

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300
TITLE: Creating a Position
ADOPTED:
REVISED: May 12, 2017

301 Creating a Position

Authority

Positions for administrative, professional and support employees shall be established by the School Reform Commission in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services.

The need for creating positions shall be determined by the SRC. The Superintendent or designee shall advise the SRC of his/her recommendations for creating new or additional positions. **The SRC reserves for itself the final determination of the number and type of positions deemed necessary for effective management, operation of the schools, and fiscal responsibility.** [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

When creating a new position, the salary range shall be determined by the SRC designee, in accordance with internal equity, external market factors for public sector organizations, supporting documentation, individual contract(s), collective bargaining agreement(s) and/or SRC resolution(s). [\[6\]](#)

In the exercise of its authority to **create** a new position, the **SRC** shall give primary consideration to the **following**:

1. Effective management of district **programs**.
2. Number of students enrolled.
3. Special needs of students.
4. **Operational needs** of the district.
5. Financial resources **of the school community**.

Recommendations for a new or additional position **shall** include the following:

1. **Job** description **clearly stating** the duties for which the position **was created**.
2. The appropriate certificate or license that conforms with the Pennsylvania Department of Education certification determinations, if certification is required.
3. Supporting data and other rationale **relevant** to the recommendation.

Delegation of Responsibility

The SRC may, through the Superintendent or designee, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal, state, and municipal laws and regulations.[7]

Legal References:

[1. 24 P.S. 1001](#)

[2. 24 P.S. 1106](#)

[3. 24 P.S. 1107](#)

[4. 24 P.S. 406](#)

[5. 22 PA Code 4.4](#)

6. Pol. 328 - Compensation Plans/Salary Schedules

7. Pol. 104 - Nondiscrimination in Employment Practices

Related Information:

[24 P.S. 1075](#)

[Philadelphia Home Rule Charter - 12-308](#)

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES

TITLE: Employment of Superintendent

ADOPTED:

REVISED:

Policy 302 EMPLOYMENT OF SUPERINTENDENT

Purpose

The **School Reform Commission** places the primary responsibility and authority for the administration of the district in the Superintendent. Therefore, selection of a Superintendent is critical to the effective leadership **and management** of the district.[\[1\]](#)

The Superintendent shall be the chief administrative and instructional officer of the district and shall be responsible for the implementation of all actions of the **SRC**, the administration and operation of the schools subject to the policies of the **SRC**, and the supervision of all matters pertaining to instruction in all programs under the direction of the **SRC**.[\[18\]](#)

Authority

During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, **the SRC shall meet to appoint**, by a majority vote of all members of the **SRC**, a properly qualified district Superintendent.[\[25\]](#)[\[2\]](#)[\[3\]](#)

The **SRC** shall **set the compensation** and term of office for the Superintendent which shall not be more than six (6) years, renewable at the discretion of the **SRC**.[\[25\]](#)

Whenever the SRC finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent, the SRC may appoint an acting Superintendent to serve not longer than one (1) year from the time of appointment.[\[4\]](#)

In the event the SRC appoints an acting Superintendent, the SRC shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with SRC policy.

Guidelines

Recruitment and Assessment of Candidates

The **SRC shall** actively seek candidates **who meet the qualifications and requirements** for the position of Superintendent. It **may** be aided in this task by a committee of **SRC members and/or the services of professional consultants.**

When undertaking a search to fill the position of Superintendent, recruitment procedures shall be prepared and **may** include the following:

1. Preparation of a **job description for the position, written in accordance with the requirements of federal and state laws and regulations.**[5]
2. Preparation of written qualifications, in addition to **applicable** state requirements, for all applicants.[\[10\]\[6\]\[7\]\[8\]\[9\]](#)
3. Preparation of informative materials describing the school district, **the Superintendent position, and the district's** educational goals.
4. Opportunity for **selected** applicants to visit the district schools, **meet with internal staff and external stakeholders at the SRC's invitation.**

Recruitment, screening and **evaluation** of candidates **shall be conducted** in accordance with **SRC policy, SRC established leadership criteria** and state and federal law.[5]

The SRC shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.

