



1. It is the responsibility of the Portland Public School Board of Education (Board) to develop, evaluate, and adopt policies for the governance of the District.
2. It is the responsibility of the superintendent to initiate and direct the development of administrative directives, which implement board-adopted policy.
3. Policies and administrative directives are intended both as tools for District management and as sources of information for students, parents/guardians, staff, and other community members about how the District operates and the District's values.
4. The superintendent shall ensure that policies and administrative directives are available on the Portland Public School website as soon as practicable following their adoption and share them with staff and community as they are relevant.

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

1. Regulating Board or District business;
2. Establishing responsibility; and
4. Ensuring compliance with state and federal law.





- a. The first reading of a proposed policy shall include:
  - i. A summary of the content of the proposed policy or amendments;
  - ii. Posting on the PPS website of the proposed language if new, or redlined version if a revision; and
  - iii. A stated opportunity for the public to submit comments on the proposed policy, with a deadline date for submission 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.
- 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 the following actions:
  - i. Approve the policy proposal as presented;
  - ii. Modify the policy proposal and approve it as modified;
  - iii. Schedule the policy proposal for an additional first reading;
  - iv. Defer the policy proposal for further discussion or action;  
or
  - v. Reject the policy proposal.

## 2. Exceptions

- a. Corrections or revisions that do not substantially change a policy may be adopted without a recommendation of a board committee; but such changes shall have a First and Second 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.



parties when they are issued.

The Superintendent and other District staff members to whom administrative or supervisory authority has been delegated are 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 values and objectives of the District; or any local, state, or national law.

Legal references: ORS 332.107

History: Adopted 6/1971; Amended 12/1983; 11/2021