptable Use Policy as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- i. Motion to approve update to PSA-OPR059.0 Electronic Communication and Social Media Policy as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- j. Motion to approve PSA-GOV001.0 Board Roles and Responsibilities as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- k. Motion to approve PSA-GOV002.0 Board Orientation as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- l. Motion to approve PSA-GOV003.0 Board Member Development Opportunities as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- m. Motion to approve PSA-GOV004.0 Board Member Compensation and Expense as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- n. Motion to approve PSA-GOV010.0 Policy Development and Adoption as presented by Policy & HR Committee
 - i. Made by:
 - ii. Second by:
 - iii. Vote:

XV. **Adjournment** at x:xx pm
Your Governing Board



Principal's Report June Board Meeting

Regular Board meeting item – to be added to 8/25 Board meeting



Administrative Requests (Based on new information)

- Recommend to push back the start of school from Tuesday Aug 18th till Monday Aug 25th
 - Last Day of School would be June 11.
 - Berkeley, Charleston, and Dorchester Counties are beginning September 8.
- This will allow us to use the week of Aug 17-21 to conduct state mandated Leap days
- Consequences of not doing LEAP results in no funding for the activities. However, PSA remains required to gain a pre-assessment/baseline for each student in grades 6-9.
- Information can be found here:

Act 142 Legislation:

https://www.scstatehouse.gov/query.php?search=DOC&searchtext=5202&category=LEGISLATION&session=123&conid=35136619&result_pos=0&keyval=1235202&numrows=10

Act 142 MEMO: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/required-pre-and-post-assessments-for-academic-recovery-camps-and-the-2020-21-school-year/required-pre-and-post-assessments-for-academic-recovery-camps-and-the-2020-21-school-year-memo/>

Act 142 Pre and Post Assessment Requirements from SCDE: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/learn-evaluate-analyze-prepare-leap-added-instructional-days-pre-and-post-assessment-requirements/learn-evaluate-analyze-prepare-leap-added-instructional-days-pre-and-post-assessment-requirements/>

Information regarding reimbursement of funds: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/disbursement-guidance-for-coronavirus-relief-funds-academic-recovery-camps-and-learn-evaluate-analyze-and-prepare/disbursement-guidance-for-coronavirus-relief-funds-memo/>

Funds needed:

Purpose	Est. Amount
1 week of Leap day staff salaries/1 week of extended school year staff salaries	47, 000 (not including new staff)
Daily rate pay for all staff for August 10th	13,000

Additional Funds Requested for Salaries:

\$22, 000 for potential new hire.

- ½ and ½ HS Science combined for a salary of \$53, 553. Potential hire would require approximately \$22, 000 to be offered a competitive salary.

Salary Ask Total: \$82,000 with the understanding that a significant portion (\$47,000) is likely to be reimbursed.



Resolution of the Palmetto Scholars Academy Board of Directors

Regarding: Charter Section 4.a.ii., page 109, requirement for Board of Directors to Develop and Evaluate School Policies and requirement to ensure effective planning and policy-making.

Concerning:

Ensuring appropriate policy coverage to accomplish the Board's responsibility to govern the school through the provision of formal guidance needed to coordinate and execute activity throughout the school.

WHEREAS, Palmetto Scholars Academy (PSA) is a South Carolina Charter School formally authorized under the South Carolina Charter Schools Act of 1996; and

WHEREAS, policies approved and implemented by the Board of Directors do not address all required areas consistent with best practices of policy coverage; and

WHEREAS, the Palmetto Scholars Academy Board has purchased from the Public Charter School Alliance of South Carolina (PCSASC) a comprehensive set of Policy Templates and ongoing support for updating policies; and

WHEREAS, the Board understands that the template policies might require revisions to achieve alignment with the specific needs of PSA; and

WHEREAS, it is expected that the PCSASC template policies along with the list of revised provisions are in full agreement with all of the South Carolina and Federal laws of education, employment, and other areas relevant to the school; and

THEREFORE, be it resolved, the following:

The Board of Directors hereby expresses its desire to adopt the PCSASC Policy Templates, and further

The Board of Directors through the Policy and HR Committee of the Board will integrate existing policies with the PCSASC Policy Templates, and further

The Policy and HR Committee of the Board will bring up-to-date the Policy Templates with the regular updates provided by the PCSASC , and further

The Policy and HR Committee of the Board will assign unique policy numbers and develop a tracking system for policy adoption, policy revisions, and policy repeals; and further

The Policy and HR Committee of the Board will report to the Board regularly on the status of revisions to the PCSASC Policy Templates, and further

The integrated set of PCSASC Policy Templates will be utilized by the Administration and PSA employees as guidelines until such time as the templates are revised, approved by the Board of Directors, and implemented, and further

In the case of unintended mistakes the Board will apply the provisions of the law, disregarding the proposed policy template, and further



HEREBY RESOLVES to use the PCSASC Policy Templates as part of the overall PSA Policy portfolio.

Resolved this 29th day of July, 2020.