A **candidate's** misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the **SRC.**

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[11\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[12\]\[13\]](#)

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and

convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[13\]](#)

Before entering the duties of the office, the Superintendent shall take and subscribe to the oath of office prescribed by law.[\[14\]](#)

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the SRC may require.[\[15\]](#)

Employment Contracts

An individual shall not be employed as Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:[\[3\]](#)

1. **Contain the mutual and complete agreement between the Superintendent and the SRC with respect to the terms and conditions of employment.**
2. **Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.[\[16\]\[17\]\[18\]\[19\]](#)**
3. **Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent.[\[20\]](#)**
4. **Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to renew automatically as required by law.[\[3\]](#)**
5. **Specify the termination, buyout and severance provisions, including all postemployment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.**
6. **Contain provisions relating to outside work that may be performed, if any.[\[21\]\[22\]](#)**
7. **State that any modification to the contract must be in writing.**
8. **State that the contract shall be governed by the laws of the Commonwealth.**
9. **Limit compensation for unused sick leave in employment contracts for Superintendents who have no prior experience as a district superintendent or assistant superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time**

of the contract.

10. **Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents who have no prior experience as a district superintendent or assistant superintendent.**
11. **Specify postretirement benefits and the period of time in which the benefits shall be provided.**

Removal/Severance

A Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the SRC and in accordance with law. The SRC shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent.[\[23\]](#)[\[24\]](#)

Any negotiated severance of employment prior to the end of the term of the Superintendent's specified contract term shall be limited to either:[\[3\]](#)

1. **The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or**
2. **The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.**

Legal References:

1. [24 P.S. 1001](#)
2. [24 P.S. 1071](#)
3. [24 P.S. 1073](#)
4. [24 P.S. 1079](#)
5. Pol. 104 - Nondiscrimination in Employment Practices
6. [24 P.S. 1002](#)
7. [24 P.S. 1003](#)
8. [24 P.S. 1078](#)
9. [22 PA Code 49.41](#)
10. [22 PA Code 49.42](#)
11. [24 P.S. 111.1](#)
12. [23 Pa. C.S.A. 6344](#)
13. [24 P.S. 111](#)
14. [24 P.S. 1004](#)
15. Pol. 314 - Physical Examinations
16. [24 P.S. 1073.1](#)
17. [24 P.S. 1081](#)
18. Pol. 003 - Functions
19. Pol. 312 - Performance Assessment of Superintendent

- 20. 24 P.S. 1075
- 21. 24 P.S. 1007
- 22. 24 P.S. 1008
- 23. 2 Pa. C.S.A. 551 et seq
- 24. 24 P.S. 1080
- 25. Philadelphia Home Rule Charter - 12-301

Related Information:

- 24 P.S. 108
- 24 P.S. 696
- 24 P.S. 1418
- 22 PA Code 8.1 et seq
- 22 PA Code 49.171
- 22 PA Code 49.172
- 28 PA Code 23.43
- 28 PA Code 23.44
- 28 PA Code 23.45
- 18 Pa. C.S.A. 9125
- 23 Pa. C.S.A. 6301 et seq
- 42 U.S.C. 12101 et seq
- Philadelphia Home Rule Charter - 12-400

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300
TITLE: Employment Contract/SRC
Resolution
ADOPTED:
REVISED: May 12, 2017

308 Employment Contract/SRC Resolution

Authority

The **School Reform Commission** has the authority under law to prescribe employment conditions for district personnel. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The SRC directs that certificated and tenured administrative and professional employees shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the SRC in accordance with law and applicable collective bargaining agreement. The contract shall specify those issues required by law. [\[5\]](#)[\[6\]](#)

The SRC directs that temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. [\[7\]](#)[\[8\]](#)

The SRC directs that noncertificated and/or nonprofessional employees shall be employed through a contract or SRC resolution. [\[2\]](#)[\[3\]](#)

The SRC shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

The terms of a collective bargaining agreement may supersede the specific provisions of an individual employee contract **or SRC resolution.**

Legal References:

[1. 24 P.S. 406](#)

[2. 24 P.S. 696](#)

[3. 24 P.S. 1089](#)

