

Effective: October 19, 2023

Revised: December 19, 2023

## **Board Operating Guidelines for Board of Education Policy Setting** (Attachment for Policy 003.2)

### **Purpose**

The purpose of the Board Operating Guidelines is to effectuate Policy 003.2: Policy Setting, which sets forth the policy setting process by which the Board of Education (“Board”) serves as the policy making body for The School District of Philadelphia (“District”).

### **Procedures**

#### **Policy Manual - Public Access and Feedback**

The Board’s [Policy Manual](#) can be found on the District’s website. The public can review and provide feedback on any policy at any time via a Google Form available on the [Board’s website](#). Submissions will be reviewed when received and routed to the appropriate District office to consider during policy revisions.

Board policies can also be reviewed by visiting the Office of the Board of Education at 440 N. Broad Street, Philadelphia, PA, 19130, Suite 101 from Monday - Friday, 9:00am to 5:00pm.

If a member of the public wishes to view a policy in their native language, they may contact the Board Office at 215-400-4010 or [schoolboard@philasd.org](mailto:schoolboard@philasd.org) who will have the requested policy translated into the desired language.

#### **Policy Setting Process**

Each Board policy shall be reviewed at least every five (5) years unless a policy is mandated by law to be reviewed more frequently. The Superintendent or their designee will, at least twice annually, set the policy revision schedule. In the header of each policy will be the policy number, policy section, title of the policy, the date it was originally adopted, and the date it was last revised.

There are 3 ways new policy might be developed or an existing policy might be revised ahead of the every-5-year timeline, these include:

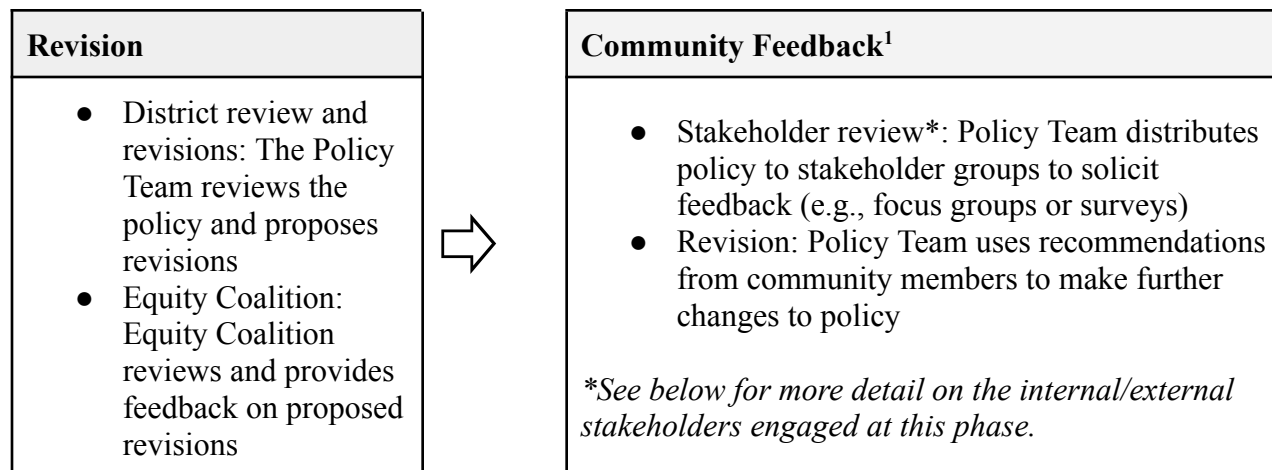
1. New legal requirements or changes (e.g., a change to the Pennsylvania Public School Code)
2. District response to current issues or updated practices (e.g., the District updates their process for issuing personal computers to students)
3. Board request (e.g., the Board makes a formal request for the District to eliminate a policy, create a new policy, or modify an existing policy)

Every Board policy is reviewed and revised by the Policy Team. The Policy Team is made up of at least one representative from 1) the Superintendent’s Office, 2) the Board Office, 3) the

department/office that owns the policy, and 4) the Office of General Counsel. A designated lead staff person in the Superintendent’s office will project manage the policy setting process and ensure policies are reviewed and updated in accordance with Policy 003.2 and its Board Operating Guidelines.

Before the Board votes to adopt a new or revised policy, there is a robust review and feedback process. This includes sharing with the relevant community stakeholders for input.

