

Policy Committee Meeting
Monday, May 18, 2026 4:30 PM

Dr. Matthew Prophet Education Center
501 N. Dixon St.
Portland, OR 97227

Agenda

1. Call to Order / Introductions
2. Public Comment - 5 *Two-Minute slots* *To sign-up for public comment email PublicComment@apps.net or call 503-916-3741
3. Review of 2.00.000 Policies - District Administration
 - 3.(a) 2.10.010-P Racial Educational Equity Policy
 - 3.(b) 2.20.010-P Naming School District Property
 - 3.(c) 2.40.020-P Student Participation
 - 3.(d) 2.50.010-P Public Access to District Records
 - 3.(e) 2.50.020-P Student Education Records
4. 1.60.040-P District Performance Auditing
5. Screen Time in Schools
6. Revisions to the District Student Council Operating Bylaws - Committee Review
7. Policies in the Public Comment Period (informational) 1.70.020-P - Policies and Administrative Directives - (Revision)
 - 7.00.000-P - Community Policies — (Revisions and Rescissions)
 - 7.10.010-P School-Site Councils
 - 7.10.020-P Districtwide Advocacy and Fundraising
 - 7.10.030-P District Foundation
 - 7.10.040-P Parental and Family Involvement in Support of Academic Achievement
 - 7.20.020-P Volunteers
 - 7.20.040-P Citizen - Community Sponsored Contests
8. Other Business and Future Agenda Items
9. Adjourn



Date: April 22, 2026 (Updated May 11, 2026)

To: Policy Committee

From: Emily Courtnage, Senior Legal Counsel
Sharon Toncray, Chief Legal Officer

CC: Kimberlee Armstrong, Superintendent

Subject: Proposed Revisions to Section 2.00.000 Policies (District Administration)

May 11, 2026 update:

Based on discussion at the April 27, 2026 Policy Committee meeting, staff made the following updates to the policies presented below:

1. 2.10.010-P (Racial Educational Equity Policy): Add a final sentence to the policy to require that the Superintendent's updates and reports to the Board on student achievement include achievement data disaggregated by race and reflect measures to address racial disparities in student experience and outcomes. This reflects current practice and ensures its continuity.
2. 2.50.020-P (Student Educational Records): Modify Section VI to add “and students 18 years or older with disabilities” and “and federal [law]” to the second sentence.

Staff recommend reviewing, revising, and rescinding the Section 2 policies relating to District Administration as shown in the attached redlines and summarized below. Many of the Section 2 policies have been updated in recent years and now require only minor updates including reformatting and non-substantive language and grammar adjustments. Staff recommend rescission of one policy that is duplicative and outdated.

In reviewing and suggesting changes to the Section 2 policies, we relied in part on review of related Beaverton School District (BSD) and Oregon School Boards Association (OSBA) policies. (Beaverton SD adopts Oregon School Boards Association (OSBA) model policies, typically without revision.) In some cases, staff recommend borrowing or adapting language from BSD/OSBA to improve our policies or add important detail. Where applicable, we have attached the relevant policies to each redline for the Board's review.



Staff recommend applying the following non-substantive formatting and language updates to all policies:

- Apply consistent template, heading, margins, spacing, font, etc., based on an updated template developed by the Board Office
- Apply consistent capitalization to Superintendent, Board, etc.
- Correct typos
- Remove hyperlinks
- Update language: Replace all instances of “District” with “PPS” and “shall” with “will”; change “she/he” to “they” or “his/her” to “their”

These non-substantive changes have been incorporated in the attached redlines. (However, in order to render the redlined policies more readily readable with a focus on substantive changes, staff did not redline the format or numbering adjustments.)

Policy	Title	Date of Last Revision	Proposed Action	Summary of Changes
2.10.010-P	Racial Educational Equity Policy	6/2011	Revise	Non-substantive and formatting updates and deletion of obsolete or duplicative language; updated reference to Oregon law
2.20.010-P	Naming School District Property	12/2023	Revise	Non-substantive and formatting updates only
2.30.010-P	Religious and Cultural Observances	1/2024	Revise	Non-substantive and formatting updates only
2.40.020-P	Student Participation	5/2001	Rescind	Outdated and duplicative. Student participation in District Student Council, Board, and Board Committees are addressed in 1.20.012-P . Optional student participation in school site councils is addressed in 7.10.010-P . See also 4.40.010-P (Student



				Participation in School Affairs).
2.50.010-P	Public Access to District Records	7/2018	Revise	Non-substantive updates and alignment of appeal procedure with Oregon Public Records Law.
2.50.020-P	Student Education Records	10/2023	Revise	Update with language adapted from BSD/OSBA policy



Racial Educational Equity Policy

The Board of Education for Portland Public Schools is committed to the success of every student in each of our schools. The mission of Portland Public Schools is that by the end of elementary, middle, and high school, every student by name will meet or exceed academic standards and will be fully prepared to make productive life decisions. We believe that every student has the potential to achieve, and it is the responsibility of our school district to give each student the opportunity and support to meet ~~their~~^{his or her} highest potential.

