



**CLEAR CREEK SCHOOL DISTRICT RE-1
P.O. BOX 3399 IDAHO SPRINGS COLORADO 80452
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October 5, 2015

Dear Clear Creek School Community:

This letter is to provide information on an initiative the Clear Creek School District (CCSD) Board of Education will undertake in order to update the entire CCSD policy manual. CCSD has contracted with the Colorado Association of School Boards (CASB) in order to help facilitate this process. This process is lengthy and could take up to eighteen months to complete. There is an aggressive timeline that has been created in order to complete this process within the eighteen month window.

Each month the CCSD Board of Education will review specific sections of the Board policy manual. CASB will provide sample policy language consistent with state statute. The CCSD Board of Education will consider the language suggested and supported by CASB. Additionally, the CCSD Board of Education will also consider input from the CCSD school community.

The sections that are up for consideration in the Policy Manual will be made available on the website for each school as well as on the District website. This will provide an avenue for input into specific policies that are being reviewed. Comments may be submitted online from the websites and will be considered by the CCSD Board of Education as a part of the policy review process during the month that the policy is being considered. It is anticipated that the comment period each month will be approximately five days at the beginning of the month.

During the month of October the CCSD Board of Education will consider policy sections A, B and C. Comments for these sections may be submitted online from Monday October 5, 2015 through Friday October 9, 2015.

Here is information regarding which sections of the policy manual will be considered on a monthly basis:

October	<u>Section A</u> (Foundations and Basic Commitments) <u>Section B</u> (School Board Governance and Operations) <u>Section C</u> (General School Administration)
November	<u>Section D</u> (Fiscal Management) <u>Section E</u> (Support Services) <u>Section F</u> (Facilities Planning and Development)
December	<u>Section G</u> (Personnel)
January	<u>Section G</u> (Personnel)
February	<u>Section I</u> (Instruction)
March	<u>Section J</u> (JA-JHs only) (Students)
April	<u>Section J</u> (JI- JKs only) (Students)
May	<u>Section J</u> (JL-JSs only) (Students)
June	<u>Section K</u> (School –Community – Home Relations) <u>Section L</u> (Education Agency Relations)

It is the sole responsibility of the CCSD Board of Education to adopt policy as per state law. The CCSD Board will only adopt policies after the entire manual review process is completed. Policies are linked and interact with other policies in a variety of sections in the policy manual.

Once the CCSD Board selects the language that is preferred on individual policies, (through a first reading at a CCSD Board of Education meeting), these policies will then be resubmitted to CASB for further review. At the end of the sections scheduled to be reviewed in June 2016, CASB will then review the entire policy manual again for any additional recommended changes. The final CASB review will take approximately 3-5 months. At the end of the process the CCSD Board of Education will approve the policy manual in its entirety.

Thank you for taking the time to understand how this process will work. The CCSD Board of Education looks forward to updating the policy manual.

Sincerely,

Roslin Marshall
Superintendent