Directors	Yea	Nay
Kim Shultz (Chair)		
Mark Bowden (Vice Chair)		
John Mulvey (Secretary)		
Patrick O'Neill (Treasurer)		
Melissa Knight		
Bryan Coppage		
Cynthia Hall		
Faith Bongiorno		
Jason Colonna		

Vote Total:		
Date of Vote:		



PSA Policy Number PCSASC Policy Inventory

BOARD GOVERNANCE POLICIES

Board Roles and Responsibilities

- PSA-GOV001.0 Roles and Responsibilities
- PSA-GOV002.0 Board Member Orientation
- PSA-GOV003.0 Board Training and Development
- PSA-GOV004.0 Board Member Compensation and Expenses

Board Ethical Practices

- PSA-GOV005.0 Board Conduct and Code of Ethics

Board Meetings

- PSA-GOV006.0 Board Meeting Agendas
- PSA-GOV007.0 Meeting Summary and Minutes
- PSA-GOV009.0 Executive (Closed) Sessions

Policy and Procedures

- PSA-GOV010.0 Policy Development and Adoption

Governing Board Records

- PSA-GOV011.0 Board Records



FEDERAL POLICIES

	1000	Administration	
PSA-FED001.0		1130	Conflict of Interest
PSA-FED002.0		1217	Weapons
PSA-FED003.0		1422	Nondiscrimination and Equal Employment Opportunity
PSA-FED004.0		1619.01	Privacy Protections of Self-Funded Group Health Plans
PSA-FED005.0		1619.02	Privacy Protections of Fully Insured Group Health Plans
PSA-FED006.0		1623	Section 504/ADA Prohibition against Disability Discrimination in Employment
PSA-FED007.0		1630.01	Family & Medical Leaves of Absences (FMLA)
PSA-FED008.0		1662	Anti-Harassment
	2000	Program	
PSA-FED009.0		2112	Parent Involvement in the Academy Program
PSA-FED010.0		2260	Nondiscrimination and Access to Equal Educational Opportunity
PSA-FED011.0		2260.01	Section 504/ADA Prohibition Against Discrimination Based on Disability
PSA-FED012.0		2261.03	Federal School Improvement Plan
PSA-FED013.0		2416	Student Privacy and Parental Access to Information (FERPA)
PSA-FED014.0		2460	Education of Children with Disabilities
PSA-FED015.0		2460.02	Least Restrictive Environment (LRE) Position Statement
	3000	Staff	
PSA-FED016.0		3110	Conflict of Interest
PSA-FED017.0		3120	Employment of Teachers & Administrators
PSA-FED018.0		3122	Anti-Discrimination
PSA-FED019.0		3122.01	Drug Free Workplace
PSA-FED020.0		3122.02	Non-Discrimination Based on Genetic Information of the Employee
PSA-FED021.0		3123	Section 504/ADA Prohibition against Disability Discrimination in Employment
		3162	Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers
PSA-FED022.0			
PSA-FED023.0		3362	Anti-Harassment
PSA-FED024.0		3419.01	Privacy Protections of Self-Funded Group Health Plans
PSA-FED025.0		3419.02	Privacy Protections of Fully Insured Group Health Plans
PSA-FED026.0		3430.01	Family and Medical Leaves of Absence (FMLA)
PSA-FED027.0		3540	Staff Education Technology Acceptable Use and Safety
	4000	Support Staff	
PSA-FED028.0		4110	Conflict of Interest
PSA-FED029.0		4430.01	Family and Medical Leaves of Absence (FMLA)



	5000	Students	
PSA-FED030.0		5111.01	Homeless Students
PSA-FED031.0		5112	Entrance
PSA-FED032.0		5320	Immunization
PSA-FED033.0		5350	Student Suicide
PSA-FED034.0		5517	Anti-Harassment
PSA-FED035.0		5530	Drug Free Environment
PSA-FED036.0		5540	Student Education Technology Acceptable Use and Safety
PSA-FED037.0		5772	Possession of Weapons
PSA-FED038.0		5830	Student Fundraising
	6000	Finances	
PSA-FED039.0		6110	Grant Funds
PSA-FED040.0		6146	Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations
PSA-FED041.0		6550	Travel Payment Reimbursement
PSA-FED042.0		6700	Fair Labor Standards Act (FLSA)
PSA-FED043.0		6850	Public Disclosure
	7000	Property	
PSA-FED044.0		7217	Weapons
	8000	Operations	
PSA-FED045.0		8321	Criminal Justice Information Security
PSA-FED046.0		8330	Student Records
PSA-FED047.0		8390	Animals on Academy Property
PSA-FED048.0		8400	Academy Safety Information
PSA-FED049.0		8405	Environmental Health and Safety Issues
PSA-FED050.0		8431	Preparedness for Toxic Hazards and Asbestos Hazard
PSA-FED051.0		8500	Food Services
PSA-FED052.0		8510	Wellness
PSA-FED053.0		8510.01	Appendix A: Specific Goals for Nutrition
PSA-FED054.0		8510.02	Appendix B: Specific Goals for Physical Activity
			Appendix C: Specific Goals for Other Academy-Based Activities Designed to
PSA-FED055.0		8510.03	Promote Student Wellness
PSA-FED056.0		8510.04	Appendix D: Specific Goals for Nutrition Promotion
			Appendix E: Nutrition Guidelines for All Foods Available On Campus During the
PSA-FED057.0		8510.05	School Day
PSA-FED058.0		8510.06	Appendix F: Wellness Policy Board Resolution
PSA-FED059.0		8531	Free and Reduced-Priced Meals
PSA-FED060.0		8540	Vending Machines
PSA-FED061.0		8800	Religious/Patriotic Ceremonies and Observances
	9000	Relations	
PSA-FED062.0		9160	Public Attendance at Academy Events



FINANCIAL POLICY

Business Plan and Budget Process

PSA-FIN001.0	Business Plan
PSA-FIN002.0	Budget Process
PSA-FIN003.0	Annual Operating Budget
PSA-FIN004.0	Monthly Cash Flow Statements
PSA-FIN005.0	System of Fiscal Controls
PSA-FIN006.0	Chief Financial Officer Selection
PSA-FIN007.0	Bank Accounts and Procedures
PSA-FIN008.0	System of Internal Controls
PSA-FIN009.0	Audit and annual Report Preparation