[4. 24 P.S. 1109.2](#)

[5. 24 P.S. 1121](#)

[6. 24 P.S. 1101](#)

[7. 24 P.S. 1108](#)

[8. Pol. 313 - Evaluation of Employees](#)

Related Information:

[24 P.S. 510](#)

[Philadelphia Home Rule Charter - 12-300](#)

[Philadelphia Home Rule Charter - 12-308](#)

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300
TITLE: Personnel Files
ADOPTED:
REVISED: May 12, 2017

324. PERSONNEL FILES

Authority

Orderly operation of the school district **requires maintaining** a file for the retention of all **records relative** to an **individual's duties and** responsibilities as an **administrative, professional or support** employee **of the district.**

The School Reform Commission requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state **laws and regulations and** local benefit programs; conformance with **SRC policies, administrative procedures and** rules; and evidence of completed evaluations.

Definitions

Employee - any person currently employed and paid for full or part-time work through the district's payroll system, laid off with re-employment rights, or on an approved leave of absence. The term employee shall not include applicants for employment or any other person.[\[1\]](#)

Delegation of Responsibility

The SRC delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative procedures defining the material to be incorporated into personnel files.

Mandatory Regulatory Procedures

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file..[\[2\]\[3\]](#)

Only information that pertains to the professional and legal role of the employee and is submitted by duly authorized district staff or the SRC may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation. Personnel records shall be available to the SRC but only as required in the performance of its designated functions as a School Board.

Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.

Employee Access

Employee Access All active employees shall have access to **one (1) copy of their personnel file per school year (July through June). Employees must submit a signed written request identifying the requesting individual employee including Employee ID. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.**^[4] Former employees shall have access to their personnel file upon written request. Former employees must submit a signed written request identifying the requesting individual employee.

Appeals

Employees wishing to appeal material in their personnel file shall **submit** a written request to the **administrator delegated to maintain the records** and shall specify:

1. Name and date.
2. Material to be appealed.
3. Basis or reason for appeal.

The **responsible administrator** shall consider the appeal and make a determination for the Superintendent's review.

Title I Schools

In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.^{[5][6][7][8]}

The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[\[5\]](#)[\[6\]](#)[\[7\]](#)

In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[\[6\]](#)[\[8\]](#)[\[9\]](#)

Delegation of Responsibility

The SRC delegates the establishment and maintenance of official personnel records to the **Superintendent or designee, who** shall prepare **administrative procedures** defining the material to be incorporated into personnel files.

A central file shall be maintained; supplemental records may be maintained **only** for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[\[2\]](#)[\[3\]](#)

Legal References:

- [1. 43 P.S. 1321](#)
- [2. 42 U.S.C. 12112](#)
- [3. 42 U.S.C. 2000ff et seq](#)
- [4. 43 P.S. 1321 et seq](#)
- [5. 22 PA Code 403.4](#)
- [6. 20 U.S.C. 6311](#)
- [7. 20 U.S.C. 7801](#)
8. Pol. 304 - Employment of District Staff
- [9. 22 PA Code 403.5](#)

Related Information:

- [24 P.S. 111](#)
- [24 P.S. 510](#)
- [22 PA Code 8.1 et seq](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- [42 U.S.C. 12101 et seq](#)

[8 CFR 274a.2](#)

Pol. 800 - Records Management

[Philadelphia Home Rule Charter - 12-300](#)

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300
TITLE: Compensation Plans/Salary
Scheduled
ADOPTED:
REVISED: May 12, 2017

328 Compensation Plans/Salary Schedules

Authority

The School Reform Commission shall approve compensation plans, individual contracts and salary schedules for administrative, professional and support employees.

Salary schedules approved by the SRC shall be in accordance with those specified in applicable collective bargaining agreements and/or SRC resolutions.

Salary schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to the district, **in accordance with the compensation guidelines and taking into account salary compression for non-represented employees, the step placement procedures for represented employees, and salary adjustments that result from earning advanced degrees where applicable,** while employed by the district or required by law and/or applicable collective bargaining agreements. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

Implementation of the administrative compensation plan, individual contracts, collective bargaining agreements and SRC resolutions regarding employee salaries shall be the responsibility of the Superintendent or designee.

