BOARD POLICY PROCESS

The Board of Education is responsible for developing or causing to be developed policies, which serve as guidelines for the administration of district affairs and for the efficient operation of its 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, and policy monitoring.

The policies of the Board shall be interpreted in accordance with state and federal laws and regulations. The Board shall not adopt any policy, which is expressly prohibited by or in conflict with applicable laws.

Policy Adoption/Revision/Review/Repeal

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board. However, suggested proposals or issues for policy modifications, additions, or deletions may originate from a variety of sources, such as Board request, superintendent request, staff member request, as a result of employee contract negotiations, following recommendation by the district legal counsel or as a byproduct of a regular, periodic review of Board policies. The appropriate administrator shall determine whether the issue warrants adoption/revision/repeal of policy and shall prepare a clear, workable policy utilizing as many drafts as needed. Thereafter, an orderly process is used in examining the matter and in receiving recommendations from the superintendent as well as hearing the viewpoints of persons or groups affected by the policy, prior to final adoption or repeal by the Board.

The Board shall adhere to the following procedure in formally considering adoption/revision/repeal of policy to ensure thoughtful examination of the issues:

1. First meeting – the proposal shall be presented for discussion
2. Second meeting – the proposal shall be presented for further discussion and adoption/approval/repeal by vote of the Board

During discussion of a policy proposal, the Board shall hear views of the community and staff. The Board shall take action only after hearing recommendations of the superintendent and viewpoints of persons and groups affected by the policy.

Amendments may be proposed by Board members. An amendment shall not require that the policy go through an additional reading except when the Board determines that further study is needed or that an additional reading would be helpful.

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

In an effort to keep its written policies up-to-date, the Board shall review its policies on a continuous basis. The superintendent is given the continuing commission of calling to the Board’s attention policies that need revision.

**Board Review of Regulations**

The Board reserves the right to review regulations issued by the administration at its discretion. The superintendent shall provide a copy of newly developed or revised regulations to the Board as soon as possible following administrative approval.

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

**Policy Communication**

The superintendent shall establish and maintain an orderly plan for preserving and disseminating Board policies and regulations. Staff will be informed of policy and regulation changes on a regular basis.

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

**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 temporarily suspended by a majority vote of Board members present at any regular or special meeting. This shall not apply to any Board policy established by law or by contract.

The superintendent may, in case of emergency, suspend any part of Board policy and/or regulation; provided that he/she reports the reasons for such suspension in writing to the Board within 72 hours; and provided that the suspension expires at the time of the next Board meeting unless continued in effect by action of the Board. This shall not apply to any Board policy established by law or by contract.

Adopted prior to 1985
Revised November 16, 1988
Revised August, 1997
Revised December 8, 2010

Legal ref.: C.R.S. 22-32-109 (1)(a-c)(y)(l) specific duties of the board
Contract ref.: TEA Agreement, Article 18, Professional Concerns Committee
Cross ref.: CH, Policy/Regulation Implementation