



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
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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

(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)

- (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 pr

- (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
 - 1 (a) S(

