



Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Policy/Procedure/Administrative Regulations
Code	000
Status	Active
Adopted	June 27, 2011
Last Revised	July 23, 2012

The Board of the Susquehanna Township School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the school district. For the purposes of this policy, the term **policy** shall be defined as the actions of a School Board that set general goals and specific objectives and establish parameters for acceptable procedures for the operation of the school district; a course of action; guidelines. **Administrative regulations** shall be defined as the mechanics and administrative detail needed to put a policy into effect; may include step-by-step procedures and assign specific responsibility. A **procedure** shall be defined as a series of actions, usually carried out in a set order, established or required for the accomplishment of a particular goal.

Purpose of Policy/Local Board Procedure

The policies and local Board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the school district are to be governed.[\[1\]](#)[\[2\]](#)

As applicable, all members of the Susquehanna Township School District community are expected to comply with both Board policy and procedures and administrative regulations, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken.

Contents

Policies of the Board shall consist of the following separate documents:

1. Policies and procedures contained in the adopted Policy Manual.
2. Strategic Plan.
3. Planned areas of study in district schools.
4. List of authorized textbooks.
5. Code of Student Conduct.
6. Job descriptions adopted by the Board.

7. Administrative Compensation Plan.

8. Any other documents the Board determines to be policy.

Limitations

Board policies and procedures and administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law. All Board policies, procedures and administrative regulations shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, procedures and the administration shall make the final interpretation of its regulations.

Board policies and procedures and administrative regulations are limited by legal constraints, as are the rights of those to whom Board policies and administrative regulations apply, and are not intended to give an individual a cause of action not independently established in law.

Board policies and procedures and administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, residents or others within the school community beyond those established in law.

Administrative regulations are not part of Board policy and may be altered by the administration without Board action. Administrative regulations may not conflict with Board policy or with applicable law.

The district reserves the right to amend policies at any time in accordance with established procedures.

The failure of the district to follow its policies shall not be a basis for a claim so long as such violation would not constitute a violation of the applicable state or federal law or constitutional provision of the United States or the Commonwealth of Pennsylvania. Failure to follow the policy shall not, in and of itself, constitute a basis for the reversal or invalidation of any decision regarding disciplinary or other action taken by the district. In the event that the failure to follow a policy violates an applicable provision of state or federal law or constitutional provision, the remedy intended by these policies is not to in any way be construed as in excess of the remedy that would otherwise be required by the applicable law or constitutional provision.

Rules of Construction

In ascertaining the intent of the Board in adopting a policy or procedure, or of the administration in establishing a regulation, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.
2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or procedure or administrative regulation can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

Legal
1. 24 P.S. 407
2. 24 P.S. 510