In light of this mission and our beliefs, ~~Portland Public Schools~~ PPS's historic, persistent achievement gap between white students and students of color is unacceptable. While efforts have been made to address the inequities between white students and students of color, these efforts have been largely unsuccessful. Recognizing that there are other student groups that have not reached their achievement potential, this policy focuses on the most historically persistent achievement gap, which is that between white students and students of color. Closing this achievement gap while raising achievement for all students is the top priority of the Board, ~~of Education~~, the Superintendent, and all ~~PPS district~~ staff. Race must cease to be a predictor of student achievement and success.¹

In ~~PPS Portland Public Schools~~, for every year that we have data, white students have clearly outperformed Black, ~~Latino/a/e~~ Hispanic and Native American students on state assessments in every subject at every grade level. White students consistently graduate at higher percentages than students of color, while students of color are disciplined far more frequently than white students. These disparities are unacceptable and are directly at odds with our belief that all students can achieve.

The responsibility for the disparities among our young people rests with adults, not the children. We are aware that student achievement data from school districts across the country reveal similar patterns, and that complex societal and historical factors contribute to the inequities our students face. Nonetheless, rather than perpetuating disparities, Portland Public Schools must address and overcome this inequity and institutional racism, providing all students with the support and opportunity to succeed.

Portland Public Schools will significantly change its practices in order to achieve and maintain racial equity in education. Educational equity means raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students and (2) eliminating the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories.² The concept of educational equity goes beyond formal equality -- where all students are treated the same -- to fostering a barrier-free environment where all students, regardless of their race, have the opportunity to benefit equally. Educational equity benefits all students, and our entire community. Students of all races ~~will~~^{shall} graduate from PPS ready to succeed in a racially and culturally diverse local, national and global community. To achieve educational equity, PPS will provide additional and differentiated resources to support the success of all students, including students of color.

In order to achieve racial equity for our students, the Board establishes the following goals:

¹ For the purposes of this policy, "race" is defined as "A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance (particularly color), ancestral heritage, cultural affiliation, cultural history, ethnic classification, and the social, economic, and political needs of a society at a given period of time. Racial categories subsume ethnic groups." Maurianne Adams, Lee Anne Bell, and Pat Griffin, editors. *Teaching for Diversity and Social Justice: A Sourcebook*. (2007).

² ~~Glenn Singleton and Curtis Linton *Courageous Conversations About Race*, p. 46 (2006).~~

- A. ~~PPS~~The District ~~will~~~~shall~~ provide every student with equitable access to high quality and culturally relevant instruction, curriculum, support, facilities and other educational resources, even when this means differentiating resources to accomplish this goal.
- B. ~~PPS~~The District ~~will~~~~shall~~ create multiple pathways to success in order to meet the needs of our diverse students, and ~~will~~~~shall~~ actively encourage, support and expect high academic achievement for students from all racial groups.
- C. ~~PPS~~The District ~~will~~~~shall~~ recruit, employ, support and retain racially and linguistically diverse and culturally competent administrative, instructional and support personnel, and ~~will~~~~shall~~ provide professional development to strengthen employees' knowledge and skills for eliminating racial and ethnic disparities in achievement. Additionally, in alignment with the Oregon ~~Minority Teacher Act~~, ~~PPS~~the District ~~will~~~~shall~~ actively strive to have our teacher and administrator workforce reflect the diversity of our student body.
- D. ~~PPS~~The District ~~will~~~~shall~~ remedy the practices, including assessment, that lead to the over-representation of students of color in areas such as special education and discipline, and the under-representation in programs such as ~~Talented and Gifted~~ and Advanced Placement.
- E. All staff and students ~~will~~~~shall~~ be given the opportunity to understand racial identity, and the impact of their own racial identity on themselves and others.
- F. ~~PPS~~The District ~~will~~~~shall~~ welcome and empower students and families, including underrepresented families of color (including those whose first language may not be English) as essential partners in their student's education, school planning and ~~PPS~~District decision-making. ~~PPS~~The District ~~will~~~~shall~~ create welcoming environments that reflect and support the racial and ethnic diversity of the student population and community. In addition, ~~PPS~~the District will include other partners who have demonstrated culturally-specific expertise -- including government agencies, non-profit organizations, businesses, and the community in general -- in meeting our educational outcomes.