The Superintendent or designee is authorized to credit past experience of a candidate when determining salary [\[7\]](#) in accordance with applicable collective bargaining agreements.

Legal References:

[1. 71 P.S. 371](#)

[2. 24 P.S. 1075](#)

[3. 24 P.S. 1089](#)

[4. 24 P.S. 1141-1152](#)

[5. 24 P.S. 1162](#)

[6. 24 P.S. 406](#)

[7. 24 P.S. 1149](#)

Related Information:

[24 P.S. 696](#)

[Philadelphia Home Rule Charter - 12-308](#)

[Philadelphia Home Rule Charter - 12-401](#)

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 600
TITLE: Budget Policy
ADOPTED:
REVISED:

BUDGET POLICY

Purpose

The budget shall be designed to reflect the **School Reform Commission's goals and objectives concerning** the education of district **students**. Therefore, **the budget shall** be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of district programs **shall be reviewed on a continual basis**.

Authority

Definitions

Guidelines

Delegation of Responsibility

All of the pre-audit functions and duties of the School Controller, as prescribed by law, shall be exercised by the Superintendent or designee. The Superintendent **or designee** shall establish and maintain a system of accounts and expenditure controls in accordance with the budgets approved by the **SRC** and in accordance with law.[\[1\]](#)

The Superintendent **or designee** shall, as soon as is practicable after the end of each fiscal year, submit to the **SRC** an annual financial statement for the district for the past year. Such statement shall include itemized data with respect to all assets of the district, school taxes and receipts, outstanding indebtedness and sinking funds, if any, and such other information relating to the finances of the district as the **SRC** may deem necessary or proper.[\[1\]](#)

The Superintendent or designee and Chief Financial Officer shall report to the SRC any serious financial implications arising from the budget plan.

Legal References:

[1. Philadelphia Home Rule Charter - 12-403](#)

[24 P.S. 601](#)

[24 P.S. 696](#)

[24 P.S. 2128](#)

[24 P.S. 2129](#)

[Philadelphia Home Rule Charter - 12-303](#)

[Philadelphia Home Rule Charter - 12-306](#)

Pol. 603 - Budget Preparation

Pol. 604 - Budget Adoption

Pol. 612 - Purchases Not Budgeted

Pol. 811 - Bonding

Related Information:

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 600
TITLE: Budget Preparation
ADOPTED:
REVISED:

BUDGET PREPARATION

Purpose

The **School Reform Commission** considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to **support the educational** plan in a **comprehensive** and efficient manner, to maintain **district** facilities, and to honor district obligations.

Authority

The SRC recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.

The budget should be studied by each **Commissioner** during its preparation, **and** once adopted it deserves the support of all **Commissioners** regardless of their position when adoption was voted.

At least sixty (60) days prior to adoption of the annual operating budget, the **SRC** shall adopt and submit to the Mayor and **City** Council a lump sum statement of anticipated operating receipts and expenditures for the next fiscal year and a request for authority to levy taxes to balance its budget for the year; provided, however, that if **City** Council shall no longer have the power to authorize taxes for school district purposes, the statement need not be submitted to the Mayor and **City** Council.[\[1\]](#)

Definitions

Guidelines

In order to ensure adequate time for preparation and review of the proposed budget, the SRC directs the Superintendent and Chief Financial Officer to present to the SRC all available information associated with the budget at least sixty (60) days prior to the end of the current fiscal year.[\[2\]](#)

Delegation of Responsibility

In preparing the budget, the district shall set general priorities for expenditures for:

1. **Staff, technology, equipment, facilities and supplies necessary to maintain current programs and operations.**
2. **Additional staff necessary to improve or expand current programs or operations.**
3. **New technology, equipment, facilities and supplies necessary to improve or expand current programs or operations.**

When presented for SRC review, the proposed budget shall contain:

1. **Estimated revenue and expenditures in each financial category for the previous fiscal year.**
2. **Estimated revenue and expenditures in each financial category for the upcoming fiscal year.**
3. **Student enrollment for the upcoming school year.**
4. **Amount of surplus anticipated at the end of the current fiscal year.**
5. **Explanation of each item of expense proposed, upon request.**

