

**THE
OFFICIAL POLICY MANUAL
OF THE
POTTSTOWN SCHOOL DISTRICT
POTTSTOWN, PA**

Initial Adoption

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**Consultant Service
Provided by
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POLICY FOR RETURN OF MANUAL

This Official Policy Manual is the Property of

THE POTTSTOWN SCHOOL DISTRICT

Any person who has a copy of this Manual and terminates his relationship with the Pottstown School District shall return said manual to the Superintendent's Office immediately.

INTRODUCTION TO BOARD POLICY

Among the most important and fundamental principles that guide a Board of School Directors, District Superintendent, Staff and Community Relationships are first, that a Board of School Directors is the formal, legally recognized body of lay citizens composed of individuals who represent the public of an established school area.

Second, though a Board must be concerned with how the schools operate, what the schools teach and how much money they spend, it is generally agreed that its responsibility in these and other areas should be of a broad general policy under which the schools may effectively operate in pursuit of a program of quality education.

In a smooth operation, not only have the Board and the District Superintendent worked together to determine the areas which involve policy, they have also agreed on what that policy should be and put those policies in writing. Equally important, the written policies are based on a thorough understanding of the differences between the policy formation function and the administrative management function. An understanding which through, its careful observance, invariably makes for a more business-like Board operation, and improved Board-District Superintendent relationship. The result is that the policy statements then serve as guideposts to all school personnel and to the general public as well.

Therefore, in recognition that the Board of School Directors is an agency of the state carrying out the will of the legislative assembly; that it is a legislative policy-making body in the community which it specifically represents; that as such, it is empowered to make effective the state educational plan in that locality even beyond the mandatory provisions of that plan; that it is empowered to provide a program of education conditioned by interpretation of community needs; and that finally it has the responsibility to report to the community concerning its stewardship, the purpose of stated policies should be:

1. To create an atmosphere in which the talents and the abilities of the individual staff members will be released to maximum efficiency in the performance of their respective jobs.
2. To develop and maintain an organizational structure that will enable all employees to participate appropriately in the improvement of instruction.
3. To place authority and responsibility as close to the point of actual operation as is consistent with the competence and duties of the personnel responsible.

INTRODUCTION TO BOARD POLICY (Continued)

4. To provide for the personal welfare of all personnel.
5. To provide uniform and consistent procedures.
6. To help attract and keep new employees.
7. To save time.
8. To clarify Board, District Superintendent, and Staff Relationships.
9. To keep the community informed.
10. To provide orientation for new Board members.

NOTE:

The references in this manual to the School Laws of Pennsylvania (known as "Code") shall not be construed to be a complete reproduction of the section of law. Generally, only a portion of the law has been cited to denote the statutory source of the Board's authority, duties and responsibilities. When questions arise as to a point of law, the Board member is referred to the complete text of a section as found in the Public School Code as amended. These references are designated in this manual by section and number. In addition, the Board of School Directors is referred to the solicitor for further legal action.

HOW TO USE THIS MANUAL

This manual consists of eight separate sections or series of written policy. Each of the series is preceded by and followed by a cardboard divider. At the beginning of each section in outline form is a Table of Contents for that series only. Section topics and identifying numbers for each of the eight sections are as follows:

| | |
|-------------------------------------|-------------|
| BOARD OF SCHOOL DIRECTORS | 1000 Series |
| ADMINISTRATIVE STAFF | 2000 " |
| PROFESSIONAL PERSONNEL | 3000 " |
| NON-INSTRUCTIONAL PERSONNEL | 4000 " |
| INSTRUCTION | 5000 " |
| STUDENT BODY | 6000 " |
| AUXILIARY SERVICES | 7000 " |
| FISCAL AUTHORITY AND RESPONSIBILITY | 8000 " |

Thus, all of the policies dealing with non-instructional personnel would begin with the number 4 and would be found in the 4000 series. A further illustration of how an individual policy is numbered and/or located is shown on the next page. A cross reference index covering all eight sections is located in the back of the manual.

The idea of using a loose-leaf folder with a systematic numbering scheme has practical and economic advantages. With the adoption of a new policy or the revision of an old one, the policy manual of each Board member can be updated without delay by merely adding a few new or revised pages. By removing the need to periodically reproduce the entire manual at considerable clerical and material cost, a complex task becomes a simple one.

It is advisable that each school director has his policy manual with him at every Board meeting. This will assure him the convenience of reference to policy when needed. Since Board meetings also provide opportunities to distribute copies of new or revised policies, these materials can easily be added to each manual at this time.

POLICY MANUAL PAGE NUMBER SYSTEM

