

Guidance for Universal Requests for Flexibility

Once your School Governance Council is certified, it may begin implementing Universal Requests for Flexibility. Universal Requests for Flexibility (RFFs) include ideas in the following areas:

- Student Dress Codes
- Parental Involvement Standards

Steps to Implement a Universal RFF

- 1. Council works to develop a written summary of the proposed Universal RFF.**
- 2. A majority of the Council votes to initiate the 30-day public comment period for the Universal RFF during a Council meeting.**
 - a. Council meeting shall be advertised at least 7 days in advance, on the school's main webpage, the SGC webpage, and in print at the school.
- 3. Written summary posted and made available to the school community.**
 - a. The summary of the proposed Universal RFF shall be posted on the school's main webpage, the SGC webpage, and in print at the school for at least 30 days immediately following the vote to initiate public comment.
- 4. Council opens 30-day public comment period.**
 - a. Council shall provide a 30-day public comment period for providing an opportunity for full discussion and public input on the proposed Universal RFF.
 - b. A comments box shall be kept in a visible location at the school to collect input from stakeholders.
 - c. Council shall encourage community/stakeholders to send emails to Council members regarding the proposed Universal RFF.
 - d. Council shall hold a meeting to gather public comment/input or accept public comments during a regularly scheduled Council meeting.
 - i. Council meeting shall be advertised at least 7 days in advance, on the school's main webpage, the SGC webpage, and in print at the school.
 - e. The Outreach and Communications Committee is responsible for gathering input from the community about the proposed Universal RFF and delivering this input to the Council. Options include:
 - i. Sending informational letters/flyers about the proposed Universal RFF and process to stakeholders.
 - ii. Hosting community chats/forums.
- 5. Council votes on the proposed Universal RFF at the next meeting (or any meeting after the 30-day public comment period). Universal RFFs must be approved by a 2/3 majority vote of the Council.**
 - a. Council meeting shall be advertised at least 7 days in advance, on the school's main webpage, the SGC webpage, and in print at the school.