



1.70.021-AD Policy Development, Adoption, Administration and Review

I. Purpose of Board Policies

A Board policy represents a formal, written statement that creates a framework for:

- (1) Regulating Board or district business;
- (2) Establishing educational and other expectations for the district's staff and students;
- (3) Guiding the actions of those to whom the Board delegates authority and responsibility; and
- (4) Ensuring compliance with state and federal law.

II. Definitions

As used in the Portland public school district policies and administrative directives:

- (1) **Administrative Directive** means a statement of actions adopted by the superintendent that implements Board policy.
- (2) **Board** means the Board of Directors of school district Number 1, Multnomah County, Oregon, and is commonly known as the Portland Public School Board.
- (3) **Directive** means an Administrative Directive.
- (4) **District** means the Portland public school district Number 1, Multnomah County, Oregon, and is commonly known as PPS.
- (5) **Manual** means the Policy and Administrative Directive Manual.
- (6) **Policy** means a statement of general governing principles adopted by the Board.
- (7) **Procedure** means detailed instructions designed to assure consistency in implementation of policies and administrative directives by a district department or unit.

III. Policy Development

- (1) The superintendent shall appoint a designee to administer and coordinate all activity on the development of policies and administrative directives.
- (2) The designee shall establish and maintain a consistent process for the administration of policies and administrative directives, including standard formatting and organization, and shall coordinate distribution of copies of policy proposals to the Board, superintendent and other management or district staff directly affected by the proposed policy.
- (3) A proposal for a new policy or a change in existing policy shall be made in the form of a policy proposal. A policy proposal may be made by:
 - (a) A Board member;
 - (b) District superintendent;
 - (c) Management team member;
 - (d) Teacher or other staff member;
 - (e) A parent or guardian of a student;
 - (f) A student;
 - (g) A district volunteer;
 - (h) A committee appointed by the Board or district; or
 - (i) A community member who is also a resident of the district.
- (4) A policy proposal shall be submitted in writing to the superintendent's office and shall be accompanied by an explanation of the proposed policy's purpose and suggested language.
- (5) The superintendent shall submit to the Board a proposed policy within 30 (thirty) days of receipt. The Board chair will assign the policy proposal to the appropriate Board subcommittee for action.
- (6) When a policy proposal is received by the Board subcommittee, the Board subcommittee may take the following action(s) or may request that the superintendent:
 - (a) Collect additional information concerning the policy proposal, including an evaluation of options and recommended action;

- (b) Appoint an advisory committee soliciting the views of persons representing the interests of those likely to be affected by the proposed policy, or use other appropriate methods to obtain public views to assist the district in this policy development process;
 - (c) Seek appropriate legal and other advice as necessary to ensure that the policy proposal, if adopted, will be in compliance with applicable state and federal law; or,
 - (d) Take no further action on the policy proposal.
- (7) If requested by the Board subcommittee, the superintendent shall develop a policy proposal, written evaluations of a policy proposal, policy options, recommended framework for administrative directives and proposed language, and report back to the subcommittee.
- (8) If the superintendent recommends adoption of a policy proposal, the recommendation shall include a framework for the administrative directives necessary to implement the policy.
- (9) The Board subcommittee, may elect to schedule the policy for a first and second reading at a regularly scheduled Board meeting, except as otherwise provided herein.
- (a) The first reading of a proposed policy shall include:
 - (A) A summary of the content of the policy;
 - (B) Distribution of the proposed language if new, or redlined version if a revision, and Web site location of the proposed policy; and
 - (C) A stated opportunity for the public to submit comments on the proposed policy, with a deadline date for submittal of such comments.
 - (b) The second reading of a proposed policy shall not occur until there has been at least 21 (twenty-one) days allowed for public comment, following the first reading, and the text shall be adopted in the form of a resolution. The second reading shall include discussion of the comments of staff and the public and any substantive changes made to the policy since the first reading. A redlined version may be made available to Board members.

- (c) If the language of the proposed policy has changed substantially, as determined by the Board, since the first reading, the revised proposed policy shall be set for an additional first reading to allow for public input on the changes.
- (d) At the time of the second reading the Board may take one of the following actions:
 - (A) Approve the policy proposal as presented;
 - (B) Modify the policy proposal and approve it as modified;
 - (C) Schedule the policy proposal for an additional first reading;
 - (D) Defer the policy proposal for further discussion or action; or
 - (E) Disapprove the policy proposal.