The Board will hold the Superintendent and central and school leadership staff accountable for making measurable progress in meeting the goals. Every ~~PPS~~Portland Public Schools employee is responsible for the success and achievement of all students. The Board recognizes that these are long term goals that require significant work and resources to implement across all schools. As such, the Board directs the Superintendent to develop action plans with clear accountability and metrics, and including prioritizing staffing and budget allocations, which will result in measurable results on a yearly basis towards achieving the above goals. Such action plans ~~will~~~~shall~~ identify specific staff leads on all key work, and include clear procedures for ~~PPS~~district schools and staff. ~~The Superintendent will present the Board with a plan to implement goals A through F within three months of adoption of this policy. Thereafter, the Superintendent will report on progress towards these goals at least twice a year, and will provide the Board with updated action plans each year.~~ ~~The Superintendent's updates and reports to the Board on student achievement will include achievement data disaggregated by race and measures to address racial disparities in student experience and outcomes.~~

Legal References: ~~"The State of Black Oregon" (The Urban League of Portland 2009); "Communities of Color in Multnomah County: An Unsettling Report" (Coalition of Communities of Color/Portland State University 2010); "The Economic Cost of the Achievement Gap" (Chalkboard Project 2010); "The Hispanic/White Achievement Gap in Oregon" (Chalkboard Project 2009); "A Deeper Look at the Black-White Achievement Gap in Multnomah County" (Chalkboard Project 2009); ORS 342.433.~~

History: Adopted 6/11



Naming School District Property

I. Responsibility and Authority

- A. The naming of all ~~Portland Public Schools School District~~ properties including, but not limited to, ~~School District~~ schools, school facilities, programs, non-~~school~~ facilities, as well as school mascots, symbols and other images considered for representation of a school or ~~PPS District~~ is the responsibility of the Board of Education.
- B. In considering appropriate names for any school, facility, programs, or representative images, it is the responsibility of the Board to ensure that the name properly reflects the type and mission of the school, facility, and focus option so as to not cause public confusion. In respect for the diversity of our community, names ~~will~~^{shall} have broad acceptance in a multicultural society as determined by the Board ~~of Education~~.
- C. In the naming process, the Board recognizes the importance of soliciting student, staff, parent and community input, as appropriate, in the selection of names. Names may be presented by individuals, by petition, by chosen committees, or by other representative groups. While efforts will be made to respect student, staff, parent, and community preferences, the Board ~~of Education~~ retains the final authority over selection of names for schools, facilities, programs and representative images.
- D. Requests for renaming of ~~PPS District~~ properties may be presented by individuals, by petition, by chosen committees, or by other representative groups to the ~~School~~ Board. The petition needs to demonstrate diverse school community support or indicate the name change is being requested in accordance with section II (A4) in this policy.
- E. The ~~School~~ Board will take one of these actions:
 - i. Direct the Superintendent to conduct a renaming process;
 - ii. Decline the request; ~~or~~
 - iii. Defer action on the request to a later date.
- F. If the ~~School~~ Board directs the Superintendent to conduct a renaming process, the Superintendent will note the staff or financial resources needed to conduct the process.

II. General Criteria for Names

When evaluating school, non-school facility, program names, and representative images, the following general criteria ~~will~~^{shall} be followed:

- A. Names submitted for consideration may:
 - i. be known and significant to the community, students and staff; ~~or~~
 - ii. relate to local neighborhoods, to relevant geographic areas; to places of historical, geographical, geologic or cultural significance; to indigenous and characteristic flora or fauna; ~~or~~

- iii. be persons or groups of persons, deceased at least three years, who have demonstrated international, national, state or local leadership in the fields of education, arts and sciences, or public service; or be thematic to reflect the character of the community culture and history; or
- iv. reflect features of the facility or program type, and the mission of the facility.
- v. All considerations must reflect our commitment to eliminating racism and other systemic discrimination based on protected classes and its impact on student learning and educational activities.

B. Names submitted for consideration ~~will~~ not:

- i. conflict with the names of other schools or programs in ~~PPS the School District~~ or surrounding ~~S school D districts~~;
- ii. reflect the names of specific cities with the exception of “Portland”;
- iii. be a person, location or character whose primary identification is of a religious nature or be a name of a religious group or members;
- iv. include the word ‘neighborhood’ in the school name unless the school has defined attendance barriers; or
- v. include the word ‘school’ in its name if it is a special program that does not meet the definition of a school as stated in Board Policy 6.10.022-P.

III. Special Recognition of Specific Persons

A. The Board of Education acknowledges that communities served by ~~PPS School District~~ facilities periodically desire to recognize individuals for long and honorable service. Locations within school facilities or buildings may be named for former ~~PPS School District~~ employees, citizens or students (not necessarily deceased) who have made specific contributions to education within ~~Portland Public Schools PPS~~.

B. Naming of locations inside schools and school facilities are subject to the approval of the Superintendent, with notice to the Board of the naming and the reasons for the recognition.

IV. Gifts

The Board acknowledges that it has the authority to accept monetary or in-kind donations from individuals and entities. In exceptional circumstances, consideration may be given to naming locations within a school or non-school facility for a significant gift as determined by the Board, in consultation with the Superintendent. Any names in this instance ~~will~~ be consistent with all ~~School~~ Board policies and ~~will~~ reflect the donor’s appropriate financial support as well as the donor commitment to ~~the School District PPS’s~~ mission and vision and the objectives of the public-school system.

