

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Policy Manual  
ADOPTED: August 16, 2018  
REVISED:

## 002.1 POLICY MANUAL

### **Purpose**

The Board of Education adopts policies that will be contained in the Policy Manual as a governance tool for the Board of Education and as a resource for district administrators and employees, students, parents/guardians, residents and community members.[1][2]

### **Definitions**

**Administrative Procedures** - written documents that outline and describe the means by which a policy should be implemented. Examples include documents that outline specific responsibilities or action steps, consequences for violations, or sample forms and guides.

**Board Policies** - general written statement by the Board defining its expectations or position on a particular matter and authorizing or delegating responsibilities to implement appropriate actions to govern those expectations. Board policies authorize a framework within which the Superintendent and staff can implement assigned duties with positive direction. Policies are broad principles adopted by the Board to chart a course of action. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel through administrative procedures.

**First Reading** - Policy item is on the agenda of a Board or Policy Committee meeting for review and public comment. No formal action can be taken on these items.

**Emergency** - any situation or set of circumstances which the Board has reason to believe will close the schools, jeopardize the safety or welfare of district students or employees, or result in the school district's noncompliance with state or federal laws.

**Second Reading** - Policy item is on the agenda of a meeting of the full Board for consideration and adoption by the Board. Items may only be considered for their second reading once they have been considered for a first reading. Formal action shall be taken on these items.

**Policy Manual** - a governance tool that contains all policies adopted by the Board of Education.

### **Authority**

The Board shall establish a Policy Committee to maintain a manual for all policies adopted by

the Board. The Policy Committee shall review existing policy and recommend revisions or new policy when necessary and ensure compliance with applicable municipal, county, state and federal statutes and regulations. The Policy Committee shall make recommendations to the Board of Education on the changes necessary to maintain a current Policy Manual. [1][2]

All recommendations for policy creation or revision sent by other board committees will receive priority consideration and review by the policy committee in order to expedite recommendations for the consideration of the board.

The Policy Manual shall be considered a public record and shall be available for inspection and access by citizens on the Board of Education website and in the Board of Education offices during regular office hours. [3]

Those policies which are not dictated by state or federal law, regulations of the State Board of Education, or ordered by a court of competent authority may be adopted, amended, or repealed at any meeting of the Board, provided the proposed policy has been presented for a first reading and is on the agenda for its second reading.

Changes to a proposed Board policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.

The Board may, upon a majority vote, cause to suspend at any time the operation of a Board policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend. Board policies may be adopted or amended at a single meeting of the Board, by waiving the first reading.

All Board policies shall be adopted, amended, or repealed by a majority vote of the Board. The adoption, modification, repeal or suspension of a Board policy shall be recorded in the minutes of the Board meeting. All current policies shall be maintained in the Board of Education Policy Manual and disseminated appropriately. [4][5]

### **Delegation of Responsibility**

The Superintendent shall be responsible for implementing Board policies and establishing administrative procedures for the operation of the school district. Administrative procedures shall be consistent with state and federal statutes or regulations and Board Policies.

The Board reserves the right to review and to direct revisions of administrative procedures when it considers the procedures to be inconsistent with Board policy, District practice, or when adopting a new policy. The Board reserves the right to alter or rescind any administrative procedures that do not adhere to Board policies.

Board policies and administrative procedures must be disseminated each time updates are made to students, family members/guardians, and staff who are affected by them by updating the Policy Manual on the Board website. [1][2][3][4][5]

### **Legal References:**

1. [Public School Code](#) – 24 P.S. Secs. 407, 510
2. [Home Rule Charter](#) – 12-209
3. [Right-to-Know Law](#) – 65 P.S. Secs. 67.101 et seq.
4. [Pa Sunshine Act](#) – 65 Pa.C.S. Secs. 701-716
5. Board of Education Policy – 000, 002, 801