

SCHOOL BOARD OF EDUCATION POLICY PROCESS

The Colorado Springs School District 11 Board of Education (the Board) considers policy development, maintenance and approval one of its chief responsibilities. It is the intent of the Board to develop and maintain written Colorado Springs School District 11 (the District) policies that guide and support the District's goals and the successful, efficient functioning of the District public schools. The purpose of this policy is to outline the policy development, maintenance, and approval processes and clarify the relation of policy with other administrative guidance such as regulations, handbooks, etc.

The policies of the Board are framed and meant to be interpreted in the context of state laws and regulations and other regulatory agencies within state and federal levels of government. Changes in needs, conditions, purposes and objectives as well as changes in state and federal laws and regulations will require revisions, deletions and additions to the policies of the present and future Board.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all employees and students will carry them out willingly.

Employees shall be responsible for informing their subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Disregard for Board policy and supporting administrative regulations may be interpreted as insubordination and/or willful neglect of duty.

The Board endorses for use in this District 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). As policies and regulations are developed and reviewed, the Superintendent or designee will designate a department for the responsibility of the implementation of the policy or regulation. The responsible department will be part of the codification of each policy document.

The Board's Policy Committee will be a standing Board advisory committee.

Development of Policy

Proposals regarding new policies are welcomed and may be initiated in writing by a member of the Board, the Superintendent, staff member, parent/guardian, student, consultant, civic group, any employee organization recognized as the official representative of any group of employees or any resident of the District.

The Board shall use a careful and orderly process in examining all policy proposals prior to action upon them. The policy proposals will normally be referred to the Board's Policy Committee for further action.

Review and Maintenance of Policy

The Superintendent or designee is given the continuing commission of calling to the Board and Administration's attention all policies that are out of date or for other reasons appear to need

revision. The Policy Committee will work with the Department/Administrator responsible for the area(s) impacted to develop revisions. Depending on the task, the Administrator may form an informal committee, comprised of groups impacted, to receive feedback prior to involving the Policy Committee. The Policy Committee or Administrator may also invite subject matter experts to attend the Policy Committee meetings to support discussions on specific issues as needed. The Policy Committee will finalize the proposed revisions and facilitate the process for administrative and legal review as needed. The Policy Committee will also review any related regulations and exhibits to ensure update compatibility and consistency. The Superintendent will review proposed changes and may suggest further recommendations to the Board.

This commission shall include a timely, annual review of CASB's proposed annual updates based on state legislative changes. These reviews and updates will normally be conducted by the Department/Administrator responsible for each policy. Staff members who identify inadequacies in existing policies are encouraged to inform the appropriate supervisor who shall forward this information to the Custodian of Records for dissemination to the responsible Department/Administrator.

To ensure that policies are updated to meet changing conditions and state and federal laws, all policies and supporting regulations shall be reviewed at least every three years by the Policy Committee and the date of review annotated on the policy if no changes are made.

Adoption, waiver, and/or repeal of Policy/Policy Revisions

Unless two-thirds of the members of the Board shall waive this requirement, the Board shall adhere to the following procedure in considering and adopting policies, making policy changes, or repealing existing policies to insure that they are well examined before final adoption.

1. First regular or special meeting--the proposal shall be presented as an information item for discussion during the non-action portion of the agenda.
2. Second regular or special meeting--the proposal shall be presented for discussion and action during the action portion of the agenda.

A new policy proposal or policy change may be referred back to the Administration and/or Policy Committee when the Board determines that the proposed policy action needs further study, and then brought back to the Board for approval.

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

The Board may also waive element(s) of a policy for a specific time period, e.g., "grandfather" clauses, or for a specific purpose, e.g., charter school policy waivers, by a majority vote of the Board.

Implementation of Policy/Development of Regulations

The Superintendent has responsibility for carrying out, through administrative regulations as necessary, the policies established by the Board.

The Board shall delegate to the Superintendent or designee the function of developing implementing regulations and procedures under which the District will operate in accordance with Board policy. Regulations may further refine or clarify policy as well as document implementation procedures.

In the development of administrative regulations, the Superintendent or designee shall involve at the planning stage those who would be affected by such rules including staff members, students, parents/guardians and the public and submit such regulations to the Policy Committee for review.

Before issuance, regulations shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

District Administrative Handbooks

In order that pertinent Board policies, District regulations, and department, and/or school rules and procedures may be known by all affected staff members and students, District administrators and principals will issue staff and student handbooks as found necessary and desirable to enhance the continuous improvement process. It is essential that all such handbooks conform to District wide policies and regulations and contain a statement that policy/regulation guidance takes precedence in all cases of potential conflict. Therefore, the Board expects these handbooks to be approved by the Superintendent or administrative designee prior to publication. A copy of all handbooks published shall be made available to the Board for information. This paragraph does not apply to employee personnel handbooks generated as part of the employee group negotiations process.

Administration in the Absence of Policy

In cases where action must be taken and the Board has provided no guidelines in policy for such action, the Superintendent shall have the power to act. His decisions, however, shall be subject to review by the Board at its next regular meeting. The Superintendent shall inform the Board promptly of actions taken and the possible need for policy action. If the Board chooses to take no policy action, the Superintendent may issue a Superintendent Directive to provide clarifying District guidance. Board policy will take precedence over Superintendent Directives in cases of potential conflict. Before issuance, Superintendent Directives shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

Board Review of Regulations, Handbooks and Directives

The Board retains the right to review regulations, District wide handbooks and Superintendent's Directives issued by the Administration to ensure they are consistent with policies and regulations adopted by the Board. The Board will address any concerns to the Superintendent for action.

The Board shall only officially approve regulations when required by State or Federal law, or when requested to do so by the Superintendent.

Relation of Negotiated Employee Group Personnel Agreements and Associated Handbooks to Policy

Negotiated employee group personnel agreements, i.e. the Master Agreement between the Colorado Springs Education Association and the Board of Education of Colorado Springs School District 11, the Meet and Confer Resolution between the Board and Executive/Professionals group of District 11, and the Meet and Confer Resolution between the Board and the Educational Support Professionals group of District 11, shall be reviewed and updated annually as appropriate. Such agreements, when approved by the Board, shall take precedence in all cases where there is conflict between existing policy and the negotiated agreement. All staff members are expected to comply with reasonable rules, regulations and written directives/Board policies adopted by the Board or its representatives that are not inconsistent with the provisions of the negotiated employee agreements. Employee handbooks generated as a result of these agreements will be reviewed by the Superintendent or administrative designee for accuracy and compatibility prior to publication. A copy of all such handbooks published will be provided to the Board for information.

Communication and Availability

The Superintendent or designee shall 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. The Custodian of Records shall maintain a master copy of all Board policies and regulations.

A copy of all Board policies, District administrative regulations, and employee agreement associated personnel handbooks shall also be maintained on the District's website. Updates will be posted to the website within one week of Board/Administration approval.

All District employees, students, and members of the community will have access to the above as soon as practicable at the administrative offices during business hours and on the District's website. Students and parents/guardians will be informed of all policy and regulation changes affecting students. Requests for policy and regulation information may be made to the office of the Superintendent, Assistant Board Secretary, or the Records Management Center.

Revised December 9, 1981
Revised September 1987
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Revised October 2003
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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)

CONTRACT REFS.: Colorado Springs Education Association Master Agreement
Executive/Professional Meet and Confer Handbook
Education Support Professionals Meet and Confer Handbook

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