**Leman Classical School’s**

**Policy-Making Policy**

Adopted June 19, 2018

### Mission and Vision

Leman Academy of Excellence's mission is to offer a rigorous, Classical Education based on the traditions of Western culture where all disciplines are interrelated allowing scholars the ability to think independently and critically. We purpose to partner with supportive parents, pursue excellence, provide a safe and challenging environment, and instill morals and values in order to produce tomorrow’s leaders today.

**Purpose**

The purpose of this policy is to clearly lay out the procedure used at Leman Classical School for policy making.

# Policy Making Body

The Leman Classical School Board of Directors (the “Board”) shall be solely responsible for adopting, repealing or amending policies for Leman Classical School (the “school”). Action by the Board shall be accomplished as set forth in the bylaws.

Proposals for adopting, repealing or amending policies for Leman Classical School may be made in writing by any member of the Board of Directors or by any parent of an enrolled scholar, submitted through the method(s) prescribed in the Parent Communication Policy.

# Policy Making Procedure

Except in cases of emergencies, the Board shall follow the following procedure in adopting, repealing or amending policies for Leman Classical School:

A proposed policy will be will be placed on the agenda by the Board president and considered at the next ensuing regular or special meeting of the Board called for that purpose. Review of the proposed policy at a public meeting will constitute the First Read of the policy. Board members may or may not discuss the proposed policy. If the next scheduled board meeting will not occur within one month of the First Read, the board will hold a special meeting for the purpose of a Second Read of the policy.

Between the First and Second read of the policy, board members may contact the board president with proposed edits to the policy. Based on board member provided edits, the Board President will provide an updated draft of the policy at the next meeting.

If the proposed policy receives approval by a majority vote of the directors present at the meeting during which the Second Read was conducted, it shall become a policy of Leman Academy of Excellence, and the Policy Manual shall be amended accordingly.

# Emergencies

Upon a two-thirds (2/3) vote of the directors present at a regular or special meeting called for that purpose, an emergency may be declared.

# Policy Revisions & Review

Policies should be reviewed annually to ensure they are still relevant. If applicable, a proposed policy change should reference the policy provision it will be amending. In such a case, and to the extent feasible, the policy should reflect the date of each revision and a summary of the changes made.