Appendices of Sample Policy Templates

PSA-FIN010.0	Board Resolution Adopting Policy
PSA-FIN011.0	Annual Operating Budget Policy
PSA-FIN012.0	Bank Policy Procedures Policy
PSA-FIN013.0	Resolution Designating Financial Institution
PSA-FIN014.0	Cash Management Policy
PSA-FIN015.0	School Accounting System Policy
PSA-FIN016.0	Audit and Financial Statements Policy
PSA-FIN017.0	Conflict of Interest Policy
PSA-FIN018.0	Conflicts of Interest Questionnaire
PSA-FIN019.0	Payroll Policy

HUMAN RESOURCES

Employment Law and Labor Relations

PSA-HMR001.0	Wage and Hour-Fair Labor Standards Act
PSA-HMR002.0	Family and Medical Leave Act
PSA-HMR003.0	Equal Employment and Prohibition Against Discrimination
PSA-HMR004.0	Sexual Harassment

Child Labor

PSA-HMR005.0	Drug Free Workplace
PSA-HMR006.0	Workers Compensation
PSA-HMR007.0	Privacy
PSA-HMR008.0	Wage Garnishment
PSA-HMR009.0	Jury Duty
PSA-HMR010.0	Military Leave
PSA-HMR011.0	Employee Handbooks

Hiring Practices

PSA-HMR012.0	Employment Status
PSA-HMR013.0	Interviewing
PSA-HMR014.0	Offer Letters
PSA-HMR015.0	Documentation
PSA-HMR016.0	Orientation
PSA-HMR017.0	Termination and Exit Interviews

Ethical Matters

PSA-HMR018.0	Risk Management
PSA-HMR019.0	Training, Motivation and Retention
PSA-HMR020.0	Staff Development
PSA-HMR021.0	Mentor Programs



Appendices of Sample Policy Templates

PSA-HMR022.0	FMLA Policy and Exhibits
PSA-HMR023.0	Equal Employment Policy
PSA-HMR024.0	Drug, Alcohol and Tobacco Use Policy
PSA-HMR025.0	Harassment Policy and Exhibits
PSA-HMR026.0	Judicial, Military Duty and Religious Leave Policy
PSA-HMR027.0	Employment Status Policy and Exhibits
PSA-HMR028.0	Professional Personnel Hiring and Recruitment Policy
PSA-HMR029.0	Employee Time Schedule Policy
PSA-HMR030.0	Professional Personnel Compensation Policy
PSA-HMR031.0	Professional Personnel Vacation Policy
PSA-HMR032.0	Professional Personnel Duties and Responsibilities Policy
PSA-HMR033.0	Personnel Assignment Policy
PSA-HMR034.0	Personnel Evaluations Policy
PSA-HMR035.0	Personnel Reduction in Force Policy
PSA-HMR036.0	Classified Personnel Overtime Pay Policy
PSA-HMR037.0	Employee Dress Code Policy
PSA-HMR038.0	Professional Organization and Labor Union Policy
PSA-HMR039.0	Possession of Weapons by Employees Policy
PSA-HMR040.0	Professional Duty Free Lunch Policy
PSA-HMR041.0	Professional Personnel Staff Meetings Policy
PSA-HMR042.0	Professional Personnel Additional Duties Policy
PSA-HMR043.0	Sick Leave Bank Policy
PSA-HMR044.0	Salary Deductions Policy
PSA-HMR045.0	Staff Development Policy
PSA-HMR046.0	Staff Complaints and Grievance Policy
PSA-HMR047.0	Personal Leave Policy
PSA-HMR048.0	Substitute Teachers Policy
PSA-HMR049.0	Mandatory Reporting of Child Abuse Policy
PSA-HMR050.0	Nepotism Policy
PSA-HMR051.0	Mandatory Reporting of Employee Crimes Policy
PSA-HMR052.0	Communicable Diseases Policy
PSA-HMR053.0	Employees Seeking or Holding Political Office Policy
PSA-HMR054.0	Fundraising and Solicitation Policy
PSA-HMR055.0	Gifts to Staff Policy
PSA-HMR056.0	Staff Conflicts of Interest Policy
PSA-HMR057.0	Criminal Background Check and Fingerprint Policy
PSA-HMR058.0	Professional Personnel Ethics Policy
PSA-HMR059.0	Employment Application



OPERATIONAL POLICY

PSA-OPR001.0	School Legal Status
PSA-OPR002.0	School Attendance Zone
PSA-OPR003.0	Official School Year
PSA-OPR004.0	Official School Day
PSA-OPR005.0	School Ceremonies and Observances
PSA-OPR006.0	School Calendar
PSA-OPR007.0	Fiscal Year
PSA-OPR008.0	School Safety Plan and Emergency School Closing
PSA-OPR009.0	Disruption or Interruption of Operations of a Public School
PSA-OPR010.0	Communicable Diseases
PSA-OPR011.0	Medicine
PSA-OPR012.0	Inoculations
PSA-OPR013.0	Transportation
PSA-OPR014.0	Building Maintenance
PSA-OPR015.0	Emergency Repairs
PSA-OPR016.0	Procurement
PSA-OPR017.0	Solicitations of Staff and Students
PSA-OPR018.0	Student and Classroom Observations
PSA-OPR019.0	School Attendance
PSA-OPR020.0	Excessive Absences Letter
PSA-OPR021.0	Grading and Reporting
PSA-OPR022.0	School Admissions
PSA-OPR023.0	Admission of Transfer Students
PSA-OPR024.0	Transfers and Withdrawals
PSA-OPR025.0	Student Records
PSA-OPR026.0	Records Copying
PSA-OPR027.0	Before and After School Program
PSA-OPR028.0	Club and Extracurricular Program
PSA-OPR029.0	Fieldtrips and Enrichment Activities
PSA-OPR030.0	Academy Support Organizations
PSA-OPR031.0	Relations with Special Interest Groups
PSA-OPR032.0	Chaperone Duties and Responsibilities
PSA-OPR033.0	Parent Covenant
PSA-OPR034.0	Parent and Student Complaints and Grievances
PSA-OPR035.0	Technology Acceptable Use Policy
PSA-OPR036.0	Selection Procedures for Library Media Resources
PSA-OPR037.0	The Library Bill of the American Library Association
PSA-OPR038.0	Drug Free School Zone
PSA-OPR039.0	Child Abuse and Neglect
PSA-OPR040.0	Searches



