



Book	Policy Manual
Section	000 Local Board Procedures
Title	Reserve Policies
Code	010
Status	Active
Adopted	April 28, 1994
Last Revised	April 1, 2009
Last Reviewed	April 15, 2024

### **Definition**

A reserve policy is a policy that has been submitted to or developed by the Board of School Directors ("Board") of Springfield School District ("District"), the administrative staff, the Pennsylvania School Boards Association (PSBA), or other authority(ies) recognized by the District to provide policy materials to be considered as policies for implementation.

### **Status**

A reserve policy is a non-active, non-approved policy for current operations. It is either in the developmental stages or was at one time an active policy that has been taken out of service from the District policy file.

Reserve policies are not subject to routine periodic review by the Board.

Reserve policies shall be kept in a separate and distinct file.

### **Purpose**

The purpose of placing a policy in the reserve status is to retain the policy for possible future use, rather than to discard the policy and then have to develop it over again when needed, or to use the policy for referral for historical information.

### **Classifications**

Reserve policies may have been created for various reasons. The policy classification level is established by the reason it was developed:

a. **Class 1**

A Class 1 reserve policy is a policy that has been in service by the District. It has been taken out of service through Board action.

b. **Class 2**

A Class 2 reserve policy is a policy that has been developed by the Board, PSBA, or other authorities recognized by the District to provide policy materials. A Class 2 policy has never been approved by Board action.

***This online posting is an electronic copy from Springfield School District's manual of currently adopted policies. The policies on this site are for informational purposes only and do not reflect updating activities in progress. It may be used for information and reference purposes only regarding issues of concern. Certified date-stamped copies are available from the District Open Records Officer and are valid for issues of concern within two (2) weeks of the stamped date.***