

# CENTENNIAL SCHOOL DISTRICT

SECTION: BOARD GOVERNANCE

TITLE: SCHOOL BOARD POLICIES  
AND ADMINISTRATIVE  
REGULATIONS LIMITATIONS  
AND EXCEPTIONS

ADOPTED: October 14, 2014

REVISED:

<p>SC 407, 510</p>	<p style="text-align: center;">000. SCHOOL BOARD POLICIES AND ADMINISTRATIVE REGULATIONS LIMITATIONS AND EXCEPTIONS</p> <p><u>Generally</u></p> <p>The policies of the Board of School Directors of the Centennial School District are intended to establish the general and overall rules within which the day-to-day operations of the School District are to be governed. Procedures for carrying out and implementing the policies of the School Board are to be fashioned, adopted and implemented by the administration under the direction of the School District Superintendent. As applicable, members of the School District community are expected to comply with both Board policy and administrative regulations, subject to the limitations and exceptions set forth hereinafter. However, the failure of the School Board or the administration of the School District to comply with Policy shall not invalidate any lawful action taken.</p> <p>Section 1. <u>Contents of Board Policy and Administrative Regulations</u></p> <p>The policies of the Board shall be composed of the policies contained in this Policy Manual, the contents of the job descriptions, if any, that may be adopted by the School Board, the Code of Student Conduct, and the Administrative Compensation Plan.</p> <p>The procedures or administrative regulations of the administration shall be composed of procedural manuals, administration handbooks, guidelines, and protocols.</p> <p>Administrative regulations are not part of Board policy and may be altered by the administration without Board action. Administrative regulations, however, may not conflict with Board policy or with applicable law.</p>
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When present in Policy or in administrative regulations, the following terms shall have the meaning given to them in this section unless the context clearly indicates otherwise:

1. **APPLICABLE LAW** means any federal, state or local law, regulation or ordinance that is applicable to and that governs the particular matter addressed in the Policy.
2. **ASSISTANT SUPERINTENDENT** means, as applicable, the Assistant Superintendent(s) of the District, any acting Assistant Superintendent, any Interim Assistant Superintendent, or the designee of any of them.
3. **BOARD** or **SCHOOL BOARD** means the Board of School Directors of the School District.
4. **DISTRICT** or **SCHOOL DISTRICT** means the Centennial School District.
5. **INCLUDES** and **INCLUDING** means inclusive of and not limited by and by way of example and not limitation.
6. **POLICY** means an action of the Board setting forth a rule, requirement, a course or method of action, or policy statement when that action is intended by the Board to be published in the Policy Manual of the School District.
7. **PROFESSIONAL EMPLOYEE** shall have the same meaning as in the School Code.
8. **SCHOOL YEAR** means the period of time from July 1 to the subsequent June 30 each year.
9. **SUBSTITUTE TEACHER** shall have the same meaning as the term **SUBSTITUTE** in Article XI of the School Code.
10. **SUPERINTENDENT** means, as applicable, the Superintendent of Schools of the School District, any acting Superintendent, any Interim Superintendent, or the designee of any of them.
11. **TEMPORARY PROFESSIONAL EMPLOYEE** shall have the same meaning as in the School Code.

Section 2. Committees

The following committees are hereby established to perform the work stated herein: the Citizens' Policy Committee and the Administrative Policy Committee.

1. Citizens' Policy Committee: Individuals shall be appointed to this committee by action of the Board. The Citizens' Policy Committee shall consist of two (2) administrators, two (2) students, one (1) Board member or alternate, one (1) teacher, and two (2) citizens from each region of the District. This committee shall be appointed by the Board and co-chaired by a central office administrator and a Board member.
  - a. Citizens shall be appointed to the Citizens' Policy Committee for a term of three (3) years. When a citizen member leaves the committee prior to the end of his/her term, the Board shall appoint a replacement to serve the remainder of the term.
  - b. Absence from two (2) consecutive meetings without notification is sufficient reason for removal from the committee.
  - c. Notwithstanding anything herein to the contrary, members of the committee serve at the pleasure of the Board.
2. Administrative Policy Committee: Individuals shall be appointed to this committee by the Superintendent, except for the member of the committee who is a School Director, who shall be appointed by action of the Board. The Administrative Policy Committee shall consist of, at a minimum one (1) Board member, one (1) building administrator from an elementary school, one (1) building administrator from a middle school, one (1) building administrator from the high school, one (1) member of central office administration, and the Superintendent, who will chair the committee.
  - a. School administrators shall serve for one (1) year.
  - b. Central office administrators shall serve indefinitely.
  - c. Board member shall serve at the discretion of the Board President.
  - d. Absence of two (2) consecutive meetings without notification is sufficient reason for removal from the committee.
  - e. Notwithstanding anything herein to the contrary, members of the committee serve at the pleasure of the Board.