PSA-OPR041.0	Due Process Procedures
PSA-OPR042.0	Discipline
PSA-OPR043.0	Threats of Violence
PSA-OPR044.0	Weapons at School
PSA-OPR045.0	Bullying
PSA-OPR046.0	Seclusion and Restraint
PSA-OPR047.0	Hospital Homebound
PSA-OPR048.0	Intermittent Home Bound – Special Education
PSA-OPR049.0	Hospital Home Bound Referral
PSA-OPR050.0	Hospital Home Bound Instructions and Parent Information
PSA-OPR051.0	Hospital Home Bound Educational Services Plan
PSA-OPR052.0	Student Support Team (SST)
PSA-OPR053.0	PSA Lottery Policy and Procedures
PSA-OPR054.0	Off Site Contact Policy
PSA-OPR055.0	One on One Policy
PSA-OPR056.0	Physical Contact Policy
PSA-OPR057.0	Verbal Interaction Policy
PSA-OPR058.0	Written Crisis Plan Policy
PSA-OPR059.0	Electronic Communication and Social Media Policy



Policy Title: Student Attendance Policy

Policy Number: PSA-OPR019.0

Date Reviewed by Administration: TBA

Date Approved by PSA Board: TBA

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy:

Student Attendance Policy

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for Online Student Attendance.

SECTION 1. Public charter schools in South Carolina are required to have at least one hundred eighty (180) days of school each school year. S.C. Regs. 43-601(II)(D)(5).

SECTION 1.1. Public charter schools are required to provide six hours of instruction per day, grades K-12. S.C. Regs. 43-234(VI)(C)(1). Students must average a minimum of thirty (30) hours per week of attendance.

SECTION 2. Two types of absences exist in South Carolina public schools: lawful and unlawful. (S.C. Regs. 43- 274(I)).

SECTION 2.1 An absence is counted for any school day during the week that a student does not log an average of six (6) hours of attendance per school day. Attendance will be recorded per subject during synchronous learning time.

SECTION 2.2 Excused absences are those due to emergencies such as:

- A. Personal illness or attendance in school endangers a student's health or the health of others.
- B. A serious illness or death in a student's immediate family necessitating absence from school.
- C. A court order or an order by a governmental agency mandating absence from school.
- D. Observance of religious holidays.
- E. Conditions rendering attendance impossible or hazardous to student health or safety.
- F. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.
- G. Any other reason approved by the South Carolina State Board of Education.

SECTION 2.3. Students shall be counted present when they are serving as pages of the South Carolina General Assembly or Special Olympics.



SECTION 2.4. Unexcused absences are all failures to attend school other than those specifically listed above.

SECTION 2.5. Absences and tardiness will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional school day to be counted present for the day.

SECTION 2.6. If a student is absent from school, the student can provide a documented excuse upon their return.

SECTION 2.7. When the student is absent, the school will attempt to contact the parent to determine the cause of absence. South Carolina’s Department of Education and The No Child Left Behind Policy states after three (3) and ten (10) unexcused absences, parents are to be notified by letter and required to come to school to discuss the child’s attendance. However, the written excuse must be brought, whether or not a contact is made by phone. A phone call log will be kept by designated individual. SC. Reg. 43-274.

SECTION 2.8. It is the student’s responsibility to make arrangements with the teacher for make-up work.

SECTION 2.9. In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

SECTION 2.10. Truancy is defined as the accumulation of three consecutive unlawful absences or a total of five unlawful absences per year.

SECTION 2.11. Unexcused or questionable absences will be followed up by school personnel in the following order:

- a. Student absentee phone calls are made to parents (preferably by teachers) and documented on phone log in the attendance folders by the designated individual in each school.
- b. Any parent, guardian, or other person having control or charge of any child or children between the ages of six and seventeen shall send such child or children to school. On the tenth unexcused absence a violation of S.C. Code Ann. 59-65-20. will result in said person being guilty of a misdemeanor. Upon conviction thereof, shall be subject to a fine of no more than \$50.00 , or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article. Two reasonable attempts to notify the parent/guardian will be made by the school on the fifth unexcused absence. If no response is achieved the school shall send a notice by certified mail, return receipt requested.

Procedure:

TBD by school admin

Effective Date: MM/DD/YYYY

Revision Record

Revision	Purpose	Date
0.0	TBA	MM/DD/YYYY





Policy Title: [Online Student Attendance Policy](#)

Policy Number: [PSA-OPR019.1](#)

Date Reviewed by Administration: [TBA](#)

Date Approved by PSA Board: [TBA](#)

Stand Alone or Handbook:

- Employee Handbook
- Student/Parent Handbook
- Stand Alone Policy

Policy:

[Online Student Attendance Policy](#)

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for Online Student Attendance as an extension of the Palmetto Scholars Academy Student Attendance Policy PSA-OPR019.0.

