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| <b>DESCRIPTOR TERM:</b><br><br><b>School District Organization and Governance</b> | <b>Millard District Policy</b><br><b>File Code: 1070</b><br><br><b>Approved: 04-08-21</b> |
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## **BOARD POLICY PROCESS**

### **A. Purpose & Philosophy**

The primary responsibility of the Board is the development of education policy. The Board accepts the National School Boards Association definition of policy: "Policies are principles adopted by a school board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet specific enough to give clear guidance." It is the purpose of this policy to establish the process by which policy shall be drafted, adopted, and reviewed in the school district.

### **B. Policy Proposals**

Policies may be proposed by members of the Board, the superintendent, district employees, citizens, students, parents, civic groups, or board legal counsel. Persons, other than Board Members or the superintendent, desiring to propose a policy may be required to submit a written proposal to the office of the superintendent

Policy proposals, by other than Board Members, will be reviewed by the superintendent's staff and a decision will be made regarding whether the proposal will be forwarded to the Board for action or held for further study and development. The person or group responsible for submitting the proposal will be notified about the decision and reasons for the decision.

If a policy proposal is denied by the superintendent's staff, the person or group responsible for submitting the proposal may submit a written appeal to the President of the Board of Education.

### **C. Policy Development**

If a policy proposal is forwarded to the Board for action, the Board may direct the superintendent and appropriate administrative staff, or appoint a special committee, to study the issue and develop a substantial framework for the policy.

The superintendent may appoint a staff member or legal counsel to draft the proposed language of the policy as recommended by the committee.

Once a draft policy has been prepared and accepted by the committee, the committee chairperson will recommend to the superintendent that the policy be placed on the Board's agenda for consideration.

Special policy committees are advisory only and do not have the legal authority to make final policy decisions that are binding on the district and that carry the force of law.

The superintendent shall provide for regular review of all policies and recommend revisions to the Board as necessary to insure that policies are consistent with state and federal law and current educational practice.

**D. Policy Adoption**

All proposed policies and policy revisions will be considered by the Board in a minimum of two (2) regularly scheduled Board Meetings.

Once a draft policy has been recommended by a committee for consideration by the Board, the Board will place the draft policy on the agenda of a regularly scheduled board meeting as soon as practical for first reading. A draft policy may be placed on a board workshop agenda prior to first reading.

The draft policy will also be placed on the District's Internet Policy site to provide the public an opportunity to give comments and suggestions.

Information received through letters, faxes, e-mails, and other written comments on the proposed policy will be made available to the Board in a timely fashion.

After considering the proposed policy and any proposed amendments on the first reading agenda, the Board may reject the proposed policy, forward the proposed policy for subsequent reading, forward the proposed policy to the action agenda for final action in a subsequent meeting, or table the proposed policy for further study.

Amendments to the draft policy at any stage of the proceedings do not require repetition of the sequence unless the Board so directs.

The Board may dispense with the above sequence to meet emergency conditions. Policies become effective upon adoption, unless the Board specifies a different effective date in the motion for adoption.

**E. Policy Dissemination**

Summaries of policy action taken by the Board shall be published and distributed in District newsletters and press releases.

The policy manual will be made available on the District web page. Written copies of individual policies will be made available upon request under provisions of Records Access and Management (GRAMA). Printed copies of the District Policy Manual are available for public access at the District Office or Principal's Office at each school.

Each Policy shall include a policy history indicating the dates upon which the policy was adopted, amended, or repealed.

Summaries or appropriate District policies affecting students, as determined by the principal and/or the superintendent, shall be distributed with school registration materials, posted in schools, and printed in student handbooks or planners provided by the school.

All District Policies, including certificated and classified negotiated agreements, will be available on the District's Internet Policy site.

The Board's policies are public records and will be made available via the Internet or upon request for school officials.

#### **F. Policy Review**

To ensure that policies are updated to meet changing conditions and to be consistent with legal requirements, all policies will be subject to periodic review and revision.

The superintendent or designee will be responsible for initiating policy review and revision, which will be carried out administratively, or with the assistance of special committees, as appropriate.

All proposed revisions and amendments to existing policy shall be placed on the Board's agenda for action. The sequence for policy adoption outlined above need not be followed for minor revisions required to make the policy consistent with changes in the law or minor change of circumstance. However, the sequence for policy adoption shall be followed for any proposed revisions of amendments that will effect significant substantive changes on the existing policy.

All policy manuals and the District's Internet Policy site will be updated following the Board's approval of revisions or amendments.

#### **G. Policy Training**

It is the responsibility of the superintendent, department directors, principals, and other school administrative leaders to ensure their staff's familiarity with District Policy and to regularly train their staff regarding the applicability and implementation of District Policy.

District office staff, board legal counsel, or others may assist in providing training on policy issues to board members and school employees as directed by the superintendent.

All employees newly hired by the District shall attend a new employee orientation within their first year of employment in which they will receive training on District Policy and Procedure.

#### **References**

Utah Code Ann. § 53G-4-401 (14). Board Rules and Policies.