



**Official Policy
of
Ogden Preparatory Academy**

1. School Board Operations

1.08.POL Policy, Procedure, and Template Creation, Adoption and Revision

Effective/Revision Date: 03/21/2019

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Policy

Adoption/Approval:

Each policy of Ogden Preparatory Academy (OPA) shall be

- Developed under the direction of the OPA School Board,
- Adopted in an open meeting, and
- Have an effective date.

Review/Revision:

- The OPA school board shall review policies at least every three years, and
- A footnote shall be added to the policy indicating the effective date of the last review and/or revision.
- The OPA School Board shall approve all significant revisions to policies.
- Revisions that do not affect the intent or purpose of the policy can be approved by OPA Administration, i.e., formatting, grammar corrections, numbering system changes.

Policies with embedded procedures

Adoption/Approval

- The policy must be approved/adopted by the OPA School Board.
- OPA Administration may approve revisions to procedural sections.

Procedures

Adoption/Approval

Administrative procedures shall

- Be developed under the direction of OPA Administration,
- Be approved/adopted by Administration, and
- Have an effective date.

Review/Revision

- Procedures shall be reviewed at least every three years.
- Review dates shall be indicated in the procedure.
- OPA Administration shall approve revisions.

Templates (Forms)

OPA Administration may create and adopt necessary templates for use with procedures.

Templates may be digital or paper format. Templates shall be reviewed in conjunction with the corresponding procedures. Revisions to templates may be approved by OPA Administration.

Accessibility

Policies and procedures shall be posted on the School website. Templates that are applicable for stakeholder use and information shall be posted on the School website. A copy of the School's policies, procedures and templates shall be maintained onsite.

Document History

Approved: 03/21/2019 *Creation of policy in compliance with State regulation.*

Legal References

Utah Code 53A-3-423