V. Charter Schools

Agreements signed between ~~P public C charter S schools~~ and ~~PPS the School District~~ will contain the requirement that the word ‘Charter’ be included as part of the ~~C charter S school~~ name. Charter schools do not have defined attendance boundaries and, thus, ~~will~~ not have the title ‘neighborhood’ as part of their name.

VI. School Conversions, Mergers, or Reconfigurations

When a school undergoes conversion or is reconfigured into separate distinct units, each of which meets the definition of a school as stated in Board Policy 6.10.022-P, those schools will be named following the conditions and criteria for new schools as outlined in this policy. When two or more schools are merged and there is community support for a name other than the current name of the facility, the school community ~~will~~ **shall** go through the renaming process using the criteria in this policy. ~~The district~~ **PPS will** ~~shall~~ waive the fiscal impact statement in these cases.

VII. Renaming or Amending of Current Names

- A. The Board recognizes that renaming existing schools or facilities or amending existing names by adding or deleting words or phrases is a serious, considered decision, and should not be made arbitrarily, frivolously, or in haste.
- B. Such a decision must take into account ~~the District~~ **PPS's** focus on eliminating racism and other systemic discrimination based on protected classes and its impact on student learning and educational activities.
- C. Because the impact of renaming an existing school or amending an existing name is substantial in terms of potential public confusion, and administrative and fiscal costs, the burden is upon the party or parties proposing the name change to present persuasive evidence that the benefits of renaming outweigh community and ~~PPS School District~~ impacts.
- D. Central ~~PPS District~~ staff will provide significant support to school-based administrators during a renaming process.
- E. In considering a name change, the Board ~~will~~ **shall** consider input and recommendations from the school community and the community at large. The request for a name change must be accompanied by a fiscal impact statement and a proposed method of covering the expense of the name change.
 - i. ~~PPS The District~~ will allow for an exemption to the fiscal impact statement and proposed method of covering the expense of the name change when a party can show the change is being made to address discrimination.

VIII. Implementation

- A. The Board ~~of Education~~ has the ultimate authority to determine if the criteria in this policy have been satisfied.
- B. The Board authorizes the Superintendent to develop procedures which provide for implementation of this policy.

History: Adopted 7/12/2004; Amended 4/10/18; Amended 12/2023

2.40.020-P Student Participation

- (1) The district affirms the proposition that student input and participation is important to committees dealing with decisions that affect the students. Therefore, committees shall provide opportunities for student participation, input and involvement, except for matters which are reserved for discussion with district employees or are legally reserved for a specific party. Examples of appropriate instances for student representation include, but are not limited to, the following:
- (a) Any curriculum design and evaluation committees;
 - (b) Committees regarding testing, benchmarks and standards;
 - (c) Committees on district budget or policy;
 - (d) Committees regarding the selection of principals, administrators and faculty, with exceptions for specific components involving confidential personnel information;
 - (e) Ad hoc committees;
 - (f) Committees involving the planning or discussion of activities and events;
 - (g) Committees dealing with the principles and philosophies of the district; and
 - (h) Site councils.

Legal References:

History: Adpt 5/21/01, BA 1878



Public Access to District Records

~~In order to~~ To promote transparency and provide an accurate accounting of how ~~PPS the district~~ carries out the public's business, it is the intent of the Board that all ~~PPS district records should~~ be disclosed courteously and consistent with state and federal law. ~~PPS The district will~~ ~~shall~~ rely upon the definition of "Public Record" set forth in Oregon law.

