

**Crown Pointe Academy of Westminster**  
**Board Policy Development, Review and Evaluation Policy**  
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The Academy Board accepts a range of duties and undertakes action pursuant to the Charter School Operating Act, other Colorado Statutes, the Articles of Incorporation, By laws, Not-for-Profit Statutes, the Charter Contract, Colorado Department of Education and the Charter Contract Authorizer's policies, contracts and certain federal laws and regulations like No Child Left Behind (NCLB) in addition to actions needed to be taken to be consistent with and comply with these higher authorities and absolute obligations. A systematic, predictable means of developing policy will promote community, school, parent and student involvement in policy decisions of the Academy Board and will encourage careful and well informed decision making by the Academy Board. Accordingly the Academy Board will develop new policy or substantially revise existing policy as follows:

An Academy Board member or the Director may request a new policy or the revision of an existing policy contained within the "Policy Manual" at any regularly scheduled Academy Board meeting. The request must be in writing or entered into the minutes at the meeting in which the request is made. Once requested, the Academy Board will review the request and take action during that meeting. Possible actions are: adoption of a resolution to require or inhibit immediate action, referral of the request to the initiator or to a committee to gather more information or to write the policy wording, or a decision to not accept the issue as a policy item.

New policies and policy revisions will be reviewed at least two times at meetings open to members of the community, staff and students. Adoption of the policies will occur at the second meeting. The amended proposed policies will be made available to the school population after the first meeting. The proposed policies will be individually listed on the agenda for the meeting during which they come up for a vote. Once a policy has been written, it may only be adopted in an Academy Board meeting for which the policy has appeared on the agenda. The Academy Board Secretary or designee will distribute the final version of the adopted policy to Academy Board members and to the Director and place a copy in the Academy Board policy binder.

The Academy Board will delegate to the Director the writing of all administrative procedures, which support Academy Board policies. In the planning stage, the Director should involve staff members, students, parents or representatives of the parties affected by the policies and procedures. The Director will provide administrative procedures to the Academy Board upon request.

The Academy Board may at any meeting by unanimous vote of members present, temporarily suspend any Academy Board policy not established by law or contract. Any portion of this policy may be waived by a majority vote of the Academy Board, for good cause or in case of emergency.

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The Academy Board will review each Crown Pointe Academy policy at least once every three years to consider amendments and deletions. The Academy Board may appoint a committee which may include non-board members to review policies and reports. The Academy Board will monitor compliance to policies, ensure that all policies are contained in a policy binder and confirm that their policy binder is accurate and complete at the beginning of each school year. The Crown Pointe Academy Policy Format Template will be used for all policies and must include the date adopted by the Academy Board, date(s) reviewed by the Academy Board, revision date and relevant rationale.

The Academy Board will ensure that Charter Contract Authorizer's policies are monitored for changes to existing policies or development of new policies relevant to the school.

Adopted: April 5, 2004  
Reviewed: November 17, 2008, February 12, 2025  
Revised: April 7, 2005  
Rationale: Updated during policy review following District 50 policy rewrite.  
April 7, 2005-Revised to expand verbiage on the policy development process.  
2015 removal of Adams County School District #50, removal of number GP 3  
Alignment to new Charter Contract Authorizer.