SECTION 1. Public charter schools in South Carolina are required to have at least one hundred eighty (180) days of school each school year. S.C. Regs. 43-601(II)(D)(5).

SECTION 1.1. Public charter schools are required to provide six hours of instruction per day, grades K-12. S.C. Regs. 43-234(VI)(C)(1). Students must average a minimum of thirty (30) hours per week of attendance.

SECTION 2. Two types of absences exist in South Carolina public schools: lawful and unlawful. (S.C. Regs. 43- 274(I)).

SECTION 2.1 An absence is counted for any school day during the week that a student does not log an average of six (6) hours of attendance per school day.



Policy Title: [Technology Acceptable Use](#)

Policy Number: [PSA-OPR035.0](#)

Date Reviewed by Administration: [MM/DD/YYYY](#)

Date Approved by PSA Board: [MM/DD/YYYY](#)

Location of Procedures: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

References from Existing Policies: [Electronic Communication and Social Media Policy](#)

Policy:

[Technology Acceptable Use Policy](#)

The Governing Board of Palmetto Scholars Academy (PSA) adopts the following policy, which shall be effective on that date that the policy is adopted by the Board. This policy is primarily focused on the Internet and Network systems in use at PSA. Use of cell phones and social media is covered by the Electronic Communication and Social Media Policy.

[SECTION 1. Internet Use and Safety.](#)

The School recognizes that computers and the internet have educational purpose when used properly. The School will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the internet that could be of potential harm or inappropriate to the student. While the School will inform students on the appropriate use of email and internet safety and will take all necessary measures to ensure students use computers and the internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the internet, the School cannot guarantee the internet and computer environment for its students. The School does comply with the Children’s Internet Protection Act (CIPA) and uses available filtering software.

[SECTION 1.1.](#) The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

[SECTION 2. Staff Responsibilities for Use of Technology](#)

- [Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals;](#)
- [Supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy;](#)
- [Take an active role in ensuring that students and their parents are aware of the individual student’s responsibility to use technology resources in an ethical and educational manner.](#)
- [Supervise student internet and computer usage.](#)



SECTION 3. Student Responsibilities for Use of Technology

- Obtain parental permission before using any school computer on the Internet
- Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- Never arrange for a face to face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.
- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

SECTION 4. Network User Responsibilities

- Use of the district's technology resources must be in support of education and research consistent with the educational objectives of the School.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- Help maintain security of district technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security must be reported to the principal or authorized school leader.
- Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- Do not permit others to use your account.

SECTION 5. Unacceptable Uses Include, but are not limited to:

- Providing unauthorized or inappropriate access to district technology resources.
- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive, or threatening material.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers, or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.

SECTION 6. Internet Use Agreement

To support and respect each family's right to decide whether or not their child may have access to this resource, no child will be allowed to operate a computer to access the Internet unless all parties commit to responsibility by completing the School Internet Use Agreement. No child will be allowed to operate a computer to access the Internet without adult supervision.



Policy Title: [Electronic Communication and Social Media Policy](#)

Policy Number: [PSA-OPR059.0](#)

Date Reviewed by Administration: [03/10/2020](#)

Date Approved by PSA Board: [03/17/2020](#)

Location of Procedures: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

References from Existing Policies: [Sexual Harassment \[Employee Handbook\]](#)
[Child Abuse and Neglect \[Employee Handbook\]](#)
[Background Checks \[PSA Handbook 2019-2020\]](#)
[Bullying \[PSA Handbook 2019-2020\]](#)
[Sexual Harassment \[PSA Handbook 2019-2020\]](#)
[Social Media \[Employee Handbook\]](#)
[Electronic Communication \[Employee Handbook\]](#)
[Electronic Devices/Cell Phone Policy \[PSA Handbook 2019-2020\]](#)

Policy:

Electronic Communication

Any private electronic communication between staff and students, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. – is prohibited. All communication between staff and students must be transparent.

The following are examples of appropriate and inappropriate electronic communication.

Appropriate Electronic Communication

- Sending and replying to emails related to curriculum and/or work assignments to students from **PSA School Email*** accounts only.
- Sending and replying to text messages on non-curriculum related communication **ONLY** when copying in a supervisor or the student’s parent/guardian.
- Communicating to parents through “organization group pages” on Facebook or other approved public forums
- “Private” profiles for staff and volunteers which students cannot access
- Other Social Media use if it supports curricular or school objectives

Inappropriate Electronic Communication

- Sending or receiving personal information or opinions on school systems such as **PSASchool.org*** or **Google Classroom***.
- Sending or receiving personal information or opinions on non-school systems (e.g. non-PSASchool.org gmail accounts, Twitter, Facebook) from **school owned electronic devices**** including phones, tablets, and computers.



- Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments
- Sexually oriented conversations
- Private messages between staff and volunteers with students
- Posting pictures of organization students on social media sites without parental approval
- Posting inappropriate comments on pictures
- “Friending” students on social networking sites
- Publicly disparaging

** **Note:** PSASchool.org email accounts are the property of Palmetto Scholars Academy and are intended for work use only. All emails sent and received in this system are subject to monitoring and review at the discretion of the Administration and as requested by the Board of Directors, regardless of whether the system is used on a school or personal device. U.S.S.C. Ontario v. Quon (2010)*

*** **Note:** All School owned electronic devices are subject to monitoring and review for any use regardless of the application being used to send or receive information. U.S.S.C. Ontario v. Quon (2010)*

***Additional Note:** As a public entity PSASchool.org email accounts and Electronic Devices are subject to both the Federal Freedom of Information Act (FOIA) (5 U.S.C. 552) and the South Carolina Freedom of Information Act (SC Code Title 30, Chapter 4). Although certain contents such as contracts, proprietary data, personnel information, etc., are exempted from disclosure the school is required to respond to any FOIA request for documents within ten business days of receiving such request.*

A. Employee Cell Phone Use:

1. Unacceptable Cell Phone Use

While assigned to work with students, staff are not permitted to use electronic communication devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with students is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Employees need to ensure that friends and family members are aware of this policy.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/or program participants for personal and/ or inappropriate reasons shall be grounds for discipline up to and including termination of employment.

