

The Brevard Academy- CFA Board of Directors reserves to itself the functions of developing, revising, and repealing policies and procedure as it may deem necessary or appropriate to govern BA-CFA's operations. The formation and adoption of policies will constitute the primary method through which the board exercises its leadership in the operation of the school. All policy decisions will be made in accordance with the mission and vision of BA-CFA.

The BA-CFA Board Policy and Procedure Committee will adhere to the following in developing, revising, and/or rescission, or termination of policies and procedures.

Policy Cycle:

1. Establish the need for a policy revision, or termination of a current policy
2. The Policy and Procedure Committee will conduct research such as:
 - a. Referencing policy documents created by other organizations on the same topic
 - b. Researching legislation
 - c. Conducting a meeting with staff and other people with experience
 - d. Seeking legal advice
3. Prepare a draft for review
4. Present the policy draft to The BA-CFA Board of Directors for a first read
 - a. The draft will be posted for review by staff and the community
 - b. Suggestions will be sent to The Policy and Procedure Committee for review
5. The final draft will be presented to The BA-CFA Board of Directors for formal adoption
6. The Policy will be posted on the BA-CFA website for all stakeholders' reference and communicated with staff
7. Policies will be monitored for any needed adjustments/revisions.
8. Revised policies will include the date of revision and the original date of approval.

The school director is authorized to correct typographical errors in existing policies. When making such changes, the school director must make the Policy Committee and the Board of Directors aware of the changes via email.

The school director is authorized to make technical and conforming changes necessitated by changes in state and/or federal law. Such changes are effective immediately subject to ratification by a majority vote by the board at its next board meeting. When making such changes, the school director must make the Policy Committee aware of the changes via email as soon as possible.

D. SUSPENSION OF EXISTING POLICY The operation of any section or sections of board policies not established by law or contract may be suspended temporarily by majority vote.

