

# **Davis School District Policy and Procedures**

**Subject:** 1B-040 Board Policy Process  
**Index:** Board of Education  
**Revised:** January 22, 2019

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## **1. PURPOSE AND PHILOSOPHY**

The Board of Education of Davis School District (Board) believes that its primary responsibility is the development of education policy. Board policies should define the desire and intent of the Board and should be in a form which is sufficiently explicit to guide administrative action. It is the purpose of this policy to establish the process by which District policy shall be managed, reviewed, proposed, and adopted.

## **2. POLICY MANAGEMENT**

### **2.1. Policy Review**

- 2.1.1. To ensure that policies are updated to meet changing conditions and to be consistent with legal requirements the superintendent or designee will be responsible for initiating policy review and revision.
- 2.1.2. All policies will be subject to periodic review and revision at least every five (5) years.

### **2.2. Policy Proposal**

- 2.2.1. Development of new policy, or revisions to existing policy may be proposed by members of the Board, the superintendent, District employees, citizens, students, parents, civic groups, or Board legal counsel.
- 2.2.2. Persons, other than Board members or the superintendent, desiring to propose a policy may be required to submit a written proposal.
- 2.2.3. Policy proposals will be reviewed by the superintendent's staff. The superintendent:
  - [a] may instruct a staff member or legal counsel to draft the proposed language of the policy;
  - [b] may appoint a special committee to study the issue and develop a substantial framework for the policy; or
  - [c] may deny the policy proposal request.
- 2.2.4. If the superintendent's staff denies a policy proposal, the person or group responsible for submitting the proposal may submit a written appeal to the Policy Review Committee described in Section 3 of this policy.

## **3. POLICY REVIEW COMMITTEE**

### **3.1. Membership**

- 3.1.1. The Board president shall designate three (3) Board members to serve on a Policy Review Committee (Committee).
- 3.1.2. District staff responsible for policy management, as assigned by the superintendent, shall also serve as members of the Committee.
- 3.1.3. Policy Review Committee members may invite District staff as subject matter experts to the Policy Review Committee meeting on a case-by-case basis. Invitees are not members of the Committee.

**3.2. Duties and Responsibilities**

The Committee shall:

- 3.2.1. review all proposed new policies and proposed revisions to existing policies;
- 3.2.2. consider policy proposals that have been denied by the superintendent's staff;
- 3.2.3. recommend appropriate placement of the policy or revision on the Board meeting agenda; and
- 3.2.4. advise the Board on policy development and revision.

**4. ADOPTION OF POLICY**

- 4.1. The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda for a minimum of two Board meetings, which may include a workshop agenda. The proposals shall be distributed, and public comment will be allowed at Board meetings prior to final Board action.
- 4.2. The draft policy will also be placed on the District's policy web page to provide the public an opportunity to give comments and suggestions. Information received on the proposed policy through emails or other written comments will be made available to the Board in a timely fashion.
- 4.3. Amendments to the draft policy at any stage of the proceedings do not require repetition of the sequence unless the Committee so directs.
- 4.4. 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, minor changes of circumstance, or to meet emergency conditions.

**5. POLICY DISSEMINATION**

- 5.1. All District policies, including educators and classified negotiated agreements, are public records and will be made available on the District policy web page.
- 5.2. Each policy shall include a policy history indicating the dates upon which the policy was adopted, amended, or repealed.
- 5.3. Summaries of 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.

**6. POLICY IMPLEMENTATION AND TRAINING**

- 6.1. It is the responsibility of the superintendency, school directors, department directors, principals, and other school administrative leaders to implement Board policy.
- 6.2. All District employees have a responsibility to be familiar with Board policies and procedures applicable to their position, including the applicable negotiated agreement.
- 6.3. Department directors, principals, and other school administrative leaders are responsible to regularly train their staff regarding the applicability and implementation of District policy.
- 6.4. 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.

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#### **DEFINITIONS**

“**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.”

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#### **REFERENCES**

[Utah Code Ann. §53G-4-402\(14\)](#) – Board rules and policies.

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#### **DOCUMENT HISTORY**

**Adopted:** February 16, 1999

**Revised:** November 13, 2000 – Technical changes.

**Revised:** June 16, 2009 – Periodic review. Added “or staff” after committee throughout policy.

**Revised:** September 2, 2014 – Five-year review. No changes recommended.

**Revised:** August 1, 2017 – Updated to describe the responsibilities of the newly established Policy Review Committee.

March 8, 2018 – Education code references updated in accordance with 2018 recodification.

**Revised:** January 22, 2019 – Updated language on membership. Committee appointment made by Board President. Eliminated language on committee member terms and appointment dates.