

**Lower Merion School District**

Policy No.: 004  
Section: LOCAL BOARD PROCEDURES  
Title: FORMULATION AND ADOPTION OF POLICIES  
Date Adopted: 6/14/10 (Relocated from By-Laws)  
Date Last Revised: 11/20/23; 1/25/21; 12/4/20

**004 FORMULATION AND ADOPTION OF POLICIES**

Pursuant to its power to adopt reasonable rules and regulations under the Public School Code, the Board may adopt written policies for the governance of the District which shall be binding upon the employees and students of the District. New policies or revisions to existing policies may be developed because of applicable legal requirements, administrative recommendations, suggestions from Board members, or input from community.

Process for Adoption, Amendment and Repeal of Board Policies

The Board may adopt, amend, or repeal policies at any regular meeting of the Board; provided, that the proposed adoption, amendment, or repeal shall have been proposed at a previous regular meeting and, once proposed, shall have remained on the agenda of each succeeding regular meeting until approved or rejected, except that:

- a. A policy may be adopted at second reading unless the policy has been materially revised after first reading but prior to second reading. A material revision means the revision is inconsistent with the underlying purpose of the proposed policy or proposed amendment to a policy. If a proposed policy is materially revised after first reading, it will be considered a new first reading;
- b. The Board may suspend at any regular meeting the operation of a policy, and such suspension shall be effective until the next regular meeting of the Board unless an earlier or later time is specified in the motion to suspend; and
- c. Policies may be adopted, amended, or repealed at a single meeting of the Board in an emergency. An emergency shall be defined for this purpose as any situation or set of circumstances which the Board had reason to believe will close school(s) or jeopardize the safety or welfare of the students or employees of the District.

Policies of the Board must be adopted, amended, suspended or repealed by the affirmative vote of at least five school directors.

Process for Making Non-Substantive Revisions to Board Policies

The Policy Committee shall have the authority to change non-substantive features of the policies for the purpose of administrative clarity. This authority shall not be subject to the procedures set forth above. The Policy Committee Chair or designee will publicly notify the Board of any such non-substantive changes during the next regular Board meeting.

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“Non-substantive features” includes but is not limited to:

1. Policy numbers;
2. Policy titles;
3. Pronouns;
4. Updating of outdated nomenclature; and,
5. Changes in titles of District employees contained within policies.

Every Board policy page will bear a written history of the dates on which the Board formally adopted or revised the policy and, if applicable, the date on which the Policy Committee or Board formally reviewed the policy.

All current policies shall be published in the Board policy manual and District website.

Formulation of Superintendent’s Administrative Regulations

The Superintendent shall specify required actions and design the detailed arrangements under which the schools will be operated within the policy established by the Board. These rules and detailed arrangements shall constitute the Superintendent’s Administrative Regulations governing the schools. Administrative Regulations shall be presented to the Board as a whole or through the Policy Committee for review and comment for consistency with the purpose of the Board policy prior to implementation or amendment.