- I. The Superintendent ~~will~~ ~~shall~~ hire a Public Records Officer and develop administrative directives and procedures to provide clarity and consistency to the public about access to ~~PPS district~~ public records. The Public Records Officer ~~will~~ ~~shall~~ process all requests as soon as practicable and without unreasonable delay, without regard to the nature of the records or identity of the requester.
- II. It is the goal of ~~PPS the school district~~ to provide the public with records at no or minimal cost when the documents requested are not voluminous or do not require significant time to locate and process. The Superintendent ~~will~~ ~~shall~~ develop clear guidelines regarding when it is appropriate to charge fees and to provide clarity to requesters as to how fees are determined.
- III. ~~PPS The district~~ recognizes that it is in possession of sensitive and confidential information about our students, staff, and families. Upon receiving a public records request seeking potentially sensitive, personal, or private information related to a staff member, ~~PPS the District will~~ ~~shall~~ notify the staff member and the staff member's union (if represented) in writing of the existence and nature of the records request. In responding to public records requests, ~~PPS the District~~ will follow state and federal law.
- IV. When public records are requested that could be considered exempt under one of the conditional exemptions under Oregon law, ~~PPS the district will~~ ~~shall~~ construe the public interest liberally in favor of disclosure.
- V. The Public Records Officer ~~will~~ ~~shall~~, with the advice and counsel of the General Counsel or its designee, make determinations as to whether (a) a record is responsive to a public records request; (b) a record contains information ~~PPS the district~~ is prohibited from disclosing; or (c) a record is exempt from disclosure. The Public Records Officer ~~will~~ ~~shall~~ have the responsibility of ensuring exemptions are legally and appropriately applied.
- VI. Records ~~will~~ ~~shall~~ be made available to persons with disabilities in an appropriate format on request in accordance with the requirements of the Americans with Disabilities Act. No fee to cover the costs of providing records in an alternative format ~~will~~ ~~shall~~ be charged. All other actual costs may be recovered, consistent with Board policies, administrative directives, and the public records law.
- VII. If ~~PPS the district~~ requires clarification from the requester, such clarification ~~will~~ ~~shall~~ be requested in writing, and the requestor ~~will~~ ~~shall~~ be informed that work on the request will stop until the clarification is received. If the original scope of a request is likely to necessitate high fees, the Public Records Officer will offer to work with requesters to negotiate or narrow the scope ~~in order~~ to reduce the costs.
- VIII. Requesters who believe ~~PPS the district~~ has inappropriately withheld records or assessed fees may request ~~an expedited review of such decisions by the Board, which will decide whether to hear the appeal and, if it does, issue a decision within 30 days. The Board's procedures will preserve the confidentiality of the records in question during such an~~

~~appeal. Requesters retain their statutory right to request such review from the Multnomah County District Attorney in accordance with ORS Chapter 192, and the availability of an appeal to the Board does not preclude a requester from appealing a denial directly to the District Attorney rather than to the Board.~~

- IX. No PPS District employee, student, or Board member may engage in unlawful retaliation against any person who requests public records or requests review of a public records decision. Any employee who engages in any form of retaliation for requesting public records, or requesting review of public records decisions, will be subject to disciplinary action up to and including dismissal.
- X. To avoid possible conflicts of interest, no employee ~~will~~ shall make the final decision on the application of exemptions to a given public records request if they are named in that request. If an in-house PPS attorney is making the final decision on the application of exemptions applicable to a public records request and they also provided material legal advice regarding the records at issue prior to the records being requested (e.g. a personnel investigation), the in-house attorney ~~will~~ shall disclose that fact to the Superintendent's designee prior to making the final decision. Any employee who knowingly and intentionally violates this paragraph will be subject to disciplinary action up to and including dismissal.

Legal References: ORS Chapter 192; ADA, 1990, 42 U.S.C. Section 12101 et seq. 29 CFR Part 1630

History: Adpt 12/8/80; Amd 1/84; Amd 9/9/02; BA 2418, Amd 7/17/18



Student Education Records

- I. Education records are those records maintained by ~~PPS~~the District that are directly related to a student.
- II. ~~In addition to the protection and procedures included in this policy and accompanying administrative directive, students with disabilities and their parents have additional rights under federal and state law with regard to student education records. Those rights and procedures have been included in the [Special Education Manual](#) located on the District website.~~ ¶
- III. ~~The primary reason for the keeping and maintaining of education records for students is to help the individual student in their educational development by providing pertinent information for the student, their teachers, and their parents/guardians. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.~~
- IV. ~~The District~~PPS ~~will shall keep~~ maintain confidential education records for students in a manner that conforms with ~~as required by~~ state and federal laws and regulations.
- V. Information recorded on official education records should be carefully selected, accurate, and verifiable, and should have a direct and significant bearing upon the student's educational development.
- VI. ~~PPS~~The District has an affirmative duty to provide records requested by another school district to determine a student's appropriate placement.
- VII. PPS will comply with a request from parents/guardians or a student 18 years or older to inspect and review records without unnecessary delay. PPS will give parents of students with disabilities, and students 18 years or older with disabilities, an opportunity to examine all student education records in accordance with state and federal law, including all education records with respect to the identification, evaluation, and educational placement of the student and the provision of a free appropriate public education to the student.
- VIII. ~~PPS~~The District ~~will shall~~ give full rights to education records to either parent, or legal guardian, unless ~~PPS~~the District has been provided legal evidence that specifically revokes or modifies these rights. However, once the student reaches age 18, those rights transfer to the student.
- IX. A copy of this policy and ~~related~~ administrative ~~directive~~regulation ~~will shall~~ be made available upon request by parents/guardians, ~~and~~ students 18 years or older or emancipated, ~~and the general public.~~