Capital Program and Capital Budget

No later than the date of the adoption of the annual budget, the **SRC** shall, by a majority vote of all its members, adopt a capital program and capital budget for the district. The capital budget shall at all times conform to the capital program and shall show in detail the capital expenditures to be made or incurred in the next fiscal year that are to be financed by the **SRC**.[\[3\]](#)[\[4\]](#)

The capital program shall embrace all physical public improvements and any preliminary studies and surveys relative **to the program**, the acquisition of property of a permanent nature, and the purchase of equipment for any improvement when first erected or acquired, that are to be financed in whole or in part from funds subject to control or appropriation by the **SRC**. It shall show the capital expenditures which are planned for each of the six (6) ensuing fiscal years. For each separate purpose, project, facility or other property there shall be shown the amount, if any, and the source of the money that has been spent, encumbered, or is intended to be spent or encumbered prior to the beginning of the ensuing fiscal year, and also the amounts and sources of the funds that are to be spent during each of the ensuing six (6) years.

The capital program shall not be adopted nor shall it be amended until the **SRC** has requested the recommendations of the City Planning Commission. The **SRC** shall not be bound by such

recommendations and may act without them if they are not received within thirty (30) days from the date they were requested. Immediately upon adoption of the capital program, the **SRC** shall forward a copy to the City Planning Commission for publication as part of the capital program document which the City Planning Commission publishes annually.

The **SRC** shall, at least thirty (30) days prior to the time any capital program or amendment to **the program** is adopted, conduct at least one (1) public hearing. At least thirty (30) days' notice of such public hearing shall be published by advertisement at least once in two (2) newspapers of general circulation printed in the City. The **SRC** shall make available to the public a reasonable number of copies of such program, and the notice of public hearing shall state where copies may be obtained or inspected.[2]

Legal References:

[1. Philadelphia Home Rule Charter - 12-403](#)

[24 P.S. 601](#)

[24 P.S. 696](#)

[24 P.S. 2128](#)

[24 P.S. 2129](#)

[Philadelphia Home Rule Charter - 12-303](#)

[Philadelphia Home Rule Charter - 12-306](#)

Pol. 603 - Budget Preparation

Pol. 604 - Budget Adoption

Pol. 612 - Purchases Not Budgeted

Pol. 811 - Bonding

Related Information:

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 600
TITLE: Budget Adoption
ADOPTED:
REVISED:

BUDGET ADOPTION

Purpose

It is the **philosophy** of the **School Reform Commission** that the annual budget represents the position of the **SRC**, and all reasonable means shall be employed to present and explain the proposed budget to district residents and taxpayers.

Authority

The **SRC** shall, at least thirty (30) days before the end of the fiscal year, adopt by majority vote of all its members an operating budget setting forth in lump sum amounts the proposed expenditures of the **SRC** during the next fiscal year as to each principle administrative unit of the district, according to such classes of expenditures as the **SRC** may determine, and the estimated receipts of the **SRC** during the next fiscal year including approximate estimates of proposed revenues and all other receipts. The total amount of proposed expenditures shall not exceed the amount of funds available for school district purposes. [\[1\]\[2\]](#)

Budget Hearings

The **SRC** shall, at least thirty (30) days prior to the time any budget, capital program or amendment thereto is adopted, conduct at least one (1) public hearing. At least thirty (30) days' notice of such public hearings shall be published by advertisement at least once in two (2) newspapers of general circulation printed in the City. The **SRC** shall make available to the public a reasonable number of copies of such budget, program or amendment, and notice of the public hearing shall state where copies may be obtained or inspected. [\[2\]\[3\]\[4\]](#)

Definitions

Guidelines

Delegation of Responsibility

Legal References:

[1. 24 P.S. 696](#)

[2. Philadelphia Home Rule Charter - 12-303](#)

[3. Philadelphia Home Rule Charter - 12-304](#)

4. Pol. 603 - Budget Preparation

Pol. 602 - Budget Planning

Related Information:

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 700
TITLE: Scholarships
ADOPTED:
REVISED:

SCHOLARSHIPS

Purpose

In order to make the educational opportunities and programs offered by the district available to as many students as possible, the School Reform Commission shall create scholarships and support the efforts of individuals, service organizations, professional organizations, unions, business and industries in creating scholarships for district students.

