



Provo City School District Policy Series 1000: Board of Directors

Policy No. 1310

Policy Adoption, Manuals and Administrative Procedures

Policy Adoption or Amendment

The primary responsibility of the board of directors is to establish policy to guide the educational and support operations of the school district. Through board policy, the expressed intent for goals, priorities, parameters, and guidelines is communicated to administrators. The superintendent is responsible for establishing administrative procedures to implement board policies.

The superintendent will assist the board of directors in setting a schedule of review to ensure that policies reflect current governance intent and that effective organizational guidance is provided. The superintendent will bring to the board proposed policy revisions as required by federal and state laws to assure that direction and practices are in compliance with those laws. Additional policies will be recommended for board adoption as needed.

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or patrons as an order of business.

When the board of directors is considering a district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy shall be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Utah Open and Public Meetings Act. The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

Each policy series within the board-adopted policies shall be reviewed periodically to ensure relevance and compliance with changing government statutes and/or legal case-law precedent.

Policy Manuals

The superintendent will develop and maintain a current electronic policy manual via the district website which contains the policies of the district. The policy manual/online resource is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates.

Administrative Procedures

Administrative procedures are the details of implementation and application of policies. Procedures may not be required for every policy. The superintendent will develop such administrative procedures and other related documents as are necessary to ensure consistent implementation of policies adopted by the board. Further, procedures need not be reviewed by the board prior to their issuance, although on controversial topics, the superintendent will provide procedures as information to the board.

Legal References:

Utah Code 52-4-101
Utah Code 53G-4-402

Utah Open & Public Meetings Act
Powers and Duties Generally

Approved by Board of Education:

November 12, 2012