

STEM SCHOOL HIGHLANDS RANCH POLICY  
Policy Adoption Process

I. PURPOSE

Under the STEM School Charter and state law, the STEM Board is authorized and required to adopt policy to guide its own operation, including those areas where the Board can effectively carry out its own responsibilities. These governing policies may be referred to as “Board policies.” Board policies are used to provide guidance, clarity, and definition of purpose and intents, and to ensure that the STEM School organization as a whole adheres to the mission and vision of the organization.

The Board is also responsible for the adoption of policy for the safe and effective operation of the School. Policies relating to the general administration of STEM School may be referred to as “School policies.” Because of the special training of STEM staff and their general responsibility for the daily operation of the School and teaching of students, School policies should be developed collaboratively between the Board and STEM staff.

Board policies generally focus on “what” while School policies generally focus on “how.” Board policies should enable STEM staff to accomplish the mission of the School while School policies, which must correspond to the Charter and to the Board policies, should provide effective tools for the administration of the School.

II. POLICY

As part of the policy adoption process, the views of all stakeholders shall be considered. When considering the adoption of a new policy, the Board shall adhere to the following procedures, except where the Board unanimously determines such process is not required by exigent circumstances:

New Policies

New policies shall be developed and adopted as follows:

First, a STEM Board member may propose a new policy when the Board or such member concludes that a new policy is necessary to adequately define and support the STEM mission and vision. Recommendation for policies from communities shall generally be provided through a committee chair or representative.

For the development and drafting of policy, in particular School policies, the Board or a proposing Board member shall confer with the Executive Director or designee regarding the content of a proposed policy. However, the form and content of any proposed policy shall be the prerogative and responsibility of the proposing Board member.

*Policy Adoption Process Policy*

Each proposed policy shall then be published or provided to the full Board and STEM staff for review. STEM staff comments shall generally be provided through the Executive Director or designee.

Thereafter, a proposed policy may be presented for a first reading and discussion at a STEM Board meeting. The actual reading of a policy shall be at the discretion of the Board.

Following such reading, the proposed policy shall be published for a reasonable period on STEM's website to allow for comment by other STEM stakeholders. STEM shall ensure that adequate processes exist for receipt and consideration of stakeholder comments.

At a subsequent Board meeting, the proposed policy may be presented for a second reading, discussion, and final vote.

Amendment or Revision of Existing Policies

Any proposed revision or repeal of an existing policy shall be presented by a Board member at a Board meeting for a first reading, discussion, and final vote, which may be completed during the same Board meeting, unless a Board majority requests further consideration of such proposed amendment or revision.

Approved by the STEM School Board on 11/10/2022.  
(dd/mm/yyyy)

STEM School Highlands Ranch

By: Michelle Horne (signature on file)  
(Signature, Board secretary)

Michelle Horne  
(Printed name, Board secretary)

Adopted: March 2013  
Revised: April 2013  
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