

BOARD POLICY DEVELOPMENT AND DISSEMINATION

Background

The Mt. Lebanon School Board will exercise its leadership in the operation of the school system by developing and adopting written policies to serve as guidelines and goals for the successful and efficient functioning of the District. Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future Boards.

Policies are principles adopted by the Board to chart a course of action. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems but narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets rules and regulations to provide specific directions to District personnel.

The policies of the Board are framed, and are meant to be interpreted, in terms of Pennsylvania laws, rules and regulations of the State Board of Education, and all other regulatory agencies, including local, state and federal. All are responsible for adhering to the policies established by the Board and for abiding by the Administrative Procedures designed to implement them.

Objective

The purpose of this policy is to outline the process for policy development and dissemination in the Mt. Lebanon School District.

Policy

Board members, residents and taxpayers, employees, students and the solicitor of the District may suggest proposals for new policies or revisions of current policies. Suggestions should be presented in writing to the Superintendent, Board President or Policy Committee Chair, any of whom should then refer the proposal to the Policy Committee for evaluation.

The Policy Committee, solicitor, and/or appropriate staff shall review and research the suggested policy proposal and, if deemed appropriate, prepare the initial draft of the policy. The draft policy shall be reviewed by the Policy Committee, which can either refer the draft for further revision as often as necessary at the committee level or recommend that the policy be placed on the School Board's discussion agenda for adoption. When deemed appropriate, the Policy Committee may request interim Board discussion of pertinent information to assist in the policy development.

Since all Policy Committee meetings are public meetings, comments on specific policies are welcomed and should be directed to the Superintendent or the Policy Committee Chair for consideration. Paper copies of proposed policies shall be available in the Superintendent's office for those who request them, and, to the extent practical, paper copies shall be available at Policy Committee or Board meetings. Every effort will be made to put draft policies on the website as a community service when practical, but the lack of these postings does not supersede the Board's right to act on discussion and adoption.

The solicitor shall review all proposed policies before the full Board discussion. After the Policy Committee has recommended a policy to be presented to the Board at a discussion meeting, the Board shall discuss the proposed policy, request additional information or clarification, and recommend amendments, additions or deletions. If the policy is deemed satisfactory to the Board, with or without minor revisions, the policy may be placed on an agenda of an upcoming business meeting as an action item for policy adoption. If substantial revisions are deemed necessary, the Board shall refer the policy back to the Policy Committee for further review. Policies become effective upon Board approval or as designated in the policy itself.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions; however, the proper procedure shall be initiated as soon as practicable.

Policies will be codified using the codification system of the National School Board Association (NSBA). An ongoing review of the District's policy manual shall be conducted by the Board, or an assigned administrator, to identify policy areas in need of revision or development. No policy shall be deleted or suspended from the Board policy manual without appropriate action by the Board.

To implement Board policy, Administrative Procedures will be developed by the Superintendent or under the Superintendent's direction. . The Board reserves the right to review Administrative Procedures issued by the administration at its discretion, but it shall revise or veto such Administrative Procedures only when, in the Board's judgment, they are inconsistent with policies adopted by the Board. The Board shall be provided with copies of all policies and Administrative Procedures issued by the administration.. The Policy Manual is a public record and shall be open for inspection at the administrative offices of the District. All policy manuals shall remain the property of the District.

Administrative Responsibility

It is the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation or enforcement where necessary. The Superintendent is responsible for the dissemination of all policies and Administrative Procedures, in addition to updating all policy manuals with copies of new policies to those holding such manuals.

Communication

This policy shall be communicated to:

1. All District personnel
2. The Mt. Lebanon community

Adopted December 21, 1971
Revised September 26, 1977
Revised September 19, 1994
Revised August 16, 2004
Revised May 22, 2017