

PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

003-BOG-3. EXCEPTION TO BOARD POLICY/ADMINISTRATIVE REGULATION

Policy

Requested exceptions to any policy or its application may be granted when recommended in accordance with the established guidelines.

The individual requesting the exception will submit a written request to the Superintendent or designee. The request will identify:

1. Name, address and telephone number of person making the request.
2. Policy and policy number for which the exception is being requested.
3. Action that the individual is requesting.
4. Rationale supporting the need for the exception.

Rationale that supports an exception may include but not be limited to:

1. Legal necessity.
2. Hardship.
3. Inapplicability of the policy to the circumstances.
4. Compelling interests of the school district.
5. Emergency reasons.

The Superintendent will conduct a review of the request and formulate a recommendation for the Board. The Superintendent may evaluate such factors as:

1. Relevant facts related to the request.
2. Rationale of both the policy and the request for exception.

3. Disposition of prior requests for exceptions to the same or similar policies.
4. Special interest of individual or group making the request.

When the request for an exception has legal implications, the Superintendent will consult with the district solicitor.

At the first regularly scheduled Board meeting after the Superintendent's review, the Superintendent will place the request for exception on the agenda; report the circumstances surrounding the request; and recommend action. The individual requesting the exception will be given an opportunity to address the Board before the Board determines whether to grant or deny the request.

The Board has final and exclusive authority to determine whether to grant or deny a request, considering the Superintendent's recommendation.

Granting of exceptions in the same or similar cases will not constitute binding precedent or practice.

The Superintendent will keep a record of exceptions to policies granted by the Board. The record will state the facts and rationale for granting the exception.

Administrative Regulations

Exceptions to administrative regulations will be made at the recommendation of the administration, subject to approval by the Superintendent.

All requests for exceptions to administrative regulations initiated or received by district administrators will be submitted to the Superintendent for review, along with the administrator's recommendation. The Superintendent may evaluate such factors as:

1. Relevant facts related to the request.
2. Rationale of both the administrative regulation and the request for exception.
3. Disposition of prior request for exceptions to the same or similar administrative regulations.
4. Special interest of individual or group making the request.