Legal References: ~~ORS 30.864; ORS 107.154; ORS 326.565; ORS 326.575; ORS 343.177 (3); OAR 166-405-0010 to 166-415-0010; OAR 581-021-0210 to 0440; OAR 581-022-1660; OAR 581-022-1670; Education of the Handicapped Act of 1975, as amended, 20 U.S.C. Sections 1400-1427, as amended and renamed Individuals with Disabilities Education Act (IDEA), P.L. 101-476, 104 Stat 1103 (1990), as amended P.L. 105-17 (1997). Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (2000). Assistance to States for the Education of Children with Disabilities, 34 CFR § 300.501 (2000); ~~Individuals with Disabilities Education Act, 20 USC §§ 1400-1419; ORS 107.154; ORS 326.565; ORS 326.575; ORS 343.181; OAR 581-021-0220 to 581-021-0440.~~~~

History: Adpt. 6/71; Amd. 8/11/75; Amd. 10/1/81; Amd. 5/84 ed.; Amd. 5/8/86; Amd 7/10/86;
Amd. 5/14/87; Amd. 12/14/89; Amd. 1/24/91; Amd. 10/22/92; Amd. 9/02, BA 2424; Amd 10/23.

JO - Education Records**

Policy JO

JO-AR

Code: JO

Adopted: 6/3/13

Readopted: 11/4/25

Orig. Code(s): JO

Education records are those records maintained by the district that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in their educational development by providing pertinent information for the student, their teachers and their parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.

The district shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate, verifiable and should have a direct and significant bearing upon the student's educational development.

The district annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. Records requested by another district to determine a student's appropriate placement may not be withheld. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. The district may pursue fees, fines or damages through a private collection agency or other method available to the district. The district may waive fees, fines and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student or if the cost of collection would be more than the total collected or there are mitigating circumstances, as determined by the superintendent.

The district shall comply with a request from parents or an adult student to inspect and review records without unnecessary delay. Upon request, the district will provide parents or an adult student a list of the types and locations of education records collected, maintained and used by the district. The district must give parents of children with disabilities an opportunity to examine all student education records in accordance with Oregon Administrative Rule (OAR) 581-021-0220 through 581-021-0430. This includes all education records with respect to the identification, evaluation and educational placement of the child and the provision of a free appropriate public education to the child. Unless authorized by federal law, the district will provide parents a copy of the student's education record, with the exception of copies of test protocols, test questions or other documents as described in ORS 192.345(4). The district will respond to reasonable requests for explanations and interpretations of the records.

The district annually notifies parents of all students, including adult students, currently in attendance that they have the right to:

1. Inspect and review the student's records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent (See Board policy JOB – personally Identifiable Information);
4. File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of the district's education records policy.

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English

Regarding records to be released to district officials within the agency, the district's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials have legitimate educational interests. School officials may also include a contractor who performs an institutional service on behalf of the school.

The district annually notifies parents and adult students of what it considers to be directory information and the disclosure of such. (See Board policy JOA – Directory Information)

The district shall give full rights to education records to either parent, unless the district has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

The district may impose a fee for the copy of an educational record unless this fee would effectively bar a parent or eligible student from inspection of the record.

A copy of this policy and administrative regulation shall be made available upon request to parents and students 18 years of age or older or emancipated and the general public.

The district will develop administrative regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records.

END OF POLICY

Legal Reference(s):

ORS 30 (<http://policy.osba.org/orsredir.asp?ors=ors-030>).864

ORS 107 (<http://policy.osba.org/orsredir.asp?ors=ors-107>).154

ORS 326 (<http://policy.osba.org/orsredir.asp?ors=ors-326>).565

ORS 326 (<http://policy.osba.org/orsredir.asp?ors=ors-326>).575

ORS 326 (<http://policy.osba.org/orsredir.asp?ors=ors-326>).580

ORS 339 (<http://policy.osba.org/orsredir.asp?ors=ors-339>).270

ORS 343 (<http://policy.osba.org/orsredir.asp?ors=ors-343>).177(3)

OAR 166-400 (<http://policy.osba.org/orsredir.asp?ors=oar-166-400>)-0010 to -166-400-0065

OAR 581-021 (<http://policy.osba.org/orsredir.asp?ors=oar-581-021>)-0220 to - 0430

OAR 581-022 (<http://policy.osba.org/orsredir.asp?ors=oar-581-022>)-2260

OAR 581-022 (<http://policy.osba.org/orsredir.asp?ors=oar-581-022>)-2270

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.501 (2017).



Board Policy

1.80.01060.040-P

District Performance Auditing

I. Office of Performance Auditor

- A. Portland Public Schools shall will maintain an Office of Performance Auditor. The office shall will be staffed by a Board-approved District Performance Auditor (Auditor), who shall will be hired, evaluated, and may be removed by the Board, and such other employees or contractors as the Board provides budgetary funding.
- B. The Office of Performance Auditor shall will adhere to Generally Accepted Government Auditing Standards (GAGAS) in conducting its work and shall will be considered independent as defined by those standards.

