

SCHOOL BOARD OF EDUCATION POLICY PROCESS

It is the intent of the Board of Education to develop policies and put them in writing so that they may support the District's goals and the successful, and efficient functioning of the Colorado Springs School District 11 public schools.

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 of Education.

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 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 will designate a department and administrative position for the responsibility of the implementation of the policy or regulation. The department and name of the position will be part of the codification of each policy document.

Development of Policy

The Board of Education considers policy development one of its chief responsibilities. Proposals regarding policies are welcomed and may be initiated in writing by a member of the Board, the Superintendent, staff member, parent, 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 shall be referred to the Board's policy subcommittee for further action. The Board's policy subcommittee will be a standing committee. The Board directs the Superintendent or designee to develop a policy in accordance with Policy BDF Advisory Committees. The policy subcommittee will work with the 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 subcommittee. The policy subcommittee will review all proposed revisions and may conduct further research. The policy subcommittee will finalize the proposed revisions and facilitate the process for administrative and legal review as needed prior to bringing to the board during a work session or public hearing when necessary and then non-action with a recommendation. Membership of the policy subcommittee will consist of:

- Two Board of Education Directors
- A representative from each division
- Two Principals, one from Elementary and one from Secondary Schools
- Two Teachers, one from Elementary and one from Secondary Schools
- An Educational Support Professional (ESP) Employee
- An Executive Professional Employee
- Two representatives from the District Advisory Accountability Committee who are not employed by the district
- The Custodian of Records
- A Parent
- A Student

The policy subcommittee will meet as needed and provide written reports to the entire board regularly.

Review of Policy

To insure that policies are updated to meet changing conditions and State and Federal laws, all policies shall be subject to at least annual review and revision.

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. This commission shall include a timely, annual review of CASB's proposed annual updates based on state legislative changes. Staff members who identify inadequacies in existing policies are obligated to inform the appropriate supervisor who shall forward this information to the Chairperson of the Policy Subcommittee.

The Superintendent, designee or Board shall be responsible for initiating policy review. Policy review shall be carried out by the Administration, in conjunction with employee groups and impacted stakeholders with suggestions for revision presented for Board consideration.

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 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 of Education.

The Board shall delegate to the Superintendent or designee the function of developing implementing regulations and procedures under which the district will be operated in accordance with Board of Education policy. Regulations may further refine or clarify policy as well as document implementing 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 and the public. They shall weigh with care the counsel given by representatives of staff, student and community organizations. They shall inform the Board of such counsel in presenting reports of administrative regulations and in presenting any regulations for Board approval.

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

Handbooks and Directives

In order that pertinent Board policies, district regulations, and department, and/or school rules and procedures may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable to enhance the continuous improvement process. It is essential that all such handbooks conform with district wide policies and regulations. 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.

Board Review of Regulations, Handbooks and Directives

The Board of Education will review regulations, and district wide handbooks and 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. Master Agreement between the Colorado Springs Education Association and the Board of Education of Colorado Springs School District 11, 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 which are not inconsistent with the provisions of the negotiated employee agreements. Employee handbooks generated as a result of these agreements will be review 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.

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.

Communication and Feedback

The Superintendent or designee shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Education and the regulations needed to put them into effect. The Superintendent or designee shall maintain a master copy of all Board policies and regulations.

As a minimum, the district shall maintain one up-to-date copy of all Board of Education policies and district administrative regulations, a copy of Colorado School Laws, and an up-to-date copy of all personnel handbooks in each school. A copy of all Board of Education policies, district administrative regulations, and employee agreement associated personnel handbooks shall also be maintained on the district Internet web site. Board members shall be notified when changes to these documents are posted to the site.

Accessibility is to extend to all district employees, students, and members of the community at the administrative offices during reasonable business hours and on the District's Internet web site. Students and parents will be informed of all policies and regulations affecting students. Requests for policy and regulation information shall be made to the office of the Superintendent, Assistant Board Secretary, or the Records Management Center.

Communication and feedback is encouraged and may be made in writing or via the district's web site to the Superintendent or Records designee, and/or the Board of Education. Requests for policy and regulation information shall be made to the office of the Superintendent, Assistant Board Secretary, or the Records Management Center.

Revised December 9, 1981

Revised September 1987

Reviewed May 1995

Revised October 2003

Revised March 2004

Revised March 2005

LEGAL REFS.:

C.R.S. 22-32-109 (1)(a-c),(w),(y)(l)

C.R.S. 22-32-110 (2),(3),(4)

C.R.S. 22-33-104 (4)

1 CCR 301-1, Rules 2202-R-3.04 (5)(i)

CONTRACT REFS.:

CSEA Agreement, Article II--General Provisions, Section

CSEA Agreement, Article IV Teacher's Rights, Section B Availability of Bylaws, Policies and Procedures