

THE SCHOOL DISTRICT
OF PHILADELPHIA

No. 902

Section: Community
Title: Publications Programs
Adopted: October 5, 2011
Revised: January 30, 2020

902 PUBLICATIONS PROGRAMS

Purpose

The Board of Education (“Board”) believes that all reasonable means should be employed to keep the public informed on matters of importance regarding School District of Philadelphia (“District”) policies, finances, programs, personnel and operations.

Authority

The District shall determine which of its actions have community impact and interest to warrant publicity, and will release information to the media and other key audiences on matters of importance, in accordance with the Pennsylvania Right-to-Know Law. [1][2]

Whenever practicable, the District may provide publications in the various languages present in the community.

Delegation of Responsibility

The Board of Education authorizes the Superintendent or designee to release matters of a routine nature as they have been recorded in the minutes of Board meetings and upon request of media representatives.

All District publications, media releases, photographs and the like depicting the accomplishments of District students and staff may be approved at the discretion of the Superintendent or designee. [3]

The responsible District administrator shall direct an information program designed to acquaint the public with the achievements, programs and needs of the schools.

The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.

Mandatory Regulatory Procedures

Photography, Filming, or Videotaping in District Buildings

The photographic reproduction of school programs, students or District facilities by non-District personnel is generally prohibited. Exceptions may be made, upon administrative approval, for:

1. The news media;
2. Educational purposes of continuous or limited duration;
3. Commercial purposes only with the approval of the parents/guardians of any students to be involved; and
4. Other purposes specifically approved by the Superintendent or designee.

All approvals are to be directly verified by the school principal and/or building administrator.

Legal References:

1. [65 P.S. §§ 67.101, et seq.](#)
2. [Policy 801](#) - Public Records
3. [24 P.S. § 5-511](#).

Related References:

1. [Policy 707](#) - Use of Facilities