

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
8 the 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
11 to 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
18 to 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
26 **R277-491-2. Definitions.**

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

29 (2) "Parent member" means the same as the term is defined in Section [53G-7-](#)
30 [1202](#).

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

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

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

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

39
40 **R277-491-3. School Community Council Member Election Provisions.**

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

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

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

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

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

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

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

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

59 (5)(a) A public school that is a secure facility, juvenile detention facility, hospital
60 program school, or other small or special school may receive School LAND Trust

61 Program funds without having a school community council if the school demonstrates
62 and documents a good faith effort to:

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

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

68
69 **R277-491-4. School Community Council Principal Responsibilities.**

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

- 72 (a) the school community council's election;
- 73 (b) that unfilled positions were filled by appointment as necessary, consistent
74 with Subsection [53G-7-1202\(5\)](#); and

75 (c) that the school community council's bylaws or procedures comply with
76 Sections [53G-7-1202](#), [53G-7-1203](#), and this rule.

77 (2) To encourage parental involvement in a school, [~~each year~~] the principal
78 shall post the following information on the school's website on or before October [4]20
79 annually:

- 80 (a) an invitation to a parent to serve on the school community council;
 - 81 (b) the dollar amount the school receives each year from the School LAND Trust
82 Program;
 - 83 (c) a copy of or link to the school's current Teacher and Student Success Plan;
 - 84 (d) approved minutes of the school's council meetings for at least a year;
 - 85 (e) a proposed council meeting schedule for the year;
 - 86 (f) a means to contact the members of the school's community council directly;
 - 87 (g) a copy of or link to the school's plan or final report for the most recent two
88 prior years, consistent with Section [53G-7-1206](#); and
 - 89 (h) a copy of or link to the school's current year plan.
- 90

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

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

95 (2) The school community council chair shall:

96 (a) set the agenda for every meeting;

97 (b) conduct every meeting;

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

99 (d) inform council members about resources available on the School LAND Trust
100 Program website; and

101 (e) welcome and encourage public participation in school community council
102 meetings.

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

105
106 **R277-491-6. School Community Council Business.**

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

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

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

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

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

115 (ii) selecting a chair and vice chair;

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

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

120 (2) The school community council shall:

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

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

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

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

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

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

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

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

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

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

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

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

144
145 **KEY: school community councils**

146 **Date of Last Change: January 11, 2022**

147 **Notice of Continuation: November 5, 2021**

148 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-401\(4\)](#); [Title](#)
149 [53G, Chapter 7, Part 12](#)**