These first 2 steps include:



The internal and external stakeholders that are engaged in the “Community Feedback” phase can include but are not limited to:

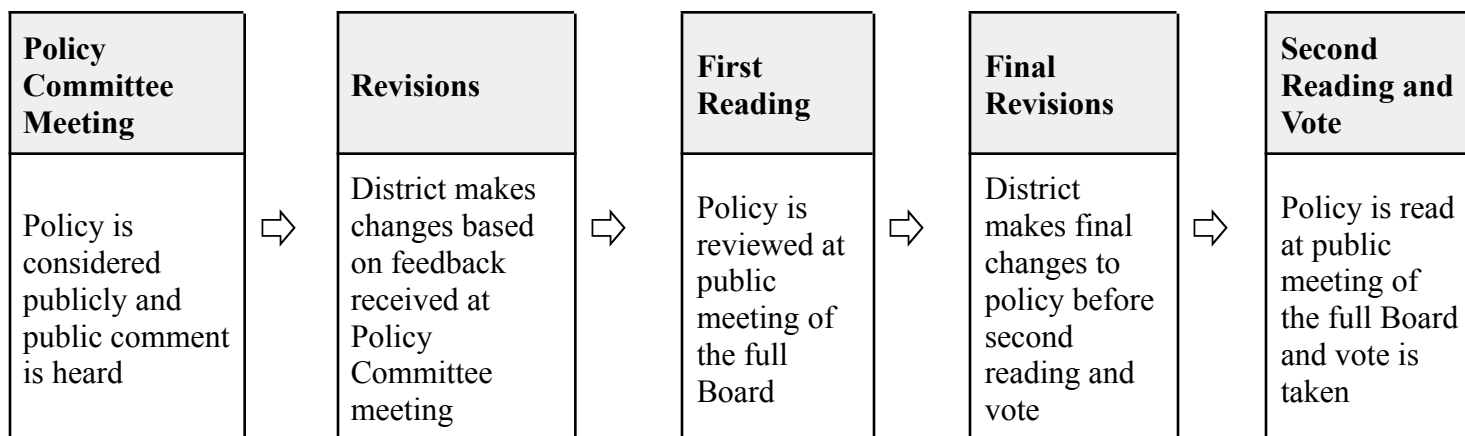
- Internal stakeholders: can include stakeholder groups to provide relevant feedback including students, teachers, school leaders, families, and other school staff
- External stakeholders: can include stakeholder groups to provide relevant feedback including City agencies, nonprofits, community partners, and advocacy groups
- District offices: the Office of Evaluation, Research, and Accountability reviews all policies/Administrative Procedures to provide input on implementation, accountability, and progress monitoring measures. Other District offices that are impacted by or share responsibility over a given policy are also engaged for input throughout the revision process.
- For Board 000 series policies: the Pennsylvania School Board Association (“PSBA”) will provide relevant feedback to ensure alignment with the relevant law and best practice.
- For Board 400 series charter-related policies: appropriate engagement will be conducted with the charter sector community.

Following the above two preliminary processes, the proposed policy/policy revisions are made available to the Board. This process starts with Policy Committee Members. Policy Committee Members individually review the policies and submit questions and feedback in writing to the District for written response prior to the Policy Committee meeting. This allows time for the District to make additional updates to policies that will be reviewed at the next scheduled Policy Committee meeting.

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<sup>1</sup> If a specific stakeholder group is impacted by any particular policy (i.e. a student electronic devices policy that impacts students), then intentional engagement will be conducted to engage that stakeholder group during the policy development process

Below are the final five steps to the policy setting process:



Communicating Policy Changes

All newly added and revised policies and their respective Administrative Procedures shall be uploaded to the Board’s [Policy Manual](#) following approval by the Board at a second reading and vote at a public meeting.

A designated staff lead in the Office of the Board of Education will upload newly revised policies to the Board’s Policy Manual when they have been voted on and approved by the Board. This will include removing the outdated policy and storing it in the Board’s records for future review/reference and uploading the newly revised or newly adopted policy with an updated policy header including an updated “revised” or “adopted” date.

In addition, a District-wide email shall be sent announcing the policy change/s. The department/office that owns the policy also communicates new/revised policies directly to impacted stakeholders about how the updates impact them/their practice.

Records Retention

As outlined above, the Office of the Board of Education will maintain copies of previous versions of policies for future review/reference. Only the most current adopted version of each policy will be available on the policy manual. These records retention practices shall be in compliance with applicable Board policy.

Limitations

All Board policies and Administrative Procedures shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its Administrative Procedures.

Board policies and Administrative Procedures are limited by legal constraints, as are the rights of those to whom Board policies and Administrative Procedures apply, and are not intended to give an individual a cause of action not independently established in law.

Rules Of Construction

In ascertaining the intent of the Board in adopting a policy, or of the administration in establishing an Administrative Procedure, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.
2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or Administrative Procedure can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.