Authority

The SRC has the authority to accept such scholarship funds as may be made to the school district. The SRC reserves the right to refuse or accept any scholarship funds which do not contribute toward the goals of the district, or that may be in violation of federal or state laws and regulations or established administrative procedures.[\[1\]](#)

Scholarships shall be divided into two (2) groups:

1. Endowed scholarships, comprising those awarded under agreement, gift, or bequest, without cost to the district.[\[2\]](#)[\[3\]](#)
2. District scholarships, those established and paid for (either in whole or part) by the district.

The number of district scholarships shall be determined by resolution of the SRC.

Definitions

Guidelines

The grant of scholarships shall be limited to the period required to complete the regular course of study, provided that no scholarship shall be granted for a period longer than four (4) years. The continuance of any scholarship from year to year shall depend upon the satisfactory character of the work done by the recipient, as determined by the **Superintendent or designee** upon reports **made** from the institution in which the scholarship is held.

Upon approval of the recommendation by the **SRC**, the **Superintendent** and Chief Financial Officer shall enter into the necessary financial agreements with the institutions concerned.

Each recipient of a scholarship shall report his/her progress semi-annually, in writing, to the **Superintendent** or designee. If the scholarship or conduct report shall be unsatisfactory, the scholarship may be cancelled by the **SRC** upon the recommendation of the **Superintendent** or designee. Each recipient of a scholarship must notify the **Superintendent** or designee, in advance, of his/her approaching graduation or completion of the course, or the cessation of his/her attendance.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship recipient without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the SRC's policy on student records.[4]

Delegation of Responsibility

Legal References:

1. [24 P.S. 216](#)
2. Pol. 702 - Gifts, Grants and Donations
3. Pol. 913 - Nonschool Organizations/Groups/Individuals
4. Pol. 216 - Student Records

Related Information:

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 700

TITLE: Gifts, Grants And Donations

ADOPTED:

REVISED:

GIFTS, GRANTS AND DONATIONS

Purpose

The School Reform Commission recognizes that individuals and community organizations may wish to contribute money, supplies **and**/or equipment to enhance or extend the **programs in the schools**. The **SRC** also recognizes that the district, via individual program offices and schools, is awarded grants from private foundations as well as municipal, state and federal sources.

Authority

The **SRC** has the authority to accept gifts, donations and grants made to the **school** district or to any district school **in accordance with law and SRC policy**.[\[1\]](#)

The **SRC** may authorize the **Superintendent** or designee to accept gifts of **money** or property valued up to and including \$20,000. Gifts exceeding \$20,000 shall be **accepted** by separate **SRC** resolutions.

For all grants and gifts valued at \$20,000 or less, each Grant Program Manager and school principal shall be charged with:

1. Ensuring compliance with all appropriate grant regulations consistent with **applicable SRC** policy.
2. Informing the Office of Grant Development about all such gifts and grants. The Grant Development Office shall inform the Office of Grant Fiscal Services.

Only gifts and grants of \$5,000 or less may be deposited into the school's Student Activity Fund and accounted for separately. Gifts and grants received greater than \$5,000 must be deposited in the district's central office accounts and be expended through the district's accounting system.

The **SRC** reserves the right to refuse to accept any gift that does not contribute to achievement of district goals **or when such ownership would adversely affect the district**.[\[1\]](#)

Any gift accepted by the **SRC** or its designee shall become district property, may not be returned without **SRC** approval, and is subject to the same controls and regulations as are other district properties.[\[1\]](#)[\[2\]](#)

In the case of gifts or donations by or through a bona fide Home and School Association, the **Superintendent** or designee is authorized to approve receipt upon certification by the school principal that the property is appropriate to the school's purposes and needs.

The district shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The district **shall** make every effort to honor the intent of the donor in the use of the gift, but reserves the right to utilize any gift in the best interests of the district's educational program.

