

## **1.0200 RIVERSIDE LEADERSHIP ACADEMY POLICY IMPLEMENTATION and ADMINISTRATIVE PROCEDURES**

*Legal References:*        [G.S. 115C-276; 115C-47](#)

### **Policy Adoption and Revision**

Adoption of new policies or revisions of existing policies is solely the responsibility of the Board of Directors. Except in the case of an emergency, policy recommendations shall appear twice before the Board; once for information followed by a second reading for adoption consideration. New policy adoption and revisions to existing policies require a quorum approval from the Board of Directors. The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements adopted and recorded in the minutes will be regarded as official policy of the Board. Policies will be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt.

### **Policy Implementation**

The Executive Director of Riverside Leadership Academy is responsible for implementing Board policies and for interpreting them to staff, students, and the public. All other administrators share in this responsibility. The Executive Director is authorized to establish further rules and procedures for the staff and students of the school, subject to review and approval of the Board.

### **Board Review of Administrative Procedures**

The Board reserves the right to review all administrative procedures but shall revise them only when, in the Board's judgment, they are inconsistent with policies and regulations set by the Board.

### **Administration in the Absence of Adopted Policy and/or Approved Administrative Procedure**

The Riverside Leadership Academy Executive Director is authorized to take action and make such emergency decisions on matters not addressed by Board policy as they may find necessary. All such decisions that rise above the level of routine administrative action or decision shall be reported to the Chair or Vice-chair of the Board as soon as practical and to the full Board at its next meeting. Such actions and decisions will be valid until the Board either takes action or declines to take action, in which case the Executive Director's action or decision shall establish precedent for further action or decisions, unless and until the Board re-visits the issue.