

Article II.E. Procedures for Making, Amending, and Repealing District Policies

A. Authority and Purpose

1. The Board of Education of Granite School District (the Board) has authority to make, amend, and repeal policies. The Board derives this authority from Utah Code, 53A-3-402, which authorizes local school boards to make and enforce rules necessary for the control and management of the District schools and authorizes a local board to do all things necessary for the maintenance, prosperity, and success of the schools and the promotion of education. The Board understands the statutory authority and responsibility to include success for students as well as success of the schools.
2. The purpose of this policy is to define policy making procedures of the Board and the District.

B. Definitions

1. “Board” means the Granite School District Board of Education.
2. “District” means the Granite School District.
3. “Memorandum” means a document involving only procedural processes.
4. “Policy” means a document involving a substantive process.
5. “Procedural” means a process involving application of non-discretionary steps.
6. “Superintendent” means the Superintendent of the Granite School District, or the Superintendent's designee.
7. “Superintendent's Executive Staff” means executive staff members that meet in regular staff meetings with the Superintendent or other specific invitees.
8. “Substantive” means a process involving decision making or discretion.

C. Initiation, Amendment, or Repeal of a Policy

1. Policy making is required by the Board when:
  - a. explicitly or implicitly required by statutory or federal mandate;
  - b. Board action affects a class of persons; or
  - c. a substantive process is required.

2. Policy making is at the discretion of the Board when:
  - a. a procedure or standard is already established by statute;
  - b. Board action affects an individual person and not a class of persons; or
  - c. grammatical or other changes in statutory or federal mandates do not affect policy, the application, or results of Board decisions.

D. Procedures for Making, Amending, and Repealing Policies

1. General Policy Making

- a. Requests for a new policy, a policy revision, or policy repeal may originate from any member of the Board, the Board acting as a body, the Superintendent, or any of the assistant superintendents. Other District administrators wishing to create or revise policy would do so through an assistant superintendent.
- b. Requests for policy creation, revision, or repeal shall be immediately referred to the Superintendent's office for review and generation of a preliminary response from the Superintendent's office as to the usefulness and or practicability of the policy creation, revision, or repeal. No later than 60 days from the initiation of the request for a policy action, the Superintendent shall fully consider the impacts of the proposed policy action, after consulting with third-party experts, the affected parties, and other District employees and present a preliminary response and recommendation to the Board for deliberation and possible Board action.
- c. Upon the Board's review of the preliminary response, the Board may, at its discretion, allow the proposed policy creation, revision, or repeal to fail for lack of action, take action directing the Superintendent to draft a new proposed policy, make a revision, or repeal a current policy. In taking such action, the Board will establish a reasonable time for the Superintendent to respond to the Board with a proposed policy action, which shall be placed on the Board agenda as a first reading.
- d. After a first reading and discussion, the Board may choose to:
  - i. consider the proposed policy again at its next meeting with any revisions incorporating Board suggestions; or
  - ii. direct the Superintendent to take no further action on the proposed policy.

- e. If the Board decides to consider the proposed policy again, the Board shall direct the Superintendent to file a copy of the proposal with Policy and Legal Services for public posting and a 14 day comment period. The Superintendent shall also send copies of the proposal to:
  - i. persons who have filed a specific request with the Superintendent;
  - ii. persons who must be given notice by statutory or federal mandate; and
  - iii. other persons who, in the judgment of the Superintendent, should receive notice.
- f. Following a second or subsequent reading and Board discussion, the Board may choose to:
  - i. consider the proposal again at its next meeting with any revisions incorporating Board suggestions and public comments;
  - ii. direct the Superintendent to take no further action on the proposal; or
  - iii. approve the proposal and its effective date.

2. Non-Substantive Changes in Policy Making

- a. Non-substantive changes may be made in a policy under this section both before and after the effective date of a policy.
- b. A change is non-substantive if, in the opinion of the Superintendent, it does not affect the Board policy, application of the policy, or results of Board action under the policy.
- c. To enact a non-substantive change, the Superintendent prepares a copy of the new version of the policy and files it with Policy and Legal Services.

3. Emergency Policy Making

- a. An emergency policy may be adopted under this section if the Board or the Superintendent finds that a delay resulting from following normal procedures will:
  - i. result in imminent peril to public health, safety, or welfare;
  - ii. cause an imminent budget reduction because of budget restraints or federal requirements; or

- iii. place the Board in violation of federal or state law.
- b. The Board president, in consultation with the Board members and the Superintendent shall discuss the need to enact an emergency policy.
- c. Under the direction of the Board president, the Superintendent shall:
  - i. prepare and file a copy of the proposed emergency policy with Policy and Legal Services, stating specific reasons for the adoption of the policy;
  - ii. notify Policy and Legal Services of the effective date and lapsing date for the proposed emergency policy (if no effective date is specified, the proposed emergency policy becomes effective on the filing date, and may remain in effect up to 120 days); and
  - iii. send a copy of the policy to the members of the Board and to persons specified in subsection D.1.e. above.

E. Questions about Policies

1. When questions arise relative to the interpretation or application of policies, the proper procedure is as follows:
  - a. Questions of interpretation or application of policies shall be directed first to school or District administrators and immediate supervisors.
  - b. If they remain, policy questions may be addressed with the appropriate assistant superintendent or designee.
  - c. If satisfaction is not obtained, policy questions may be addressed with the superintendent.
  - d. If an individual is still not satisfied, policy questions may be addressed with the Board.
2. The Board has ultimate discretion regarding content and meaning of District policies, and interpretations made by the Board are final.

F. Review of Policies

1. The Board shall review each policy within five years of its effective date and at five-year intervals thereafter.
2. The Superintendent shall coordinate with the director of Policy and Legal Services to ensure that all policies are adequately reviewed by the Board prior to the five-year review deadline.

3. Policies shall be re-enacted or repealed following the procedures of Section D above.

G. Handbooks and Manuals

1. Divisions and departments may develop policy handbooks and manuals. These shall be presented to the Board for formal adoption or amendment. Informational or procedural handbooks and manuals do not require Board adoption.
2. After formal adoption by the Board, schools and divisions of the District shall comply with the provisions of handbooks and manuals.
3. Schools and divisions of the District shall be promptly notified of such handbooks and manuals.
4. Handbooks and manuals shall be subject to the review provisions of this policy.

H. Administrative Memoranda

1. Under the Superintendent's direction, administrative memoranda may be written, amended, or repealed to provide procedural clarification of Board policy.
2. Memoranda shall be developed under the direction of an appropriate director who administers the memoranda. The director shall ensure that reasonable efforts are made to solicit information from District officials, professional associations, and other affected parties concerning the need for, and content of, a proposed memorandum, memorandum amendment, or repeal of a memorandum.
3. Memoranda shall be signed by the Superintendent and shall be maintained and disseminated in association with Board policies.
4. Memoranda shall be subject to the review provisions of Section F above.

I. Miscellaneous

1. The Superintendent shall ensure that each Board member has a complete copy of the Board's current policies, handbooks, manuals, and District administrative memoranda.
2. The Superintendent maintains a complete copy of the Board's current policies, handbooks, manuals, and District administrative memoranda for public inspection at the Superintendent's office during regular business hours.
3. Policy and Legal Services maintains a complete copy of the Board's current policies, handbooks, manuals, and District administrative memoranda and shall provide updates of policies internally within the District.