

**POLICY—410.9—SCHOOL ADVISORY COUNCIL**

	<i>DISTRICT CODE:</i> 410.9	<i>ADOPTED:</i> 5.7.2019 (NEG)
	<i>RESCINDS:</i> 410.9	<i>ADOPTED:</i> 6.12.07

**BOARD POLICY**

1. Issues relating to the effective and efficient functioning of schools are best resolved at the lowest local level. The Board authorizes the establishment of School Advisory Councils for the purpose of communicating areas of concern in the individual schools.
2. The Board authorizes the Administration to operate the School Advisory Councils according to the following regulations:

	<i>ADMIN REG:</i> 410.9	<i>APPROVED:</i> 5.7.2019
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**ADMINISTRATIVE REGULATION—410.9-1:** (School Advisory Council)

A School Advisory Council shall be established in each school from the faculty of that school to provide for orderly and professional means of improving program coordination and communications within the school.

1. Division Organization
  - 1.1. High Schools
    - 1.1.1. One representative from the non-core subject areas, one representative from the core subject areas, one licensed employee agent faculty representative, one representative from the counseling staff, the principal, and one assistant principal designated by the principal.
  - 1.2. Middle Schools
    - 1.2.1. One representative from the non-core subject areas, one representative from the core subject areas, one licensed employee agent faculty representative, one representative from the counseling staff, the principal, and one assistant principal designated by the principal.
  - 1.3. Elementary Schools
    - 1.3.1. One representative from the primary grades, one representative from the intermediate grades, one licensed employee agent faculty representative, and the principal.
2. Additional participation or representation on the Council will be determined by the Council as needs arise.
3. Teacher representatives and the counselor will be elected by the teaching staff.
4. It shall be possible for individual members of the Council to introduce any items of business or points of view to be considered by the Council.

5. Minutes shall be recorded and approved by the Council before distribution throughout the school and to the appropriate School Performance Director.
6. The Council should meet monthly or more frequently if business dictates. The chairperson will be elected by the Council. The operating procedures of the Council will be determined by the Council.
7. The Council work shall not carry over into the administration of policies and programs.
8. All items of business or recommendations coming from this Council are advisory only.

ADMIN-REG:  
410.9-2

APPROVED:  
5.7.2019

**ADMINISTRATIVE REGULATION—410.9-2:** (Request for Review-Informal Steps)

1. Issues of concern or discussion shall first be communicated to the person(s) involved in the matter with the objective of resolving the issues informally and making it clear that a review by the School Advisory Council may be considered.
2. If the issue cannot be resolved within ten (10) working days, those initiating the review may contact the School Advisory Council to review the matter. All issues must first be reviewed by the School Advisory Council. This step may be waived only if the principal is the subject of the issue.
3. If resolution is not achieved through steps 1. and 2., the chairperson and/or co-chairs of the School Advisory Council may request in writing a review of the matter by the School Performance Director. A summary of the findings and conclusions of the School Advisory Council shall be included with the request for review. A copy of the request shall be given to the school principal.
4. The School Performance Director will convene a review committee made up of School Performance Director, a human resources representative, and two representatives from the licensed employee agent.
5. A summary of the Review Committee findings and conclusions will be prepared by the School Performance Director and sent to the requesting party within twenty (20) working days of the receipt of the request for review. The conclusions of the Review Committee are final.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None



**CANYONS SCHOOL DISTRICT  
POLICY MANUAL**

*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.