(10) Exceptions

- (a) Corrections, revisions and reformatting that do not substantially change a policy may be adopted in a group and do not need recommendation of a board subcommittee, but shall have a 1st and 2nd Reading.
- (b) In the event of an emergency necessitating urgent action on a policy proposal, the Board may adopt the same at a lawfully called meeting of the Board. If the Board takes such action, the Board shall state and enter into the record the nature of the emergency and the basis for its determination that urgent action was necessary. Thereafter, the Board shall schedule the adopted policy proposal for a first reading at a regularly scheduled meeting in order to allow for public comment.

IV. Date Policies Become Effective

A new or revised policy shall become effective upon adoption of the Board, unless the Board otherwise specifies a different effective date in the policy.

V. Policy Distribution

The superintendent or designee shall ensure that a new or revised policy is distributed to all holders of the Policy and Administrative Directive Manual, and are posted to the district's Internet Web site as soon as practicable after adoption.

- (1) The format of the policies, in printed form, and on the district Web site, shall be as follows:

- (a) Policies shall have a brief title, be designated with a "P" following the number and be printed on yellow paper;
- (b) If any Administrative Directives exist for a policy, they shall have a brief title, be designated with an "AD" following the number, and shall be printed on white paper.
- (c) Policies and Administrative Directives shall be numbered using the following outline:
 - (I.) Heading (not mandatory)
 - (1) Section
 - (a) Subsection
 - (A) paragraph
 - (i) subparagraph
 - (l) sub-subparagraph

VI. Review of Policies

- (1) The superintendent or designee shall ensure that the Board is advised, in accordance with 1.70.021-AD (III), when any existing policy needs to be repealed, revised or replaced. Such necessity may occur when:
 - (a) Policy and practice differ to such an extent that a review of existing policy is warranted;
 - (b) A policy proposal revision is received by the superintendent;
 - (c) State or federal law has changed in such a manner as to require review or modification of existing policy; or
 - (d) A policy becomes outdated or ineffective.
- (2) The board shall ensure that all policies, including 1.70.020-P, are reviewed at least once every four (4) years, with at least two (2) sections reviewed annually, in order to ensure policies are current, relevant, in compliance with the law and are consistent with each other and the district-approved mission, vision, goals and strategic plan. If any discrepancies are discovered, appropriate policy proposal revisions shall be submitted for action.
- (3) In addition to the regular review of policies, following adjournment of the Oregon State Legislature, a review to reconcile policies and directives with new statutory language shall be conducted.
- (4) Periodic review by the Board for effectiveness of a policy or directive may be done upon request.

VII. Administrative Directives


- (1) Administrative Directives do not need to be approved by the Board prior to their issuance; however, the superintendent or a Board member may request prior Board review or approval for certain directive(s).
- (2) Administrative Directives shall be consistent with Board policies.
- (3) Administrative Directives may be modified by the superintendent without Board action. The superintendent or designee shall notify Board members, upon issuance of an Administrative Directive, that a new or revised directive has been posted to the district's Internet Web site and distributed to holders of the Policy and Administrative Directive Manual.

VIII. Administration in Absence of Policy or Administrative Directive

- (1) The superintendent and other district staff members to whom administrative or supervisory authority has been delegated shall be authorized to use their professional judgment in the absence of a specific policy or administrative directive governing proper action to take, provided that such action shall not be in conflict with well recognized professional, educational and ethical practices; the spirit and intent of existing district policy; the general aims and objectives of the district; or any local, state or national ordinances, statutes, regulations or directives.
- (2) In the event there is doubt as to the appropriate course of action, or if it is apparent that the consequences could be serious, the staff member shall contact the superintendent or other appropriate administrator for appropriate assistance.
- (3) Whenever action in the absence of a specific policy or administrative directive is taken by a staff member where the situation is likely to recur frequently, it shall be brought to the attention of the Board in the form of a policy proposal in accordance with 1.70.021-AD (III), or the superintendent in the form of a proposed Administrative Directive.

Policy Implemented: 1.70.020-P

History: Adpt. 2/11/02; Amd. 6/26/02; Amd. 9/01/02

For official use only	
Approved:	
	
_____	<u>9-1-02</u>
Superintendent	Date