In no case shall acceptance of a gift be considered an endorsement by the **SRC** or the district of a commercial product, business enterprise, or institution of learning.

All gifts meeting the criteria for inclusion in the District's Inventory System shall be recorded in the appropriate inventory listing and property records.[\[1\]](#)

Definitions

Guidelines

Delegation of Responsibility

The **Superintendent** or designee shall:

1. Counsel potential donors on appropriateness of gifts.
2. Encourage individuals and organizations considering a contribution to consult with the principal or **Superintendent** before **appropriating** funds.
3. Report to the **SRC** all gifts accepted on behalf of the **SRC**.
4. Acknowledge the receipt and value of any gift accepted by the district.

Legal References:

[1. 24 P.S. 216](#)

[2. 24 P.S. 703](#)

Related Information:

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 700 Property

TITLE: Safety

ADOPTED:

REVISED:

SAFETY

Purpose:

The School Reform Commission recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff, community members and visitors.

Authority:

The SRC directs that a district-wide safety program shall be maintained to ensure a healthy, safe and secure environment for all students, staff, community members and visitors, as well as, to protect district buildings, equipment and property. The safety program shall provide instruction for students and staff in safety, **emergency preparedness, emergency response and crisis management**; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools and performance of normal daily work activity.

Delegation of Responsibility:

The Superintendent delegates **to the Office of Safety that the Office of School Safety** shall develop and present to the SRC for its approval **annually a** district safety plans that address school safety issues, as well as, identify, correct and establish an environment free and clear of recognizable hazards and include applicable requirements of law and regulations. District safety plans shall focus on:

1. Identifying and preventing/mitigating risks, hazards and threats.
2. Ensuring the district is prepared for **crisis and emergency incidents.** [1]
3. **Effectively responding to and investigating crisis and emergency incidents.**[1]
4. Providing appropriate academic, physical, emotional, and business recovery.

5. Recording activities that either resulted in losses to the district or injury, had the potential to result in loss or injury to the district and/or its personnel, students or visitors so that the district has meaningful data to develop appropriate risk mitigation strategies. Such activities or incidents shall be recorded using effective and consistent methods so the information can be easily compiled and reported.
6. Identifying key personnel and their responsibilities in developing the specific plan.
7. Providing training and **instruction** to employees on **emergency preparedness, emergency responds and crisis management.**
8. **Developing** specific procedures for **preventing or mitigating** hazards relating to the work environment.

Principals shall inform all staff, students **and parents** of **school emergency policies and procedures** at the beginning of the school year, during **an employee's** initial hiring, or when employees change positions with new job duties.

The Superintendent or designee shall:

1. Ensure curriculum to instruct students and faculty in safety and health, environmental **concerns**, and fire prevention.[\[2\]](#)
2. Provide required drills to instruct students in safety procedures.[\[1\]](#)[\[2\]](#)[\[3\]](#)
3. Review and evaluate annually district policies, procedures and school emergency operation plans.

Working safely is a responsibility shared by all employees. Managers and supervisors **shall** maintain the safest possible working conditions by encouraging and enforcing district safety policies and procedures. All of the necessary and available district resources will be utilized to accomplish this important endeavor. All district employees are expected to implement safe practices, identify and eliminate unsafe practices and conditions, and take seriously the matters of accident prevention, injury reduction and safety in the workplace.

Legal References:

35 PA C.S. 7101 et seq., as amended, 7701

22 PA Code Section 10.11

22 PA Code Section 10.24, School Emergency Preparedness Plan

Public School Code of 1949, 24 P.S. 1-101, et seq., as amended, 15-1517

Communicable and Non Communicable Diseases, 28 PA Code, Ch.27, 27.152

Homeland Security Presidential Directive No. 5 (2003)

Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-107 (Nov. 23, 1988),
amending the Disaster Relief Act of 1974, PL 93-288.

Homeland Security Act of 2002, PL 107-296 (Nov.25, 2002)

1. Pol. 805

[2. 24 P.S. 1518](#)

[3. 24 P.S. 1517](#)

[24 P.S. 696](#)

[Philadelphia Home Rule Charter - 12-300](#)

[34 PA Code 129.401 et seq.](#)

Pol. 805.1