Section 3. Development of New Policy

1. The need for policy may be brought to the attention of the Board by citizens, students, staff members, and/or Board members. When the need for policy is mandated by law, administration may proceed with drafting language that will be presented to the Board to alleviate delays.
2. If the Board concurs, the President shall refer the concern to the appropriate committee.
3. The committee shall be responsible for developing a proposed policy and accompanying administrative regulations.
  - a. Drafts of policies relating to the categories under the headings of Board Governance (000), Employees (300), Finances (600), Property (700) and Operations (800) shall be developed by the Administrative Policy Committee and then forwarded to the Board for review.
  - b. Drafts of policies relating to the categories under the headings of Programs (100), Pupils (200) and Community (900) shall be developed by the Administrative Policy Committee in conjunction with the Citizens' Policy Committee and forwarded to the Board for review.

Section 4. Updating and Amending Existing Board Policy

1. Policies shall be reviewed at least once every six (6) years by the Administrative Policy Committee. The Superintendent shall notify all Board Members and administrators of the suggested review schedule in July.
2. The need for a policy review may be brought to the attention of the School Board or Superintendent by a citizen, student, and/or a Board member at any time. The need shall be referred to the Administrative Policy Committee within thirty (30) days after receipt.
3. Staff member(s) shall notify the Superintendent in writing of their concerns relative to a particular policy. The concern will be forwarded to the Administrative Policy Committee and the staff member(s) may be requested to present concerns to the Administrative Policy Committee.
4. Any change in official titles and/or terminology shall be reflected by updating policies after the Board is notified.

Pol. 006	<p>Section 5. <u>Board Procedure for Adoption and Revision</u></p> <p>The following procedures shall be followed to expedite the completion and adoption of policies:</p> <ol style="list-style-type: none"><li>1. Board recommendations/requests for changes shall be submitted within thirty (30) days of receipt of the proposed policy.</li><li>2. Board members are welcome to attend policy committee meetings.</li><li>3. When the policy is submitted to the Board for final approval, changes can be made only through Board action.</li><li>4. Unless applicable law requires otherwise, adoption of the policy shall be made by majority vote of a quorum of the Board at a public meeting where there shall be opportunity for comment by the community.</li><li>5. The proposed policy for discussion at a Board meeting may be referred back to the appropriate committee for further study at the direction of the Board or scheduled for adoption.</li><li>6. New and revised policies shall be forwarded to the Board and placed on the upcoming Board agenda for review, discussion and approval.</li></ol> <p>Section 6. <u>Policy Distribution/Maintenance</u></p> <ol style="list-style-type: none"><li>1. Policy manuals containing all Board-adopted policies shall be maintained by the chairperson of the Administrative Policy Committee.</li><li>2. Policies shall be posted on the District web page for public access.</li></ol> <p>Section 7. <u>Limitations of Policy and Procedure; Rules of Construction and Interpretation of Policies</u></p> <ol style="list-style-type: none"><li>1. Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common in origin. Consequently, all Board policies and administrative regulations shall be given both an interpretation and application that is lawful. The Board shall have the final interpretation of its policies and the administration shall have the final interpretation of its procedures. If more than one interpretation can reasonably be given to any policy or portion of any policy, the Board does not intend any interpretation that is not lawful or constitutional.</li></ol>
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2. As the Board policies and administrative regulations are limited by legal constraints, so too are the rights of those to whom the Board policies and administrative regulations apply. Neither the policies of the Board nor the procedures of the administration are intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy shall rest exclusively with the Board and enforcement of administrative regulations shall rest exclusively with the administration.
3. Board policy and administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, taxpayers or others within the School District community beyond those that are established in law and are not intended to restrict or limit students, employees, or other members of the School District community from pursuing any claims or defenses available under applicable law, whether constitutional, statutory, regulatory, or common law. It is not the intent of the Board that its policies or the procedures of the administration be interpreted as influencing, in either the plaintiff's or the defendant's favor, the disposition of a particular civil action.

Section 8. Exception to Policy

Exceptions to any policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

1. Any person may request an exception to any Board policy or the application of same by submitting a letter to the Superintendent. The request shall identify:
  - a. The name, address and telephone number of the person making the request.
  - b. The Policy for which the exception is being requested.
  - c. The action that the requesting individual desires.
  - d. The rationale supporting the need for an exception. By way of example and not limitation, rationale that may support an exception include:
    - i. Legal necessity, hardship, inapplicability of the rationale of the Policy to the particular circumstances at issue.
    - ii. Furtherance of compelling interests of the School District.

2. The Superintendent shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the Policy and the request for the exception, and the disposition of prior requests for exceptions to the same or similar policies. Where the request for an exception has legal implications, the Superintendent shall consult with the district solicitor.
3. At the first regularly scheduled Board meeting following the completion of the Superintendent's investigation, the Superintendent shall place the request for exception on the agenda and shall report to the Board the circumstances surrounding the request and the recommended disposition. The person who requested the exception shall be notified in advance of the placement of the request on the agenda and the Superintendent's recommended disposition. The person requesting the exception shall be given an opportunity to address the Board before the Board determines whether to grant the request for an exception.
4. The School Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of the exception is ill-advised.
5. Exceptions to administrative regulations shall be made at the discretion of the administration and subject to the approval of appropriate administrative staff.

References:

School Code – 24 P.S. Sec. 407, 510

Board Policy – 006