



**205 SCHOOL BOARD POLICY PROCESS**  
**PPSD POLICY**

<b>General Belief</b>	The Providence School Board believes that setting and updating education related policies that comply with state laws and federal regulations is a critical function for district operations. Furthermore, the Providence School Board is committed to working with the district to prioritize policy work and to provide feedback or approval on proposed new policies and updates to existing policies to ensure that all policies align with the community and district.
<b>Purpose and Scope</b>	<p>The purpose of this policy is to provide clear expectations for the School Board’s policy development, adoption, and review process.</p> <p>Among the powers and duties of school boards is the responsibility to coordinate with the Providence Public School District in developing education policies to meet the needs of the community. The goal of such policies is to ensure that each learner receives an education of the highest quality in a positive, equitable, environment with caring, dedicated, and effective teaching and administrative staff. Policies enable the District to achieve the District vision, mission, and core beliefs and commitments</p> <p>Policies are principles adopted by the School Board to chart a course of action. Written policy is the means by which the School Board informs the community of these principles. Written policy is the means by which the Board advises or provides direction to the administration, which then sets regulations to provide specific direction to district personnel. Within the context of current law, the School Department shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents</p> <p>Policies are intended to be guiding principles for management purposes only. Notwithstanding anything in this policy or in any other policy to the contrary, no policy confers, or is intended to confer, directly or indirectly, any right or remedy upon any person, and no policy, directly or indirectly, inures to the benefit of, and no policy may be relied upon by, any person under any circumstance whatsoever.</p> <p><b>Policy Analysis:</b></p> <p>Proposed policy or revisions to current policy presented to the Board for consideration shall be accompanied whenever possible by a policy analysis. The policy analysis may include but is not limited to (1) a statement of the need for such policy or revision, (2) the relationship of the proposed policy or</p>

revision to other School Board policies, (3) legal aspects, including federal, state, and local laws or regulations, (4) financial implications, and, when appropriate, (5) similar policies adopted by other school systems.

The policy analysis shall not be incorporated into the policy itself but is intended to assist board members in making decisions consistent with the district's mission and goals. Policy analysis may not be relied upon in interpreting the policy.

**Policy Adoption Process:**

Except as provided in the next sentence, new policy and policy amendments shall undergo a minimum of two readings prior to adoption. There shall be opportunity for public comment prior to final adoption by the Board, which may take the form of a public comment agenda item at any time between the first reading and the effective date of the final adoption of the policy by the Board. Emergency adoption, however, may occur without two readings and without public comment if special circumstances (which circumstances will be determined by the Board in its sole discretion) demand an immediate response. Local policies become effective upon adoption or at future dates as determined by the Board.

**Communicate the Policy:**

The Board shall communicate the new or amended policy to internal and external stakeholders through the official policy manual hosted online on the District website.

The Superintendent & Board will make an effort to inform internal and external stakeholders throughout the policy revision or development process, and after ratification by the Board. Venues for collaborative engagement may include public meetings, district trainings, community meetings, district meetings of parent, student and community partner advisory groups when applicable.

**Desired Outcome:**

An effective policy process that promotes accountability, engagement, and responsibility

**Policy Development Process:**

Policies and/or policy amendments may be proposed by the Board, or the Superintendent. The Superintendent, or Board, when applicable will determine whether the policy will be developed by the administration, a task force, or by another method. The Board will create a policy charter for