II. Audit Committee

- A. The Audit Committee shall will be comprised of five members appointed by the Board and all appointees shall will be independent of PPS's the district's management and administrative service. The Audit Committee will be comprised of three members of the Board and two community members that have a general knowledge of PPS the District and the audit process.
- B. The two community members shall will serve as non-voting members of the Audit Committee for two years and may be re-appointed at the end of their term.
- C. The Board recognizes that community members bring specialized knowledge and expertise to the Audit Committee. Community members serving on the Audit Committee shall will employ discretion, avoid conflicts of interest and their appearance, and exercise care in performing their duties. Community members appointed to the Audit Committee shall will follow the ethics rules contained in ORS Section 244.
- D. The Audit Committee welcomes up to two students to participate as ex officio members of the Audit Committee. The students may be appointed to the Audit Committee by the Student Representative to the Board and/or at the discretion of the Chair of the Audit Committee.
- E. The Auditor and their staff shall will report to the Audit Committee, and the Auditor shall will be annually evaluated by the Board using PPS's the school district's evaluation instrument. The Auditor shall will report to the Deputy Superintendent for Business & Operations (or comparable role) for administrative purposes such as leave approval,

office space and supplies, paychecks, and reimbursements.

III. Assistants and Employees

- A. The Office of Performance Audit ~~shall~~will be provided a separate budget (subject to available resources) sufficient to carry out the responsibilities and functions established in this policy.
- B. Within budget limitations and consistent with PPS District policies and procedures, the Auditor ~~shall~~will have the authority to _____, employ, and remove other employees of the Office of Performance Audit or contractors as deemed necessary for the efficient and effective administration of the duties of the office.

IV. Scope of Audits

- A. The Auditor ~~shall~~will have authority to conduct performance or other audits of all schools, offices, activities, and programs – including contracted programs - to independently determine whether:
 - i. Activities and programs being implemented have been authorized by PPS District policy, state law, or applicable federal law or regulations;
 - ii. Activities or programs are conducted efficiently and effectively to accomplish the objective intended by PPS District policy, state law, or applicable federal law or regulations;
 - iii. Activities and programs are being conducted and funds expended in compliance with applicable laws;
 - iv. Revenues are being properly collected, deposited, and accounted for;
 - v. Financial and other reports are being provided that disclose fairly and fully all information that is required by law, that is necessary to ascertain the nature and scope of programs and activities, and that is necessary to establish a proper basis for evaluating the programs and activities;
 - vi. There are adequate operating and administrative procedures and practices, systems or accounting internal control systems, and internal management controls which have been established by management; or
 - vii. Indications of fraud, abuse, or illegal acts are identified for further investigation.
- B. The Auditor may provide non-audit services that are not covered by Government Audit Standards, provided that the service does not impair the auditor's independence. Decisions to perform non-audit services will be based on two overarching principles:

- i. Audit organizations should not provide non-audit services that involve performing management functions or make management decisions; and
- ii. Audit organizations should not audit their own work or provide non-audit services in situations where the non-audit services are significant/material to the subject matter of audits.

V. Audit Plan

- A. At the beginning of each fiscal year, the Auditor ~~shall~~will submit a proposed annual audit plan to the Audit Committee for review and input. The plan ~~shall~~will include the schools, offices, activities, functions, and programs proposed for audit during the year. Upon review of the plan, the Audit Committee will recommend an annual audit plan to the full Board for approval.
- B. In consultation with the Audit Committee, the Auditor will select topics based on potential for cost savings and service improvements; level of public and school board interest; evidence of problems or wrongdoing; risk of loss or abuse; and availability of audit staff.

VI. Access to Employees, Records and Property

- A. All ~~PPSDistrict~~ officers and employees ~~of~~shallwill furnish the Auditor with requested information and unrestricted access to employees, information, and records within their custody or control regarding powers, duties, activities, organization, property, equipment, financial transactions, contracts, and methods of business required to conduct an audit or otherwise perform audit duties. Officers or employees who fail to provide access and/or information requested by the Auditor, may be subject to discipline up to and including termination.
- B. All contracts with outside contractors and subcontractors ~~shall~~will provide for Auditor access to all financial and performance-related records, property, and equipment purchased in whole or in part with ~~PPSDistrict~~ funds.
- C. The Auditor ~~shall~~will not publicly disclose any information received during an audit involving matters that are confidential, privileged, or are otherwise exempt from disclosure under applicable state or federal law. Reporting in such cases may be limited to the Board.

VII. Views of Responsible Officials

- A. A final draft of each audit report ~~shall~~will be delivered to the manager responsible for the audited program and the Superintendent for review and comment before it is released. The responsible manager must respond in writing specifying agreement with audit findings and/or recommendations or reasons for disagreement with findings and/or recommendations, plans for implementing solutions to issues identified, and a timetable to complete such activities. The auditor must receive the response within 15 working

days. The Auditor may revise its report based on the substantive input of the responsible manager. The Auditor will report the responsible manager's response to the Auditor's findings, conclusions, and recommendations, as well as the responsible manager's planned corrective actions. If no response is received within the specific timeframe, the Auditor will note that fact in the audit report and will release the report. In the case of contracted audits, audits may be released without inclusion of a response.

