



Title: **Formulation of Board Policy**

Code: 009

Book: Policy Manual

Section: 000 Local Board Procedures

Authority

The Board recognizes that it has the responsibility and the authority to formulate and approve policy. This authority comes in part, from the law as contained in the School Code. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Guidelines

Suggesting Policy –

The Board will give consideration for an expressed policy need that may originate from students, parents/guardians, teachers, taxpayers, Board Members, classified staff, and administrators.

Federal and state sources may also suggest, require, or mandate the need for policy. If the wording of a policy suggested, required, or mandated by a state or federal source is a matter of local discretion, then the procedure followed will be the same as that of a policy which is generated locally. When the wording of such a policy is mandated by the state or federal source, the procedure for adoption shall follow this policy.

Initiating Policy –

Board members and school personnel will submit their proposals through the Policy Committee and Superintendent's office. Any outside source recommending the formulation of a policy should

express that need in writing to the Board Secretary and the School Board President. Upon the recommendation of the Board, or upon recommendation of the Superintendent with the Board's concurrence, preparation of the suggested policy may be assigned to the appropriate standing committee by the Board President, and/or it may be assigned by the Superintendent. The Pennsylvania School Boards Association may be contacted for sample policies, if applicable.

Drafting Policy –

1. Once a policy draft is prepared by the responsible Board committee and/or administrators, it shall be considered by the Board Policy Committee, preferably at their next committee meeting, and any changes agreed to shall be made in the draft.
2. The draft shall next be submitted for review by the Board.
3. The Board Policy Committee shall determine whether any changes are to be made in the draft, and the proposed policy with any revisions shall be presented to the full Board.
4. The proposed policy, with any final changes recommended by the full Board, shall be placed on the agenda for discussion at the next regular Board Meeting and deemed a first reading.
5. The proposed policy shall be reviewed for legal implications, if necessary, by the school Solicitor and then presented as an exhibit with an accompanying resolution for final Board action at the regular Board meeting one month following the first reading. This would be deemed the second and final reading enacting the policy, if approved by the Board.

Amending Policy –

The procedure for amending an existing policy shall be the same as that followed when adopting a new policy.

Rescinding Policy –

The procedure rescinding a policy shall be the same as that followed when adopting a new policy.

Adopted: **December 10, 2013**

Legal References:

- [1. 24 P.S. 211](#)
 - [2. 24 P.S. 407](#)
 - [3. 24 P.S. 501](#)
 - [4. 24 P.S. 502](#)
 - [5. 24 P.S. 511](#)
 - [6. 24 P.S. 1081](#)
 - [7. 24 P.S. 1317](#)
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