

Cache County School District

Policy Series 1000: Board of Education

Policy No. 1300 P1

Policy Development and Review

The Board of Education's primary responsibility is establishing policies to guide the school district's educational and support operations. Board policy communicates the expressed intent for goals, priorities, parameters, and guidelines to administrators. The superintendent is responsible for establishing administrative procedures to implement board policies. The following process ensures consistency, transparency, and compliance with applicable rules and statutes.

1. Initiation of New Policy/Procedure

A policy or procedure can be initiated by state statute or state board rule, a need or request from the Board of Education, or a request from district administration or committee. All initiation requests must be submitted using a standardized template, which includes purpose, rationale, and relevant background information.

2. Development of New Policy/Procedure

A district administrator will guide a new policy or procedure through the development and approval process. Whenever applicable, the administrator will work closely with a relevant district committee to ensure that the policy or procedure is thorough and reflective of district needs. Policy and procedure development is a collaborative process, ensuring all necessary stakeholders (Board members, administration, and staff) are involved. Draft policies and procedures must utilize the standardized format and template.

3. Instructional Council Review

Upon drafting, applicable new policies and procedures shall be reviewed by the district Instructional Council for appropriateness, thoroughness, and standard formatting. The Instructional Council may return the draft documents to the responsible administrator and committee for additional editing and formatting. The Instructional Council must complete its review within 30 days of submission. Once the Instructional Council has approved a new policy or procedure, it is referred to the Executive Leadership Team and Board Policy Review Committee.

4. Board Policy Committee Review

The Board Policy Committee will review all policies in preparation for submission to the full Board of Education to ensure that the proposed policy reflects the vision and will of the Board.

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Any revisions, editing, or formatting shall be completed before submission to the committee. Requests for additional edits will be returned to the responsible administrator within 14 days.

5. Executive Leadership Approval of Procedures

The Executive Leadership Team will review and approve all procedures. To maintain consistency, a representative from the Instructional Council may participate. Approved procedures are shared with the Board of Education for informational purposes. Executive Leadership must complete its review within 15 days.

6. Board of Education Approval

All policies will be presented in the Board's Study Session, open to the public, for initial reading and review. Public comment may be received in the subsequent Business Meeting, when the Board may choose to formally adopt the policy, reject it, or return it to the district for further work.

7. Review Cycle

Once the Board of Education has formally adopted a policy, policies will be reviewed at least every five years to ensure compliance with state statutes and rules and continued alignment with district needs. Policies may be reviewed outside of the scheduled cycle if prompted by significant changes in state mandates or district priorities.

8. Special Notes

- Developing a new policy may require the initiation of a corresponding procedure.
- Policies and procedures may be developed concurrently, but not all new policies require a new procedure.
- A flowchart illustrating the entire process is available to assist stakeholders in understanding this procedure.

Approved by District Administration: February 5, 2025