

POLICY—700.10—SECONDARY SCHOOL SCHEDULE CHANGES

	POLICY NUMBER: 700.10	ADOPTED: 5.21.2019
	RESCINDS: 700.10	ADOPTED: 6.13.2017

BOARD POLICY

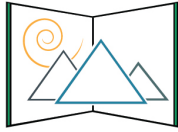
1. The Board of Education considers that the establishment of school schedules is a central function of the Board of Education, as part of the Board’s statutory responsibility to establish and make rules for the control and management of district.
2. In establishing school schedules, the Board values school, employee, and community input, and acknowledges the value of site-based recommendations for individual-school schedules.
3. The Board delegates to the Superintendent, or designee, the authority to develop procedures and guidelines for recommending a secondary school schedule change to the Board of Education for a Board vote. Nothing in this policy should be construed as limiting the authority of the Board of Education to assign schedules, approve or deny proposed schedule change requests, or modify existing schedules.
4. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy, subject to review and approval by the Board.

	ADMIN REG: 700.10-1	ADOPTED: 5.21.19
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ADMINISTRATIVE REGULATION—700.10-1: (Procedures for a Proposed Secondary School Schedule)

A school community council (SCC) may conduct needs assessments, review issues, appoint subcommittees, and offer advice and recommendations regarding the school and its programs, including school schedules, consistent with its statutory authority. (See, 53G-7-1201, et seq).

1. **Step 1 - Proposed Secondary Schedule:** A secondary school schedule proposal may be submitted to the local school community council (SCC), which may include a needs assessment and survey approved in accordance with the District’s Research Review Committee (See, Policy—600.15).
 - 1.1. The proposed secondary school schedule may be submitted by the School Community Council, the school administration, a parent or group of parents at the school, a teacher or group of teachers at the school and will include:
 - 1.1.1. The proposed school bell schedule that must remain within the District’s existing bus schedule; and



- 1.1.2. A list of the pros and cons of the proposed secondary school schedule, which may include considerations or implications on the feeder system; and
- 1.1.3. A comparison (e.g. chart; table) of the proposed secondary school schedule and the current school schedule.
- 1.2. The SCC will vote on whether to move the proposed secondary schedule forward for fiscal, and parent/staff input. If the SCC chooses to proceed, the SCC may form a subcommittee to work with the Superintendent and District Administrator designee during the process.
 - 1.2.1. The sub-committee members selected do not need to be members of the SCC.
 - 1.2.2. The Superintendent and/or District Administrator designee will oversee the process for study and input and meet regularly with the representatives selected in 1.2.
2. **Step 2 – Fiscal Report:** If the school community council supports moving the proposal forward, the school principal will work with the District’s Business Administrator and Human Resources (HR) Director to create a fiscal impact report of the proposed schedule change.
 - 2.1. This fiscal report will include, but is not limited to:
 - 2.1.1. Employee (FTE) changes;
 - 2.1.2. Transition costs;
 - 2.1.3. Facility utilization; and
 - 2.1.4. any fiscal impact on other schools.
3. **Step 3 –Parent/Staff Input:** If the fiscal impact report indicates a reasonable fiscal impact as determined by the Business Administrator and HR Director, the SCC will consider seeking parent and staff input on the proposed schedule. If the decision is made to seek parent/staff input, the Superintendent or District Administrator designee will work with the SCC to:
 - 3.1. Prepare communication materials for soliciting parent/staff input regarding the proposed schedule, including but not limited to:
 - 3.1.1. An explanation and comparison of the proposed schedule and the current schedule;
 - 3.1.2. The fiscal impact report;
 - 3.1.3. A one (1) page statement from people supporting the current schedule and a one (1) page statement from people supporting the proposed schedule; and
 - 3.1.4. A plan for facilitating parent/staff input.
 - 3.2. . The Superintendent or designee will review and approve the documents and compile a final communications packet for all parents and faculty members of the school.



3.3. Once the decision is made by the SCC to seek parent and staff input, another schedule change may not be considered by this school's SCC for a period of three (3) complete school years after the year in which parent/input is sought, regardless of final outcome.

3.3.1. Recognizing student and community needs and building priorities may change within a three-year period, the Superintendent has discretion to appeal to the Board for an exception to the period of three years.

4. Step 4 – Parent/Staff Input via School Community Council: Upon approval of the communication materials, the Superintendent or designee will work with the SCC to facilitate the collection of input and feedback from school community parents and staff.

4.1. The District will assist with distribution of approved communication materials via face-to-face, electronic and written means, including, but not limited to:

4.1.1. one (1) public meeting, moderated by the Superintendent or designee;

4.1.2. an electronic or mailed survey to determine the preference of the school's parents and staff, and where applicable a survey of current students (only high school schedule changes);

4.1.3. the school's website;

4.1.4. Skylert messaging;

4.1.5. school social media accounts; and

4.1.6. e-mail.

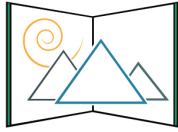
4.1.7. All communication material will be approved by the Superintendent or designee. No communication on the schedule proposal will be distributed using district equipment or resources without the express permission of the Superintendent or designee.

4.1.8. If any information is distributed to the community that does not clearly disclose who the information is from and how the sender received the distribution list, the Superintendent reserves the right to notify the community that the message did not come from school district and is not official communication.

4.2. The Superintendent or designee will collect the input, feedback, and survey results and prepare a report for the SCC.

4.3. Any situation or disputes that arise regarding survey results, solicited feedback, or schedule change procedures, or any other circumstances that arise from these procedures will be directed to the Superintendent or designee and they will review the issues and make a decision in accordance with Board policies and procedures.

4.4. District employees participating in the schedule change process are subject to District policy. Concerns with employee behavior or actions in the schedule change process will be addressed in accordance with district policy and employee privacy laws.



5. Step 5 – Submission for Board Action:

- 5.1. After consideration of the parent/staff survey results, fiscal impact report, and study of the proposed and current schedule, the SCC may request that the Superintendent submit the proposed secondary school schedule change to the Board of Education for consideration.
- 5.2. A proposed new school schedule change request may be submitted at any time, but must be submitted to the Board of Education by November 1st for implementation the following school year, unless other allowance by the Superintendent.
- 5.3. Nothing in this policy should be construed as limiting the authority of the Board of Education to assign schedules, approve or deny proposed schedule change requests, or modify existing schedules.

EXHIBITS

REFERENCES

U.C.A. §53G-7-1202, et seq.

FORMS

None

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.