

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
6/19/2008	9001, 9002, 9003, 9004, 9005, 9006, 9007, 9008, 9009, 9010, 9011, 9012 of July 1, 1970	009.1

Title: School Board Policy and Administrative Procedure

Purpose: This document provides policy and process guidance for the review, approval and maintenance of School Board policies and administrative procedures.

This document, Index No. 009.1, replaces the previous Index No.'s 9001, 9002, 9003, 9004, 9005, 9006, 9007, 9008, 9009, 90010, 9011 and 9012.

Attachments: School Board Policy Format
Administrative Procedure Format

Background: Pennsbury currently has many official policies and procedures. These documents cover all aspects of governance and administration of the School District, from curriculum and instruction, to human resources, to business and to student affairs. From time to time, policies and procedures become outdated, obsolete and no longer needed. On the other hand, new laws, regulations, mandates and circumstances often create the need for new or revised policies and procedures.

Historically at Pennsbury, both policy and procedure have been handled in the same way. Both policies and procedures have been prescribed and/or approved by the School Board. In order to streamline the process for reviewing, approving and maintaining policies and procedures, two processes are hereby established: one for the School Board policy and one for administrative procedures.

Board Policies: Board policy shall be handled, as before, by approval by the School Board of formatted policy documents which are then used by the Board, administrators and other members of staff.

School Board policy shall be used only for the following purposes:

1. When policy is required by federal or state law, or state mandate;
2. When the School Board wishes to assert, express or explain its position on governance, education, administration or other matters;
3. When the authority of the School Board must be brought to bear in order to emphasize, clarify or prescribe a particular viewpoint, process or rationale.

School Board policy shall be reserved for the most important and essential purposes. If there is a need that does not measure up, it should be relegated to the category of administrative procedure.

The basic format of Board policies is depicted on the attachment, "Pennsbury School District School Board Policy."

Policy in the Pennsbury School District may be established only by the School Board, with the advice of the Chief Executive Officer (CEO) or Superintendent.

Administrative Procedures:

At Pennsbury, district wide administrative procedures have normally been handled by memorandum and/or letters issued by cognizant administrative authority. The structure for future management of administrative procedures will take advantage of this in order to provide a flexible and easy-to-maintain set of administrative procedures.

Any letter, memo or other document, be it external or internal, which describes an appropriate administrative procedure may be adopted and established as an administrative procedure by the use of a cover document. The adoption of a procedural document will be indicated by the signature of the CEO or Superintendent on the cover document. An example of the cover document is the attachment, "Pennsbury School District Administrative Procedure."

Individual schools and departments may not issue policy documents or administrative procedures with district wide applicability. Individual

schools and departments may issue procedural documents with limited applicability. Procedures which have broad or district wide applicability should be issued as administrative procedures. Of course, any school or department administrator or supervisor may propose a School Board policy or a district wide administrative procedure.

Distribution and Maintenance:

Each school and department is required to maintain a binder of School Board policies and a binder of administrative procedures.

Each school director is encouraged to maintain an up-to-date policy binder. A newly seated school director shall be provided an up-to-date policy binder by the CEO or Superintendent. When a school director completes service on the School Board, he/she shall return his/her policy binder to the CEO or Superintendent.

The master copies of both the policy binder and the procedures binder shall be maintained by the Coordinator of Communications, under the supervision of the CEO or Superintendent and in coordination with the Board Secretary.

New or revised School Board policies shall be distributed by the CEO or Superintendent. Periodically, a comprehensive list of effective School Board policies and administrative procedures shall be issued by the CEO or Superintendent.

New and Revised Policies and Procedures:

Any school director, administrator or supervisor may propose a new policy or procedure, or suggest a change or cancellation to an existing policy or procedure. The School Board has approval authority for new, changed or deleted policies. Approval, revision or cancellation of Board policy shall require official action of the School Board at a public meeting and must be recorded in the minutes of that meeting. The CEO or Superintendent has approval authority for new, changed or deleted procedures. The CEO or Superintendent shall establish administrative procedure for the review, establishment and maintenance of policies and procedures.

All new or revised Pennsbury Board policies and procedures shall be assigned index numbers in accordance with the indexing system used by the Pennsylvania School Board Association (PSBA). During the time necessary to transition to the PSBA indexing, each school and department

shall maintain their existing policy and procedures binders until cancellation or re-indexing of contained policies and procedures. Each school and department shall also maintain a separate binder for newly issued or re-indexed Board policies, and a separate binder for newly issued or re-indexed administrative procedures. During the transition to new PSBA indexing, three binders shall be maintained as follows:

1. Old policies and procedures that are still in effect.
2. New Board policies with PSBA indexing.
3. New administrative procedures with PSBA indexing.

Forms:

Official forms and formats which are to be required for use within the Pennsbury School District shall be issued as attachments to School Board policies or administrative procedures. Changes to official forms shall be accomplished by means of revision of the policy or procedure to which they are attached.

Waiver of Policies:

A School Board policy, or any component of a School Board policy, may be waived by official action of the School Board at a public meeting. A waiver of School Board policy must be recorded in the minutes of that meeting.

Precedence of Policies and Procedures:

Administrative procedure may not contradict or supercede School Board policy. In other words, if there is a conflict between Board policy and administrative procedure, the policy takes precedence.

Pennsbury School Board policy and administrative procedure may not be established or interpreted to supercede law, court order or official direction of the Pennsylvania Department of Education.

Responsible Administrator:

Chief Executive Officer or Superintendent

Pennsbury School District School Board Policy

Effective Date	Supercedes Index No.	Index No.
00/00/00	XXXX	XXXX

Title: Title

Purpose: Text

References: Text.

Policy: Text

**Responsible
Administrator:** Title Only

Pennsbury School District Administrative Procedure

Effective Date	Supersedes Index No.	Index No.
00/00/00	XXXX	XXXX

Title: Name of Procedure

Purpose: Purpose of Procedure

Attachment: (Optional; if included, please describe)

Procedure: Appropriate Text

Assignment: (Optional)

Elaboration: (Optional)

Timeframe: (Optional)

**Responsible
Administrator:** Title only

Paul B. Long, Ed.D.
Chief Executive Officer