2. Acceptable Use of Cell Phones during Program Hours:

There are occasions in which staff will need to use personal or organization issued electronic communication devices. In these cases, staff will have explicit direction from the Administration governing use. Situations which may require use of organization issued or personal electronic communication devices include:

- Field Trips
- Off-site Programs
- Emergencies
- Instructional Projects requiring mobile devices or applications



B. Student Electronic Devices/Cell Phone Use

1. Unacceptable Cell Phone Use:

Cell phones are not allowed, under any circumstances, during instructional time and during classroom transitions unless directed by a member of the faculty for use as an instructional aid.

2. Acceptable use of Cell Phones during Program Hours:

During the school day, cell phones and devices may be used during lunch, and before and after school. Cell phones brought to school must be away at all other times.

Guidelines for Acceptable Use of Cell Phones

- The speaker function may not be used. Others should not hear music or conversations.
- Earphones, earbuds, and Bluetooth devices must be removed during instructional time.
- Devices must be placed on "silent." A student may only leave the cell phone on "vibrate" if they have an urgent need to be contacted and have the express permission of the instructor.
- Students must still follow all school rules while operating communication devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance.
- Students may not activate the video, or camera (photo) function of the device at any time during the school day unless they are acting pursuant to the express instructions of a teacher or administrator.

If a student violates the Electronic Device Policy, the device may be confiscated.

The student must secure his/ her device at all times and never leave it unattended. Students should guard against theft as they would in any public building or area. Theft of such devices is a major problem in schools, and often the devices cannot be recovered. Students should keep the devices on their persons at all times or locked away. School personnel and /or administrators are not responsible for the loss or damage of any cell phone or device brought on school property. PSA assumes no responsibility for any loss or theft of such devices.

The school will not be responsible for any lost or stolen items as a result of confiscation.

C. Social media use by employees

Employees engaging in social media platforms (examples include Facebook, Twitter, LinkedIn, Instagram, etc.) for personal use should pay special attention to how information posted under the account could be viewed and disseminated publicly. Social media are powerful communication tools that must be used appropriately just like telephones, email, text messages and handwritten forms of communication. Some guidelines for successfully using social media are listed below.

Guidelines for acceptable use of Social Media

- Refrain from accepting current school students as "friends" on personal social networking sites.



- Be aware that people classified as "friends" often have the ability to download and share your information with others.
- Remember that once something is posted to a social networking site, it may remain available online even if you think it is removed, and it may be far-reaching.
- Understand social networking privacy settings for each platform and set them at appropriately restrictive levels.
- Report, as required by law, any information found on a social networking site that falls under the mandatory reporting guidelines.
- Consider whether a particular posting puts your professional reputation and effectiveness as a school employee at risk.

Unacceptable use of Social Media

- Use a social networking site to discuss students or employees.
- Use an unapproved social media platform to conduct school-related communication with parents or students.
- Post images or communications that include personal or revealing information about students or employees.
- Identify yourself as a representative of or spokesperson for the school, unless you have been approved to do so by the Principal or the Board of Directors. This includes using school logos, mascots, photographs or other such graphic representations or images associated with the school.

Anyone who wishes to establish a social media account for specific class, initiatives, club, or programs to achieve a curricular or school objective must first contact the Principal for prior approval. Social media may be used for school-related purposes only with the approval of the Principal. If you have questions, would like to start a social media initiative on behalf of a school entity or have content you would like posted to the school's online presence, please contact the Principal or designated Communications Official.

2

Procedure:

Administration to develop procedure and return to Board of Directors for approval. Procedure to be approved and implemented before the beginning of the 2020/2021 school year.

Effective Date:

3/17/2020



Policy Title: Board Roles and Responsibilities

Policy Number: PSA-GOV001.0

Date Reviewed by Administration: MM/DD/YYYY

Date Approved by PSA Board: MM/DD/YYYY

Stand Alone or Handbook:

- Employee Handbook
- Student/Parent Handbook
- Stand Alone Policy

Policy References: PSA Charter and PSA Board Bylaws

Policy:

Board Roles and Responsibilities

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy will establish the role and responsibilities of the school's Governing Board.

SECTION 1. Board Member Status

SECTION 1.1. The legal status of every individual serving on the school's Board shall be that of "member." The legal status does not authorize an individual of the Governing Board to act or legally bind the Governing Board without a public resolution of a majority of the whole board or unless specifically allowed through the school's by-law provisions. Power vested in the Governing Board is vested as a body.

SECTION 1.2. Board members shall not be held personally liable for torts inflicted by school employees, pupils, or the general public. Board members shall only be held personally liable for personal acts of negligence committed in the performance of duties.

SECTION 2. Powers of the Board

SECTION 2.1. The school Board's powers are established and limited by: The South Carolina Charter School Act of 1996, The Constitution of the State of South Carolina, South Carolina State Law, State Board Rules and Policies, and any other decisions promulgated by state and federal courts.

SECTION 3. Responsibilities of the Board

SECTION 3.1. The school's Board shall be the governing body charged with the responsibility for the operation of the public charter school. The Board's responsibilities are specified in Bylaws.

