



Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Policy and Procedure
Code	001
Status	Active
Adopted	October 21, 2009
Last Revised	<del>October 25, 2023</del> <a href="#">Insert New Date</a>
Prior Revised Dates	10/28/2015

The Board of Public Education of the School District of Pittsburgh, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the School District. The policies contained herein shall preempt any previously adopted policies.

#### **Purpose Of Policy/Local Board Procedure**

The policies and local Board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the School District are to be governed. As applicable, all members of the School District of Pittsburgh community shall be expected to comply with Board policy and procedure, subject to the limitations established in this policy.

#### **Contents Of Policy Manual**

1. Local Board Procedures:
  - a. The bylaws and rules that pertain to Board governance shall hereinafter be referred to as Local Board Procedures and shall be policy series 000: Local Board Procedures.
2. Policies:
  - a. The rules and guidelines that pertain to the safe and orderly operation of the School District shall hereinafter be referred to as Policy and shall be policy series 100: Programs; 200: Pupils; 300: Employees; 700: Finances; 800: Property; 900: Operations; and 1000: Community.
  - b. To ensure the inclusion of new or revised policies adopted by the Board, the manual shall be updated regularly.

- c. No policy shall be deleted or suspended from the Board policy manual without appropriate action by the Board.

### **Policy Development**

The Policy Development Board Operations Guidelines shall be created to provide a uniform format for Board policies and establish processes by which policies are developed, implemented, monitored, evaluated, reviewed, updated, and repealed. BOG-001 shall define the policy development procedures.

### **Limitations Of Policy/Local Board Procedure**

Board policies and procedures are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all Board policies and procedures shall be given both an interpretation and application that is lawful. The Board shall determine the final interpretation of its policies and procedures.

As the Board policies and procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and procedures apply. Board policies and procedures are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy and procedure rests exclusively with the School Board.

Board policy and procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the School District community beyond what is contemplated by law and are not intended to restrict or limit students, employees, or others from pursuing any claims or defenses available under law.

### **Board Operations Guidelines/Administrative Regulations**

Board operations guidelines (BOG) shall be developed by the Board when necessary. Administrative regulations (AR) shall be developed by the administration, under the direction of the Superintendent, for implementing the broad policies of the Board on a day-to-day basis. Administrative regulations shall not conflict with Board policy.

Board operations guidelines and administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all Board operations guidelines and administrative regulations shall be given both an interpretation and application that is lawful. The Board shall determine the final interpretation of Board operations guidelines, and the administration shall determine the final interpretation of administrative regulations.

As the Board operations guidelines and administrative regulations are limited by legal constraints, so too are the rights of those to whom they apply. Board operations guidelines and administrative regulations are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law.

Enforcement of Board operations guidelines rests solely with the Board, and enforcement of administrative regulations rests exclusively with the administration.

Board operations guidelines and administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the School District community beyond what is contemplated by law and are not intended to restrict or limit students, employees or others from pursuing any claims or defenses available under law. Board operations guidelines shall be reviewed by the Board.

Administrative regulations are not part of Board policy and may be altered without Board action but shall be submitted to the Board's Policy Committee for review. The administrative regulations shall be maintained and published with the Board Policy Manual to ensure proper distribution.

### **Resolutions**

~~The Board may choose to adopt Resolutions for the purposes of documenting the will or intent of the Board. Resolutions are not intended to circumvent the normal protocol of the Board agenda setting process and should be added to the agenda by the means outlined in policy to add any items to a Board Agenda. Resolutions should be directly related to the Board's stated Priorities as outlined in Local Board Procedures policy 010.~~

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### **Board Business by Resolution**

~~Board business by resolution may be adopted by the Board in written form to document the opinion, will, or intent of the Board. A Board member or members may work in conjunction with the solicitor to draft Board Resolutions. The proposed Board Resolution must be sent to the solicitor for review no later than one (1) week prior to the agenda review meeting. The Board business by resolution shall be added to the agenda and voted on pursuant to Policy 007— Meetings. All Board business by resolution shall be recorded by way of minutes and maintained by the Board Secretary. The Board shall be responsible for enforcing the Board business by resolution until either the Board elects to rescind the resolution or a court determines the Board Resolution invalid. This paragraph does not govern Annual Resolutions as defined in Policy 006— Organization.~~

### **Fiscal Implications**

Prior to adoption, the District shall consider any and all fiscal implications that may result from the implementation of a policy, ~~resolution~~, or Board operating guideline. The Policy Committee shall refer any policies, resolutions, or Board operating guidelines that may have financial consequences to the Chief Financial Officer (CFO) for input prior to the workshop meeting. ~~The Goals established by the Board for Pittsburgh Public Schools shall be the first priority for resource allocation.~~

### **Distribution**

The Board desires to make this Policy Manual a useful guide for all Board members, District administrators, personnel employed by the Board, District students, parents/ guardians and members of the community.

The Board Policy Manual is a public record. Therefore, this manual shall be accessible through the School District of Pittsburgh's website at [www.pghschools.org](http://www.pghschools.org). The Board operations guidelines and administrative regulations shall also be accessible through the District's Internet site.<sup>[1]</sup>

The Superintendent or designee shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board the changes necessary to maintain the Board Policy Manual in a current status. Additionally, each Department shall be responsible for keeping a log of all Board tabs and/or information items regarding policy or regulations that are submitted by the Department to the Board for review or approval. [The Board shall review each of its board policies and operations guidelines once every four years to determine whether it is still needed or should be updated. The Policy Committee of the Board shall establish and keep a calendar of when during a four-year cycle policies are reviewed by the Board.](#)

A department shall also promptly forward any Board tab or resolution regarding the Board Policy Manual, Board operations guidelines or administrative regulations to the Law Department with a copy of the Board minutes demonstrating approval or receipt of the information item to ensure appropriate updates to the published Board Policy Manual.

Legal [1. 65 P.S. 67.101 et seq](#)

[BOG 001 - Policy Development.pdf \(172 KB\)](#)