

**BOARD POLICY PROCESS & ADOPTION**

Breakthrough Academy policies serve as guidelines and goals for our school's successful and efficient functioning.

The Board, representing the community of Breakthrough Academy, is the legislative body that determines all questions of general policy to be employed in the school's conduct.

The Board considers policy development its chief function, along with providing the necessary resources, such as personnel, buildings, materials, and equipment, for the successful administration, application, and execution of its policies.

The Board accepts the definition of a policy set forth by the New Hampshire School Boards Association:

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting several problems and narrow enough to give clear guidance. Policies guide action by the administration, who then sets the rules, regulations, and procedures to provide specific directions to school personnel. The Board's policies are framed and meant to be interpreted in terms of New Hampshire laws, rules, and regulations of the State Board of Education and all other regulatory agencies within our local, county, state, and federal levels of government.

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development.

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence, which will take place at least at two regular or special meetings of the Board:

- 1. Policy Development and Recommendation:** The organizational committee will develop and revise policies. Upon completion, the committee will vote to recommend them to the Board of Trustees for further discussion.
- 2. Board Discussion and Voting:** The Board of Trustees will discuss new or revised policies at a meeting and then present them for a vote at a subsequent meeting.
- 3. Public Notification:** New or revised policies will be announced and posted on the BACS website at least two weeks before the Board's vote.

4. **Public Input:** Concerned groups or individuals can provide feedback on policy proposals at the Board of Trustees meeting before the vote.

5. **Policy Titling and Coding:** All policy proposals shall be appropriately titled and coded according to the subject matter and by the Board's policy manual codification system before enactment.

6. **Single Subject Limitation:** Each policy statement shall, whenever possible, be limited to one subject.

7. **Documentation and Inclusion:** Policies and amendments adopted by the Board shall be attached to and made a part of the meeting minutes at which they are adopted. They shall also be included in the school's policy manual, marked with the date of adoption and/or amendment.

8. **Effective Date:** Policies and amendments shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

**Emergency Procedure:**

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Board shall inform concerned groups or individuals about the reasons for this necessity.

**BACS Board Approved 3-18-2025**