SECTION 4. Establishment of By-Laws



SECTION 4.1. The Governing Board shall adopt by-laws which set forth the framework for how the school is governed and managed by the board and the Principal respectively, and a statement of policies which reference the collection of policies officially adopted by the school’s board.

SECTION 4.2. Any provision in the board’s by-laws or adopted policies that is in conflict with the laws of the State of South Carolina shall be null and void.

SECTION 5. Board Accountability

SECTION 5.1. The school’s board is accountable for upholding all federal, state, and local laws, rules, and regulations as promulgated by the United States Congress, South Carolina State Legislature, federal, state, or local courts, agencies, or municipalities.

SECTION 5.2. The school’s board is accountable for meeting the terms of the charter and attaining established goals and objectives set forth in the charter document. Furthermore, the school’s board is committing to meeting the legislative intent of raising student achievement and shall ensure the school operates in a fiscally responsible manner evidenced by an unqualified audit annually.

Procedure:

[text to be completed by Administration to outline how policy will be implemented]

Effective Date: MM/DD/YYYY

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	MM/DD/YYYY

Policy Title: Board Orientation



Policy Number: [PSA-GOV002.0](#)

Date Reviewed by Administration: [MM/DD/YYYY](#)

Date Approved by PSA Board: [MM/DD/YYYY](#)

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy References: [As noted in section 2.1](#)

Policy:

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy will establish expectations for orienting new Governing Board members to roles and responsibilities, legal duties, as well as best practices in board service.

SECTION 1. Board Orientation

SECTION 1.1. Within 12 months, new members of the school's board shall participate in a formal training session provided by an agency qualified to provide training specific to charter schools and non-profit governance. At a minimum, this training shall include:

- Fiduciary Responsibilities of Boards
- Roles and Responsibilities
- Board Accountability
- Conflict of Interest
- Open Meetings and Open Records
- Executive sessions and confidentiality
- Best Practices in Charter School Governance
- Organizational culture
- Social Media
- Positive Interactions with parents
- Directing parents back to the Administration for solutions
- How to run any board or board committee meeting
- Rolling agenda for committee meetings



SECTION 1.2. Periodically or as required by law, the entire school board shall participate in a review of the topics covered in the orientation and specific topics relevant to efficient and effective board governance.

SECTION 2. Board Orientation Manual

SECTION 2.1. Each new board member shall receive a board orientation manual consisting, at a minimum, of the information listed below. Board manuals shall be periodically updated.

- Board By-laws
- Board Governance Policies
- Code of Ethics for Board Members
- Conflict-of-Interest Policy
- Confidentiality agreement
- Organization Chart
- Rules and Responsibilities of the Board
- Job Description of Officers and Other Members
- Committees
- Board Members, Biographies, and Contact Information
- How to run a meeting (Example: “Robert’s Rules” Cheat Sheet)
- Strategic Plan
- Charter Document including Performance Goals and Objectives
- Board Calendar - general scheduling principles
- Financials
- Executive sessions procedures

Procedure:

[text to be completed by Administration to outline how policy will be implemented]

Effective Date: MM/DD/YYYY

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	MM/DD/YYYY





Policy Title: Board Member Development Opportunities

Policy Number: PSA-GOV003.0

Date Reviewed by Administration: MM/DD/YYYY

Date Approved by PSA Board: MM/DD/YYYY

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy References: None

Policy:

Board Member Development Opportunities

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy supports the school board's commitment to continuous growth and development of its board members to effectuate effective governance practices leading to high student achievement outcomes and strong stewardship of public funds.

SECTION 1. Scope of Activities

SECTION 1.1. The board regards the following as the kinds of activities and services appropriate for implementing this policy:

- Participation in conferences, workshops, and conventions held by state and national associations supporting charter schools, non-profits, or other related organizations
- Authorizer-sponsored training sessions provided for or required for board members
- Subscriptions to publications related to topics relevant to governance, charter schools, school reform, or other related topics.
- Speakers addressing topics of interest expressed by the board

SECTION 2. Board Development Requirements

SECTION 2.1. Each board member shall attend professional training annually. The school will require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

SECTION 2.2. Three or more Board members must complete the Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) Training.

SECTION 2.3. All Board members are required to complete three hours of Governance Training annually.

SECTION 3. Appropriation of Funds



SECTION 3.1. The school's board shall appropriate adequate funds in the school's annual approved budget to support and promote professional development opportunities for each of its board members and to satisfy the provisions of this policy.

Procedure:

[text to be completed by Administration to outline how policy will be implemented]

Effective Date: MM/DD/YYYY

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	MM/DD/YYYY



Policy Title: Board Member Compensation and Expenses

Policy Number: PSA-GOV004.0

Date Reviewed by Administration: MM/DD/YYYY

Date Approved by PSA Board: MM/DD/YYYY

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy References: None

Policy:

Board Member Compensation and Expenses

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy ensures that the school complies with non-profit regulations pertaining to compensation and expenses for Board members.

SECTION 1. Compensation

SECTION 1.2. Members of the school's Board shall receive no monetary compensation for service on the Board, nor shall any member provide a service or product for which they receive compensation.

SECTION 2. Expenses

SECTION 2.1. Members of the school's Board may be reimbursed for reasonable and customary actual expenses incurred during service to the Board.

SECTION 2.2. Reasonable and customary expenses may include but not be limited to: travel costs, fees for approved professional development as defined in the school's policy, and other related expenses.

SECTION 2.3. Costs for travel shall be reimbursed according to guidelines set forth by the Internal Revenue Service or other state agency promulgating these guidelines.

