LENAPE TECHNICAL SCHOOL

SECTION: JOINT OPERATING COMMITTEE PROCEDURES

TITLE: POLICY DEVELOPMENT

ADOPTED: November 19, 2009

REVISED: October 20, 2016

009. POLICY DEVELOPMENT

Section 1. Purpose

A major function of the Joint Operating Committee shall be to adopt policies for the School; to provide adequate means for executing them; and to see that they are eventually carried out. Unless the first function is fulfilled, the second and third become difficult or perhaps impossible.

Policies should be established clearly and systematically by the Joint Operating Committee. The purposes of clearly defined written policy are as follows:

a. Policies foster continued stability and consistency of action.

b. The establishment of policy enables the Joint Operating Committee to provide wisely for many circumstances before they arise.

c. Established policy aids the Joint Operating Committee in appraising educational services.

d. Established policy improves Joint Operating Committee administrator relationships.

e. The establishment of clear educational policies permits better orientation of new Joint Operating Committee members and professional or nonprofessional employees to their proper responsibilities.

f. The establishment of policy saves the valuable time of the members by eliminating the necessity of making decisions each time a recurring circumstance develops.

Section 2. Guidelines

The Joint Operating Committee shall adopt certain general policies which shall determine basic operational rules and regulations. The Joint Operating Committee shall determine policies on matters covered by law. No policies shall be in conflict

with regulations of the Department of Education, State Board of Education, the laws of the Commonwealth of Pennsylvania or the Unites States, or the Articles of Agreement. The Joint Operating Committee and Administration working as a team, upon the advice of the solicitor, will determine the basis for the proper establishment of policy.

Most policies shall be determined through recommendations made by the Superintendent of Record and/or Administrative Director. The development of policy may originate through certain needs that are manifested through consultation with the staff and other employees.

The Joint Operating Committee may add, delete or modify any policy when necessary. When that occurs, the new policy will have effect as of the date of its adoption or as of a date specifically stated in the policy.

Section 3. Responsibility

The Administrative Director is responsible for the development, review and administration of policies adopted by the Joint Operating Committee.

All areas of the school operation which are not conducted under the provisions of broad guidelines adopted by the Joint Operating Committee shall be reviewed periodically. Unless these operations are purely administrative, the Joint Operating Committee shall adopt policies which stipulate what is to be done. The administration shall be charged with the responsibility of determining how a policy shall be administered and the formation of policy statements which need to be added to the Policy Manual.

Whenever appropriate, the Administrative Director is authorized to seek assistance from peers or other consultants regarding the need and/or development of policy.