	<p>policies to be developed by task forces and may choose to create a policy charter for policies to be developed by the administration or by other methods.</p> <p>The Board shall monitor policy implementation through executive monitoring reports and/or external audit reports provided on an ongoing basis as stipulated in individual policies. The reports shall provide evidence of policy effectiveness relative to purpose and implementation.</p> <p>The Board expects Superintendent decision-making to be made in compliance with policy based on a reasonable interpretation thereof.</p>
<p><b>Definitions</b></p>	<p>The following definitions are provided to assist in understanding this policy and the legal obligations of the District.</p> <p><b>Policy:</b> A formal statement that establishes guidelines for decision-making and actions within the school district. Policies provide a framework for the administration and staff to operate effectively and consistently.</p> <p><b>Policy Development:</b> The process of researching, drafting, reviewing, and refining a policy proposal before it is presented to the Board for consideration.</p> <p><b>Policy Review:</b> The systematic evaluation of existing policies to assess their relevance, effectiveness, and compliance with current laws and regulations.</p> <p><b>Stakeholders:</b> Individuals or groups with an interest in the policy process, including but not limited to students, parents, teachers, staff, administrators, and community members.</p> <p><b>Public Input:</b> Feedback and opinions collected from stakeholders and the community regarding proposed policies or policy changes, typically gathered through meetings, surveys, or public comment periods.</p> <p><b>Adoption:</b> The formal approval of a policy by the Board, making it official and enforceable within the school district.</p> <p><b>Implementation:</b> The process of putting an adopted policy into effect, including communicating the policy to relevant stakeholders and providing necessary training or resources.</p> <p><b>Evaluation:</b> The ongoing assessment of a policy's impact and effectiveness, including gathering data and feedback to determine whether the policy meets its intended goals.</p>

	<p><b>Amendment:</b> A formal change or modification to an existing policy, which may be necessary due to evolving needs, legal requirements, or stakeholder feedback.</p> <p><b>Repeal:</b> The formal removal of a policy from the school district's policy manual, rendering it no longer in effect.</p> <p><b>Regulations:</b> Regulations are detailed, specific rules or directives developed by the Superintendent or his designees to implement and enforce Board policies. Regulations are designed to provide operational guidance and clarity to the policy framework, ensuring compliance with laws, regulations, and standards</p> <p><b>Resolution:</b> Resolutions are formal expressions of the School Board's intent or decision on a particular matter. Resolutions are non-binding in nature and:</p> <ol style="list-style-type: none"> <li>1. Can be utilized to draw attention to a specific cause or concern.</li> <li>2. May be leveraged to make apparent the Board's support - or opposition to - a policy from another legislative body such as the Providence City Council or the Rhode Island General Assembly.</li> <li>3. Resolutions can be introduced by any member of the Board with approval of the Board President.</li> </ol>
<p><b>Guidelines and Implementation Strategies</b></p>	<p>The Superintendent will develop administrative regulations to implement the School Board Policy Process policy.</p> <p>The regulations should address each of the following:</p> <ol style="list-style-type: none"> <li>1. The process for timely review and updating of existing policies</li> <li>2. List internal stakeholders who will be members of policy team(s)</li> <li>3. How external and community stakeholder feedback will be incorporated into the policy writing and review process. Venues for collaborative engagement may include public meetings, district trainings, community meetings, district meetings of parent, student and community partner advisory groups when applicable.</li> </ol>
<p>Training, Oversight, and Communication</p>	<ol style="list-style-type: none"> <li>1. The Superintendent will ensure that the district develops regulations and appropriate training to support the review, refinement, implementation and operationalization of new and existing policies.</li> </ol>

<p>Compliance with Laws, Confidentiality Requirements</p>	<p>The Superintendent will ensure that all PPSD personnel and all PPSD contractors comply fully with all applicable laws, rules, and regulations, and with all Board Policies. In the event any part of any Policy is unlawful, the Superintendent will report such event to the Board as soon as practicable and request of the Board a modification of this Policy.</p> <p>Harmony with Law In addition to local policies, Providence School Department policy includes legally referenced policies. Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation.</p> <p>These legally-referenced policies are binding on the School Department until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.</p> <p>No policy or regulation, or any portion thereof, shall be operative if it conflicts with applicable law. If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.</p>
<p>Legal Reference</p>	<p>§ 16-2-9. General powers and duties of school committees</p>
<p>Cross Reference</p>	
<p>History</p>	<p>Policy Adopted: April 8, 1971  Resolution #656 Policy  Revised: July 24, 1972  Policy Amended: March 11, 1991  Policy Revised: July 22, 2002  Resolution 7-29-02 Policy Revised: November 10, 2008  Revised by Policy Committee: November 20, 2024  Approved by the School Board:</p>