SECTION 2.4. Forward funding or reimbursement of expenses shall comply with the school's financial policies and procedures.

SECTION 2.5. All Board member expenses should have prior approval.

Procedure:

[text to be completed by Administration to outline how policy will be implemented]



Effective Date:

MM/DD/YYYY

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	MM/DD/YYYY



Policy Title: Policy Adoption, Revision, and Repeal

Policy Number: PSA-GOV010.0

Date Reviewed by Administration: 07/22/2020 (D. Grant)

Date Approved by PSA Board: MM/DD/YYYY

Stand Alone or Handbook:

- Employee Handbook
- Student/Parent Handbook
- Stand Alone Policy

Policy:

Policy Adoption, Revision, and Repeal

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes procedures for adopting, revising, and repealing official Governing Board policy.

SECTION 1. Identification

SECTION 1.1. Identification of policies requiring adoption, revision, or repeal shall be made by the Principal or another member of the Governing Board. Non-Board members of the community may petition to the Board at a regular Board meeting to consider the adoption, revision, or repeal of a policy.

SECTION 1.2 A schedule of periodic reviews for each policy shall be developed by the Board Secretary and included as a Procedure for this Policy. The Board Secretary on a quarterly basis shall evaluate the schedule and notify the Board through the Policy and HR Committee regarding Policies which require Revision within the next 90 days.

SECTION 2. Policy Adoption

SECTION 2.1. The Governing Board or a designated committee of the Board, in consultation with the stakeholders who would be impacted by the policy shall develop a drafted policy and shall present the draft as an item of information at a regularly scheduled Board meeting.

SECTION 2.2. After discussion and input from Governing Board members, the Governing Board shall vote to ratify the policy.

SECTION 3. Policy Revision

SECTION 3.1. The Governing Board or a designated committee of the Board, in consultation with the stakeholders who would be impacted by the policy shall develop a revised policy and shall present the draft as an item of information at a regularly scheduled Board meeting.



SECTION 3.2. After discussion and input from Governing Board members, the Governing Board shall vote to ratify the policy.

SECTION 4. Policy Repeal

SECTION 4.1. The Governing Board or a designated committee of the Board, in consultation with the stakeholders who would be impacted by the policy shall present the policy for repeal as an item of information at a regularly scheduled Board meeting.

SECTION 4.2. Policies suggested for repeal shall be reviewed by the Governing Board. After discussion and input the Governing Board shall vote to repeal the policy.

SECTION 5. Records of Policies

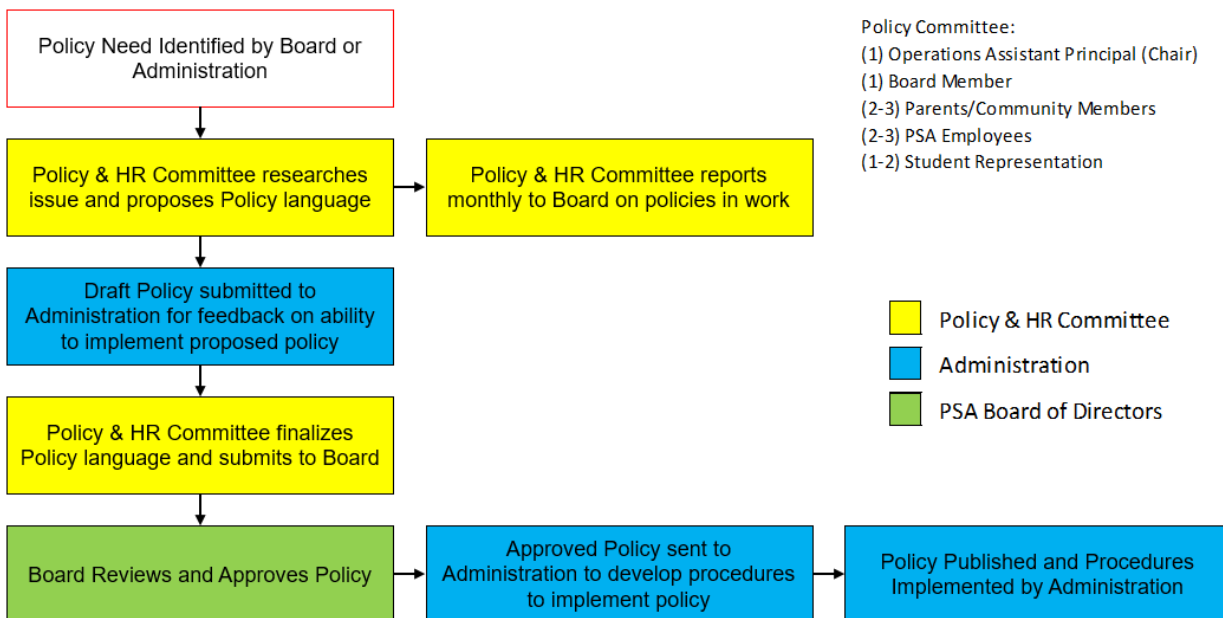
SECTION 5.1. Decisions by the Governing Board to adopt, revise, or repeal a policy shall be made part of the minutes of the meeting.

SECTION 5.2. All policies shall be included in the policy manual of the school. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the resolution.

SECTION 6. Legal Review

SECTION 6.1 Legal Counsel shall be consulted periodically to identify high risk policies in need of review and to incorporate legislative and regulatory changes. Such reviews shall be recorded in the Periodic Review Schedule maintained by the Board Secretary.

Recommended Procedure for Policy Development and Revision:



Effective Date:

MM/DD/YYYY



Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee approved by Board of Directors	MM/DD/YYYY