



POLICIES AND PROCEDURES	
Policy: 1B-100 BOARD POLICY PROCESS	
Index: Board of Directors	Monitoring: As Needed

1. PURPOSE AND PHILOSOPHY

The Board of Directors (Board) at Spectrum Academy (School) 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 School 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 executive directors or designees 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 executive directors, School employees, citizens, students, parents, civic groups, or Board legal counsel.
- 2.2.2 Persons, other than Board members or the executive directors, desiring to propose a policy may be required to submit a written proposal.
- 2.2.3 Policy proposals will be reviewed by the executive director(s). The executive director:
 - 2.2.3.1 may instruct a staff member or legal counsel to draft the proposed language of the policy;
 - 2.2.3.2 may appoint a special committee to study the issue and develop a substantial framework for the policy; or
 - 2.2.3.3 may deny the policy proposal request.
 - 2.2.3.4 If the executive director 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 a minimum of three (3) Board members to serve on a Policy Review Committee (Committee).
- 3.1.2 School staff responsible for policy management, as assigned by the executive director, shall also serve as members of the Committee.
- 3.1.3 Policy Review Committee members may invite School 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:

- a. review all proposed new policies and proposed revisions to existing policies;
- b. consider policy proposals that have been denied by the executive directors;
- c. recommend appropriate placement of the policy or revision on the Board meeting agenda; and:
- d. 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 of an upcoming Board meeting. 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 School'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 School policies, including educators and classified negotiated agreements, are public records and will be made available on the School's 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 School policies affecting students, as determined by the directors and/or the executive directors, 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 executive directors, school directors, principals, and other school administrative leaders to implement Board policy.



- 6.2 All School employees have a responsibility to be familiar with Board policies and procedures applicable to their position.
- 6.3 School directors, principals, and other school administrative leaders are responsible to regularly train their staff regarding the applicability and implementation of School policy.
- 6.4 Executive staff, Board legal counsel, or others may assist in providing training on policy issues to Board members and school employees as directed by the executive directors.

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.”

REFERENCES

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

RELEVANT LINKS

DOCUMENT HISTORY

Approved: 11/16/2022

Amended/Reviewed: