

School Board Policy Process

The Board considers policy development to be a primary responsibility. The Board strives to reflect the community's values in its policies and commits itself to an ongoing effort to engage the community regarding policy-level concerns. The Board develops policies and puts them in writing to provide for the successful, consistent and efficient operation of the district's schools and the high achievement of district students. Policy development shall be aimed primarily toward the continual formation and evaluation of goals and desired end results for students, rather than toward daily district operations.

The Board uses the policy development and codification system of the National Education Policy Network/National School Boards Association (NEPN/NSBA), as recommended by the Colorado Association of School Boards.

This system, while it may be modified to meet needs, is to serve as a general guideline for such tasks as policy research, drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy monitoring and the continuous maintenance of the Board policy manual.

The policies of the Board shall be interpreted in accordance with state and federal laws and regulations.

Policy adoption

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education. However, proposals regarding policies may originate with a Board member, the superintendent, staff members, parents, students, consultants, civic groups or other residents of the district. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

The Board shall adhere to the following procedure in formally considering and adopting policy proposals to ensure thoughtful examination of the issues prior to final adoption.

1. First meeting-the adoption, repeal or revision of any policy shall first be considered at a regular or special Board meeting. The agenda for this initial meeting shall contain an item stating that the Board will consider the adoption, repeal or revision of the policy. The Board may amend the policy under consideration.
2. Second meeting-the Board may amend, adopt, repeal or revise the policy under consideration by majority vote of the members present. If the policy is amended, adopted, revised or repealed, such action shall take effect immediately, unless otherwise indicated by the Board.

During discussion of a policy proposal, the views of the public and staff shall be considered. Amendments may be proposed by Board members. An amendment, made at the second meeting, shall not require that the policy go through an additional reading except as the Board determines that the amendment needs further study, and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve or waive a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered permanent.

The Board shall establish procedures to waive policies to facilitate attainment of school-level goals.

Policy revision and review

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board shall review its policies on a continuing basis.

The superintendent shall be responsible for calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption, except that revisions mandated by changes in law shall not require a second reading and may be adopted upon final vote at the first meeting.

The Board directs the superintendent to recall all policy and regulation manuals periodically for administrative updating and Board review, if hard copies are maintained.

Additionally, from time to time the Board may undertake a process to review and revise all or entire sections of the policies in its manual. Once the review and revision process is complete, the Board may choose to adopt various sections or the revised policy manual in its entirety by approval of a resolution. In this event, the above policy adoption process, including any second reading, may be waived.

Board review of regulations

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all districtwide regulations issued by the administration.

Regulations shall be officially approved by the Board when this is required by state or federal law or when strong community, staff or student attitudes make it advisable.

Before issuance, regulations shall be properly titled and coded.

Policy communication

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect.

All policy manuals distributed to anyone shall remain the property of the district and shall be considered as "on loan" to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time for updating.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district and on the district's website.

Monitoring policy implementation

Board policies shall be accessible to all district employees, to Board members and, insofar as conveniently possible, to all persons in the district.

The Board shall evaluate how the policies have been executed by staff and shall weigh the results. It shall rely on the staff, students and community for providing evidence of the effect of the policies which it has adopted.

The Board shall monitor the implementation of its policies on an ongoing basis to ensure that reasonable progress is being made toward achieving the Board's goals and that operation of the school district is consistent with its policies.

Suspension/repeal of policy

In the event of special circumstances, the operation of any Board policy, including those governing its own operating procedures, may be waived or temporarily suspended by a majority vote of Board members present at any regular or special meeting. This, however, shall not apply to any Board policy established by law or by contract.

Policy repeal shall be accomplished in the same manner as policy adoption.

Adopted: March 12, 1985

Revised: 1996

Revised: July 20, 1998

Revised: March 14, 2006

Revised: January 10, 2013

LEGAL REF.: C.R.S. 22-32-109(1)(a-c),(y)(I) *(specific duties of board)*