

**Internal Policies and Procedures  
of the  
Utah State Board of Education**

<b>Policy #</b>	00-01
<b>Subject</b>	Standards for Drafting Internal Policies and Procedures
<b>Date:</b>	June 1, 2022
<b>Policy Owner</b>	Deputy Superintendent for Policy
<b>Policy Officer</b>	State Superintendent of Public Instruction
<b>References</b>	Board Policy 1001

**I. PURPOSE AND SCOPE:**

1. The Superintendent and USBE sections may adopt internal policies in accordance with Board Policy 1001.
2. All USBE staff shall follow the standards set forth in this policy in drafting internal policies.

**II. POLICY:**

1. Each USBE policy shall have a designated policy owner and policy officer.
  - a. The policy officer shall be a member of the Superintendency designated by the Superintendent with decision-making authority related to an assigned policy. The policy officer may approve exceptions to internal policies. Approved exceptions shall be in writing and shall include a fixed duration and applicability for the exception. The Superintendent shall countersign all approved exceptions.
  - b. The policy owner shall be a member of the USBE staff designated by the Policy Officer. The policy owner has primary responsibility for implementing an internal policy and answering questions related to the policy.
2. USBE internal policies shall follow a standardized format.
  - a. Each policy will employ a paragraph numbering hierarchy (I, 1, a, i, A) to facilitate referencing specific areas of the policy.
  - b. Each policy shall contain a header, with the following information:
    - i. Policy number
    - ii. Subject

- iii.
  - iv. Date Approved
  - v. Policy Owner's Title
  - vi. Policy Officer's Title
  - vii. References
  - c. Each policy shall contain, at a minimum, the following subsections:
    - i. Purpose and Scope
    - ii. Policy
    - iii. History
  - d. Additional sections may be included as needed
  - e. The Purpose and Scope shall always be the first section of a policy.
  - f. The History shall always be the last section of a policy.
- III. **HISTORY**: This policy supersedes the unnumbered policy on General Policy Provisions dated September 25, 2017. On June 1, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.