



POLICY—700.10—SECONDARY SCHOOL SCHEDULE CHANGES		
	POLICY NUMBER:	ADOPTED:
	RESCINDS:	ADOPTED:
<u>BOARD POLICY</u>		
<ol style="list-style-type: none"> 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:
<u>ADMINISTRATIVE REGULATION—700.10-1: (Procedures for a Proposed Secondary School Schedule)</u>		
<ol style="list-style-type: none"> 1. <u>Step 1 – Proposed Secondary Schedule:</u> A secondary school schedule proposal may be submitted to the local school community council. <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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; and 1.1.3. A comparison (e.g. chart; table) of the proposed secondary school schedule and the current school schedule. 2. <u>Step 2 – Fiscal Report:</u> If the school community council supports moving the proposal forward, the school principal will work with the District’s Business Administrator 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; and
 - 2.1.3. Facility utilization.
3. **Step 3 – Community Input:** If the fiscal impact report indicates a reasonable fiscal impact as determined by the Business Administrator, and upon a recommendation of the school community council to seek input on the proposed schedule, the principal and school administration will work with the school community council to:
 - 3.1. Prepare communication materials for soliciting community input regarding the proposed schedule, including but not limited to:
 - 3.1.1. The proposed schedule;
 - 3.1.2. A comparison of the proposed schedule and the current schedule;
 - 3.1.3. The fiscal impact report; and
 - 3.1.4. A plan for facilitating community input.
 - 3.2. The communication materials will be submitted to the Superintendent or designee for review and approval.
4. **Step 4 – Community Input via School Community Council:** Upon approval of the communication materials, the school community council will facilitate the collection of input and feedback from community parents.
 - 4.1. The school community council will distribute approved communication materials via face-to-face, electronic and written means, including, but not limited to:
 - 4.1.1. one (1) public meeting;
 - 4.1.2. a survey of the school’s parents and staff;
 - 4.1.3. the school’s website;
 - 4.1.4. Skylert messaging;
 - 4.1.5. school social media accounts,
 - 4.1.6. and e-mail.
 - 4.2. The school community council will collect the input, feedback, and survey results and prepare a report for the Superintendent or designee.
 - 4.3. Any situation or disputes that arise regarding survey results, solicited feedback, and survey results, solicited feedback, or schedule change procedures, or any other circumstances that arise from these procedures, the Superintendent or designee will review the issues and make a decision in accordance with Board policies and procedures.
5. **Step 5 – Submission for Board Action:**
 - 5.1. The school community council 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 must be submitted to the Board of

Education by December 1st for the following school year.

- 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**

None

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.