No. 001-BOG-1 of 1

SCHOOL DISTRICT

OF PITTSBURGH

BOARD OPERATIONS

GUIDELINE

POLICY DEVELOPMENT

The Board recognizes that it has the responsibility and the authority to formulate and approve policy. This authority comes in part, from the law as contained in the School Code.

**Standards**

All policy development and revision activities will adhere to the processes detailed in this policy and the corresponding administrative procedures.

The Law Department will regularly report to the Policy Committee.

At the end of each school year, the District will present an annual report to the Policy Committee that outlines the following:

* 1. Policies that require, or are recommended for, revision.
	2. Policies that have been reviewed but are not recommended for revision.
	3. Administrative Regulations that require revision to be in alignment with Board policy.
	4. Policies that should be created to align with existing administrative procedures.

After policies are approved by the Board, the Policy Manual and website will be updated.

The Board may alter these standards at any time upon a majority vote of the Board.

**Process**

* 1. Initiating Policy

Policy development or policy revision can be initiated in any of the following ways:

* + - 1. By recommendation of the full Board, any Board committee, Board-authorized focus/work group
			2. By recommendation of the administration
			3. By recommendation of the legal department.
			4. By written request of any Board Member to Policy Chair, Board President, or Superintendent.
			5. By written request of any member of the public to Policy Chair, Board President, or Superintendent.
	1. Drafting Policy

The following procedures shall be followed when there is a recommendation to draft a new policy or revise an existing policy:

* + - 1. If the recommendation is made by another committee, said committee shall work in conjunction with the administration and legal department to develop a draft policy, and then present the draft policy to the Policy Committee.
			2. If the recommendation is made by the administration, the administrator will work with the legal department and any relevant District departments/offices to develop a draft policy, and then present the draft policy to the Policy Committee.
			3. If the recommendation is made by the legal department and the recommended policy development or amendment is required by state or federal law, the legal department will work with the administration and/or the relevant District departments/offices to develop a draft policy, and then present the draft policy to the Policy Committee. However, if the legal department is recommending policy development or an amendment that is not required by law, the legal department will first present the policy to the Policy Committee for initial feedback and then work with the administration and/or the relevant District departments/offices to draft the policy. The draft policy shall be presented to the Policy Committee.
			4. If a Board Member or member of the public request policy development or amendment, Policy Chair, Board President, or Superintendent may share such request with the Policy Committee. The legal department will work with the administration and/or the relevant District departments/offices to develop a draft policy, and then present the draft policy to the Policy Committee.

Once a policy draft is prepared by the responsible party, as defined above, it shall be presented to the Policy Committee. The draft policy shall be considered by the Policy Committee to determine whether the draft policy shall continue through the policy development process. If so, any changes agreed to shall be made in the draft.

When prioritizing policy development and amendments, the Policy Committee shall first address legal matters, followed by operational needs, and then public concerns.

* 1. Approving Policy

The Policy Committee shall determine whether any changes are to be made in the draft at the Pre-Policy Meeting. The proposed policy, with any revisions, shall then be presented at a public Workshop Meeting with an opportunity for public comment. So long as no further revisions are required, the proposed policy will then be placed on the agenda for consideration at the next regular Board meeting. After the public has an opportunity to comment on the proposed policy pursuant to Board Policy 1001.1 – Public Participation in Board Meetings, the Board Directors may vote to adopt the proposal; reject the proposal; or refer the proposal back to the Policy Committee for further study and revision.

In certain cases, outside the regular cycle, policies will require non-substantive changes. The policy containing the non-substantive changes shall be presented to the Policy Committee for action at a regularly scheduled Committee meeting. The law department shall update the Board of any non-substantive changes. The Policy Committee may recommend to the Board to take immediate action on the modified policy.

1. **Implementation**

Policy Implementation is a process involving a series of actions necessary to achieve the goals and objectives articulated in policy statements

The Policy Committee, in collaboration with the Superintendent, will develop a process to ensure the continuous monitoring of Board policies and their implementation.

The Superintendent is authorized to develop and issue administrative regulations to execute Board policies, when applicable. The Superintendent should not enact administrative procedures unless tied directly to a Board policy, or as a means to address legal or legislative compliance.

The Superintendent is responsible for the publication and maintenance of the Policy Manual and for ensuring that information is made available to all employees, employee associations, students, and the community regarding newly developed or revised Board policies and administrative procedures.