

1 **R277. Education, Administration.**

2 **R277-491. School Community Councils.**

3 **R277-491-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and  
6 supervision over public education in the Board; and

7 (b) Subsection [53E-3-401](#)(4), which allows the Board to make rules to execute the  
8 Board's duties and responsibilities under the Utah Constitution and state law.

9 (2) The purpose of this rule is to:

10 (a) provide procedures and clarifying information to a school community council to  
11 assist the council in fulfilling school community council responsibilities consistent with  
12 Sections [53G-7-1202](#) through [53G-7-1203](#);

13 (b) provide direction to a local school board, school, and school district in  
14 establishing and maintaining a school community council;

15 (c) provide a framework and support for improved academic achievement of  
16 students that is locally driven from within an individual school;

17 (d) encourage increased participation of a parent, school employee, and others to  
18 support the mission of a school community council;

19 (e) increase public awareness of:

20 (i) school trust lands;

21 (ii) the permanent State School Fund; and

22 (iii) educational excellence; and

23 (f) enforce compliance with the laws governing a school community council.

24 (3) This rule does not apply to charter schools.

25 **R277-491-2. Definitions.**

26 (1) "Local school board" means the locally elected school board designated in  
27 Section [53G-4-201](#).

28 (2) "Parent member" means the same as the term is defined in Section [53G-7-](#)

29 [1202.](#)

30 (3)(a) "Principal" means an administrator licensed as a principal in the state and  
31 employed in that capacity at a school.

32 (b) "Principal" includes a specific designee of the principal.

33 (4) "School community" means the geographic area a school district designates as  
34 the attendance area, with reasonable inclusion of a parent of a student who attends the  
35 school but lives outside the attendance area.

36 (5) "Student" means a child in a public school, grades kindergarten through 12,  
37 counted on the audited October 1 fall enrollment report.

38 **R277-491-3. School Community Council Member Election Provisions.**

39 (1) In addition to the election notice requirements of Section [53G-7-1202](#), the  
40 principal shall provide notice of:

41 (a) the location where a ballot may be cast; and

42 (b) the means by which a ballot may be cast, whether in person, by mail, or by  
43 electronic transfer.

44 (2)(a) A school community council may establish a procedure that allows a parent  
45 to mail a ballot to the school in the event the distance between a parent and the voting  
46 location would otherwise discourage parental participation.

47 (b) A mailed or hand-delivered ballot shall meet the same timeline as a ballot  
48 voted in person.

49 (3)(a) A school, school district, or local school board may allow a parent to vote by  
50 electronic ballot through a district approved election process that is consistent with the  
51 election requirements in Subsection [53G-7-1202\(5\)](#).

52 (b) If allowed, the school or school district shall clearly explain on its website the  
53 opportunity to vote by electronic means.

54 (4) In the event of a change in statute or rule affecting the composition of a school  
55 community council, a council member who is elected or appointed prior to the change  
56 may complete the term for which the member was elected.

57 (5)(a) A public school that is a secure facility, juvenile detention facility, hospital  
58 program school, or other small or special school may receive School LAND Trust Program  
59 funds without having a school community council if the school demonstrates and  
60 documents a good faith effort to:

- 61 (i) recruit members;  
62 (ii) have meetings; and  
63 (iii) publicize the opportunity to serve on the council.

64 (b) A local school board shall make the determination whether to grant the  
65 exemption for a school described in Subsection (5)(a).

66 **R277-491-4. School Community Council Principal Responsibilities.**

67 (1) Following an election, the principal shall enter and electronically sign on the  
68 School LAND Trust Program website a principal's assurance affirming:

- 69 (a) the school community council's election;  
70 (b) that unfilled positions were filled by appointment as necessary, consistent with  
71 Subsection [53G-7-1202](#)(5); and  
72 (c) that the school community council's bylaws or procedures comply with Sections  
73 [53G-7-1202](#), [53G-7-1203](#), and this rule.

74 (2) To encourage parental involvement in a school, each year the principal shall  
75 post the following information on the school's website on or before October 1:

- 76 (a) an invitation to a parent to serve on the school community council;  
77 (b) the dollar amount the school receives each year from the School LAND Trust  
78 Program;  
79 (c) a copy of or link to the school's current Teacher and Student Success Plan;  
80 (d) approved minutes of the school's council meetings for ~~[for]~~ at least a year;  
81 (e) a proposed council meeting schedule for the year;  
82 (f) ~~[direct contact information for each council member, including a telephone~~  
83 ~~number or email address, or both]~~ a means to contact the members of the school's  
84 community council directly;

85 (g) a copy of or link to the school's plan or final report for the most recent two prior  
86 years, consistent with Section [53G-7-1206](#); and

87 (h) a copy of or link to the school's current year plan.

88 **R277-491-5. School Community Council Chair Responsibilities.**

89 (1) After the school community council election, the school community council  
90 shall annually elect at the council's first meeting a chair and vice chair in accordance with  
91 Subsection [53G-7-1202](#)(5)(j).

92 (2) The school community council chair shall:

93 (a) set the agenda for every meeting;

94 (b) conduct every meeting;

95 (c) keep written minutes of every meeting, consistent with Section [53G-7-1203](#);

96 (e) inform council members about resources available on the School LAND Trust  
97 Program website; and

98 (f) welcome and encourage public participation in school community council  
99 meetings.

100 (3) The chair may delegate the responsibilities established in this section as  
101 appropriate at the chair's discretion.

102 **R277-491-6. School Community Council Business.**

103 (1)(a) The school community council shall adopt rules of order and procedure to  
104 govern a council meeting in accordance with Subsection [53G-7-1203](#)(10).

105 (b) The rules of order and procedure shall outline the process for:

106 (i) electing the school community council, including:

107 (A) the number of parent members and school employee members on the council;

108 and

109 (B) member positions beginning in odd years or even years to ensure half of the  
110 council members positions are open for election each year;

111 (ii) selecting a chair and vice chair;

112 (iii) removing from office a member who moves away or fails to attend meetings  
113 regularly; and

114 (iv) a member to declare a conflict of interest if required by the local school board's  
115 policy.

116 (2) The school community council shall:

117 (a) report on a plan, including programs, practices, and expenditures at least  
118 annually to the local school board; and

119 (b) encourage participation on the school community council by members of the  
120 school community and recruit a potential candidate to run for an open position on the  
121 council.

122 (3)(a) The principal shall provide an annual report to the school community council  
123 that summarizes current safety principles and practices used by the school district and  
124 school to facilitate the school community council's responsibilities under Subsection [53G-](#)  
125 [7-1202](#)(3).

126 (b) The report described in Subsection (3)(a) shall include:

127 (i) information concerning internet filtering protocols for school and district devices  
128 that access the internet;

129 (ii) local instructional practices, monitoring, and reporting procedures; and

130 (iii) internet safety training provided to a student and parent by the school or  
131 district.

132 (4) A school community council shall comply with the requirements of Subsection  
133 [53G-7-1202](#)(3)(vi).

134 (5) A school community council may advise and inform the local school board and  
135 other members of the school community regarding the uses of School LAND Trust  
136 Program funds.

137 (6) A school community council may hold electronic meetings consistent with:

138 (a) the policies of the local school board; and

139 (b) the requirements of Section [53G-7-1203](#).

140 **KEY: school community councils**  
141 **Date of Enactment or Last Substantive Amendment: July 20, 2021**  
142 **Notice of Continuation: June 5, 2020**  
143 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; [53E-3-401\(4\)](#); Title**  
144 **53G, Chapter 7, Part 12**