

Policy CH - Policy Adoption and Implementation

The Superintendent, as the chief executive officer of the District, is authorized to generate policies. The Superintendent 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 Superintendent 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.

The policies of the District 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 the responsibility of the Superintendent. However, proposals regarding policies may originate with 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 adoption.

The Superintendent 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 cabinet meeting-the proposal shall be presented as an information item.
2. Publication-the proposal shall be published on the District's website for 30 days (unless expressly stated otherwise).
3. Adoption-after the 30-day publication period, the proposal will be adopted and published in the District's policy manual.

The Superintendent may temporarily approve or suspend a policy, prior to going through the above process, to meet emergency conditions.

Policy revision and review

In an effort to keep its written policies up-to-date, the Superintendent or designee shall review policies on a continuous basis.

Additionally, from time to time the Superintendent may undertake a process to review and revise all of the policies in its manual.

Superintendent regulations

The Superintendent also has the authority to develop regulations as may be needed for the implementation of District Policies.

Policy communication

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

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

Suspension/repeal of policy

In the event of special circumstances, the operation of any Board or District policy, including those governing operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting.

Waiver of policy

School level accountability committees may request a waiver of district policy to facilitate attainment of a school level goal by submitting a written application to the community superintendent. The request for waiver or renewal of an existing waiver must be supported by a majority of accountability committee members and the building principal.

Waivers will be good for two years and may be renewed without limit for additional two-year periods after review by the community superintendent.

The waiver or waiver renewal request must include:

1. Coding and title of the policy to be waived.
2. Specific documentation demonstrating how the policy prohibits the school from achieving a school goal.
3. Description of how the subject matter of the policy will be addressed.
4. Expected outcome of the waiver or waiver renewal.
5. Duration requested for the waiver or waiver renewal.
6. Explanation of how the waiver or waiver renewal would assist the school in reaching its goal.
7. Financial impact of the waiver.

The written request for a waiver or waiver renewal must be received by the community superintendent at least 90 days prior to proposed implementation.

The waiver or waiver renewal will be granted if the community superintendent determines that the school has clearly demonstrated that the waiver or waiver renewal will result in the school accomplishing its goal.

The community superintendent will provide a written response to the waiver or waiver renewal request within 60 days of receipt of the request.

(Adoption date)

LEGAL REF.:

C.R.S. [22-32-109](#) (1)(a-c), (y)(l) (specific duties of board)