

SCHOOL BOARD POLICY PROCESS

The Colorado Springs Board of Education (the Board) considers policy development its chief 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 (CASB).

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. All policy proposals shall be submitted directly to the Board of Education. 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 proposal shall be presented as an information item and discussion.
2. Second meeting - the proposal shall be presented as a non-action item for additional discussion and Board action.
3. Third meeting-the proposal shall be presented as an action or consent item, final discussion if applicable, and Board action.

During discussion of a policy proposal, the Board shall seek out the views of community stakeholders and staff. The Board shall take action only after hearing recommendations of the superintendent and viewpoints of community and staff.

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. The Board may also waive policies to facilitate attainment of district-level or school-level goals. However, the above procedure is required before the

temporary policy or policy waiver shall be considered permanent.

Policy Revision and Review

In an effort to keep its written policies current, the Board shall review its policies on a continuous 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 minor revisions or revisions mandated by changes in law may be adopted by consent vote at a meeting of the Board.

Additionally, the Board may undertake a process to review and revise all of the policies in its manual. The process shall include opportunities for staff, parent, and community involvement. In addition, any changes to policy that affect the benefits, rights, responsibilities or expectations of students or staff shall be provided in writing to the affected group with sufficient time to make any necessary arrangements prior to the effective date of the change. Once the review and revision process is complete, the Board may choose to adopt the revised policy manual in its entirety by approval of a resolution. In this event, the above policy adoption process, including any readings, shall not apply.

Board Review of Regulations

The superintendent is responsible for issuing regulations to implement Board policy. Regulations will be developed by the administration after consultation with staff and community stakeholders.

Regulations shall be officially approved by the Board when required by state or federal law or when requested to do so by the superintendent.

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 updates and copies of all current district-wide regulations issued by the administration.

Before issuance, regulations shall be properly titled and coded.

Policy Communication

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

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. All Board policies will be preserved and archived in accordance with archiving and retention schedules.

Monitoring Policy Implementation

The Board shall continuously monitor the implementation of its policies 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 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.

Revised December 9, 1981

Revised September 1987

Reviewed May 1995

Revised October 2003

Revised March 2004

Revised March 2005

Revised June 19, 2013

Reviewed February 10, 2016

Reviewed February 24, 2021

Revised May 29, 2024

LEGAL REFS.: C.R.S. 22-32-109 (1)(a-c)
C.R.S. 22-32-110, et al.
C.R.S. 22-33-104 (4)
1 CCR 301-1, Rules 2202-R-3.04 (5)(i)

CROSS REFS.: BDF, Advisory Committees
GBDA, Referral to Employee Handbooks/Agreements