# Spectrum Charter School

## Board of Trustees Policy 007

### BYLAWS/BOARD POLICY AND PROCEDURE/ADMINISTRATIVE GUIDELINES/HANDBOOKS

Purpose and Authority

The Board of Trustees (the "Board") of the Spectrum Charter School ("Charter School"), in accordance with applicable state and federal laws and regulations, establishes procedures for the governance of the Board and policies for the safe and orderly operation of the school.

The Board directs the Chief Executive Officer ("CEO") or designee to develop the administrative guidelines required to implement Board policies.

As applicable, all members of the Charter School community shall be expected to comply with Board policies and procedures, administrative guidelines, and handbooks, subject to the limitations established in this policy. Failure of the Board or administration to comply with a policy, procedure, or guideline shall not invalidate any lawful action taken.

Bylaws

The Bylaws of Charter School are established in accordance with the Pennsylvania Charter School Law, the Pennsylvania Nonprofit Corporation Law of 1988, and other applicable laws, and shall be maintained separately from the Board Policy Manual.

The Bylaws may be amended or repealed, and new Bylaws adopted, upon a two-thirds vote of the members of the Board at any regular or special meeting duly convened.

The Bylaws shall be published on Charter School 's publicly accessible website.

Board Policy and Procedure

The policies and procedures adopted by the Board are intended to establish the general and overall rules within which the Board and the day-to-day operations of Charter School are to be governed.

*Adoption, Amendment, or Repeal of Board Policy or Procedure*

A majority vote of all the members of the Board is required for the adoption, amendment, or repeal of a Board policy or procedure.

The adoption, amendment, or repeal of a Board policy or procedure shall be recorded in the minutes of the Board meeting.

*Suspension of Board Policy or Procedure*

The Board may, upon a majority vote, cause to suspend at any time the operation of a Board policy or procedure, provided the suspension does not conflict with legal requirements; such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.

The suspension of a Board policy or procedure shall be recorded in the minutes of the Board meeting.

*Contents of Policy Manual*

The Policy Manual shall consist of the policies and procedures adopted by the Board, and such other separate documents approved by the Board that are expressly incorporated by reference in particular policies and declared to constitute Board policy.

The Policy Manual shall be organized using the following codification series:

000 Local Board Operations, Governance, and Procedures
100 Programs
200 Pupils
300 Employees
600 Finance
800 Operations
900 Community

Distribution of Policy Manual

The Policy Manual shall be published and maintained on Charter School's publicly accessible website.

The Policy Manual shall be considered a public record. A copy of the Policy Manual shall be maintained in the administrative office of Charter School and shall be available for inspection and access by the public during regular office hours.

*Review of Board Policy*

The CEO or designee shall be responsible to regularly review existing policy, and to recommend to the Board the changes necessary to ensure the Policy Manual is up to date and reflects current law. The CEO is authorized to consult legal counsel to determine whether changes are necessary.

Administrative Guidelines

The CEO shall be responsible for the development of administrative guidelines for the day-to-day operation of Charter School. Administrative guidelines may not conflict with the Bylaws, Board policy, or applicable state or federal law, are dictated by Board policies and are binding on Charter School employees and students when issued.

The administrative guidelines are not part of Board policy and may be altered by the CEO or designee without Board action.

Limitations of Board Policy and Procedure and Administrative Guidelines

Board policies and procedures and administrative guidelines are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory or common law. Consequently, all Board policies and procedures and administrative guidelines shall be given both an interpretation and application that is lawful. The Board shall determine the final interpretation of its policies and procedures, and the CEO or designee shall determine the final interpretation of administrative guidelines.

Board policies and procedures and administrative guidelines are limited by legal constraints; so too are the rights of those to whom the Board policies and procedures and administrative guidelines apply. Board policies and procedures and administrative guidelines are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action or enforceable right or interest not independently established in law.

Board policies and procedures and administrative guidelines shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the school community beyond what is contemplated by law and are not intended to restrict or limit students, employees or others from pursuing any claims or defenses available under law.

Handbooks

The CEO or designee shall be responsible for the development of employee and student

handbooks. All handbooks will be developed in accordance with Board policies and procedures and administrative guidelines.

The CEO or designee shall submit the employee and student handbooks, including any updates or revisions, to the Board for approval.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this day 15th of September, 2026

President

Secretary