1.8 DEVELOPMENT AND ADOPTION OF POLICIES

It is the Board’s responsibility to develop governing and operational policies. A systematic approach to developing, monitoring, reviewing, adopting, and disseminating policy will be followed. It is the intent of the Board to develop policies so they may serve as guidelines and goals for the successful and efficient functioning of Campbell County School District.

The policies of the Board are framed, and are meant to be interpreted, in terms of Wyoming laws, rules and regulations of the State Board of Education, and all other regulatory agencies within our county, state, and federal levels of government.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

1. Policy Development – The following represents the policy development process:

   ▪ A need is recognized by the Board, the Superintendent or his or her constituents, or by legal requirement.
   ▪ The Superintendent or designee prepares an abstract which defines the issue and suggests an approach to address the issue.
   ▪ The Superintendent and cabinet review the abstract and take a position on the issue regarding scope and priority.
   ▪ The Superintendent or designee prepares a draft of the policy and obtains legal counsel when necessary.

2. Policy Adoption – Except for policy actions to be taken on emergency measures, the adoption of Board policies shall follow this sequence which will take place at a minimum of two (2) regular meetings of the Board. The following represents the policy adoption process:

   ▪ New Policies
     a. Announcement and distribution of the proposed new policy, which will be placed on the regular board meeting agenda as an item of information “First Reading”. The Board reviews the draft of the policy at this time and can make suggestions regarding substance and wording.
     b. Two public hearings will be held to offer concerned groups the opportunity to comment regarding the policy.
     c. Discussion and final action during a regular board meeting “Second Reading” will take place.
     d. The final vote to adopt or not to adopt shall occur at least four weeks from the meeting at which policy proposal was first placed on the agenda, except where otherwise provided.

   ▪ Policy Revision With Major Changes
     a. Depending on the scope of revisions, the policy may follow the same process as a new policy, or the policy may be taken to a regular board meeting for approval on “First and Final Reading”.
     b. Depending on the scope of revisions, public hearings may or may not be recommended for public comments.
c. If the policy revision requires a “First Reading”, “Public Hearing”, and “Second Reading”, the final vote to adopt or not to adopt the policy shall occur at least four weeks from the meeting at which policy proposal was first placed on the agenda, except where otherwise provided.

- Policy Revision With Minor Changes
  a. Minor or grammatical changes to a policy will not be taken to public hearings.
  b. Minor or grammatical changes to a policy will move directly to the regular board meeting consent agenda for approval and bypass “First Reading and “Second Reading”.

3. Emergency Policy Adoption – On matters of unusual urgency, the Board may waive the four-week limitation and take immediate action to adopt new, or revise existing policies (For example at a special meeting of the Board). When such immediate action is necessary, the Superintendent and the Board shall state for the record and/or provide notice of the reasons for this necessity.

4. Policy Review – At least every five (5) years, the Board will review its policies for the purpose of revising or deleting policies mandated by changing conditions. It shall evaluate how the policies have been executed by District staff and weigh the results. The Board shall rely on the Superintendent or designee to provide evidence of the effect of the adopted policies.

The Superintendent is given the responsibility of bringing to the Board’s attention all policies that need revision.

The following criteria shall be used when evaluating the policies for possible revision, updating, or elimination:
- Is the policy within the scope of the Board’s discretionary authority as granted by state statutes?
- Is the policy consistent with state and federal law and with the provisions of the United States Constitution?
- Is the policy legitimate in its purpose of being educationally valid or capable of producing a desirable outcome or objective?

Legal counsel shall be sought when in the opinion of the Superintendent or the Board a question exists regarding the legality of the policy.