



AMERICAN ACADEMY
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Meta Policy

This policy was approved by the Board of Directors on August 1, 2006.

Purpose

The purpose of this policy is to clearly lay out the procedure used at American Academy for policy making.

Policy Making Body

The American Academy Board of Directors (the "Board") shall be solely responsible for adopting, repealing or amending policies for American Academy (the "school"). Action by the Board shall be accomplished as set forth in the bylaws.

Proposals for adopting, repealing or amending policies for American Academy may be made in writing by any member of the Board of Directors or by any parent 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 American Academy:

- 1) **First Reading.** The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the Board called for that purpose. The proposed policy shall be contained in the Board packet distributed prior to the meeting.
- 2) **Second Reading.** If the proposed policy is approved on first reading as set forth in paragraph (c)(i), it will be placed on the agenda and considered at the next ensuing regular or special meeting of the Board called for that purpose. No amendment of the proposed policy first introduced at the second reading shall be adopted at the second reading unless the amendment receives approval by a two-thirds vote of the directors present at the meeting. However, if the proposed policy remains in the same form that was approved in the first reading, it shall be adopted if it receives approval by a simple majority of the directors present at the meeting. If the proposed policy is adopted upon second reading, it shall become a policy of American Academy, 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. If an emergency is declared, a policy may be adopted on first reading.

Policy Revisions

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.

POLICY HISTORY

Original: approved by the BOD on August 1, 2006