VIII. Audit Reports

- A. Each audit will result in a written report containing relevant background information, findings and recommendations and ~~shall~~ will be delivered to the Audit Committee, Board, and the Superintendent. The report ~~shall~~ will also be available for public examination, except as otherwise provided in this policy or prohibited by law.

IX. Report of Irregularities

- A. If during an audit, the Auditor becomes aware of abuse or illegal acts or indications of such acts that could affect ~~PPS the District~~, the auditor ~~shall~~ will report the irregularities to the Audit Committee and the Superintendent. If the Superintendent is believed to be a party to abuse or illegal acts, the Auditor ~~shall~~ will report the acts directly to the Audit Committee chair.

X. Annual Report

- A. The auditor ~~shall~~ will submit an annual report to the Board within 90 days of the fiscal year end indicating audits completed, major findings, corrective actions taken by administrative managers, and significant findings which have not been fully addressed by management.

XI. Audit Follow-up

- A. Responsible managers should provide quarterly reports about the implementation of corrective action plans as specified in the plan. The Auditor may request periodic status reports from audited entities regarding actions taken to address reported deficiencies, audit recommendations, and completed action plans.

XII. Contract Auditors, Consultants, and Experts

- A. Within budget limitations, the Auditor may obtain the services of Certified Public Accountants, qualified management consultants, or other professional experts as necessary to perform the Auditor's duties.

History: Adopted 6/71; amended 12/83; re-organizational rescission 9/9/02; re-adopted 6/13/05 BA 3330; Amended 8/13/07; Amended 12/11/2018; 1/2024



District Student Council Bylaws

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SCHOOLS REPRESENTED:

Alliance, Benson, Cleveland, Franklin, Grant, Ida B. Wells-Barnett, Jefferson, Lincoln, Leodis V. McDaniel, Metropolitan Learning Center, and Roosevelt.

PURPOSE:

The mission of the DSC is to represent all students across PPS in an advocacy and action-oriented capacity.

DSC REPRESENTATIVES:

DSC Representatives are expected to:

1. Attend regularly scheduled DSC meetings to the best of their ability.
2. Establish a relationship and maintain regular communication with their school's affinity groups, clubs, school's ASB or equivalent governing body, if such a governing body exists.
3. Attend and support the planning of the PPS Student Summit.
4. Attend and/or watch at least one School Board meeting a year.
5. Ensure their school elects or appoints at least one representative for the succeeding year.

ATTENDANCE:

1. Regularly scheduled meetings occur biweekly. To maintain good standing, DSC representatives are expected to attend 80% (13/16) of these meetings in order to receive 1 elective credit and stoles for seniors.
2. If a representative cannot make a specific meeting, they are expected to communicate the reason for the absence to the staff liaison prior to the meeting. The staff liaison will ensure that the Chair is informed of absences.

3. Remember that as student representatives, you are representing your student body, and so attendance must be prioritized.

SESSIONS & REPRESENTATIVE TERMS:

1. Regular Sessions of the DSC shall last from most high school students' first day of school through the final day of the physical school year.
 - a. The DSC shall also meet for a Summer Session between July 1st and most high schoolers' first day of school, during which time the DSC shall convene less frequently.
2. Representatives shall serve a term of one Regular Session and one Summer Session.
3. Newly elected or appointed representatives shall take office upon the end of their predecessor's term.
4. Schools are encouraged to hold DSC elections or appointments either in the fall or the spring, to allow for smooth transitions at the beginning of new DSC sessions.
5. Representatives may serve a maximum of three terms, so long as they are re-elected or re-appointed upon the end of each term.

MEETINGS:

1. It will be the responsibility of the Leadership team to schedule meetings.
2. A majority of DSC representatives can also schedule meetings.
3. Agreement of the Chair and Vice Chair is required to cancel a meeting.
4. Agendas will be created by the leadership team before meetings.
 - a. If a DSC representative wants to add items to the agenda, the representative shall submit this request to the Leadership Team. A majority of the Leadership Team is required to approve this request.

Meeting Types:

1. Regularly scheduled meetings: These meetings are scheduled at least a month in advance, but will be scheduled at the beginning of each year and adjusted slightly, as necessary.
 - a. These will occur before School Board meetings or on a bi-weekly basis, as determined by the Leadership team.
 - b. All DSC representatives are expected to attend.
 - c. These meetings are the only meetings that will count for attendance towards receiving an elective credit.
2. Subcommittee meetings: These meetings will typically be recurring over a given period of time. Such meetings will focus on a specific topic important to the DSC at that time. These meetings will be for DSC representatives that are interested in that topic. Those who express interest and are appointed to that subcommittee will be expected to be in attendance. All DSC representatives will be invited to these meetings.
 - a. Suggestions will be developed at these meetings and reported at the next regularly scheduled meeting. At the regularly scheduled meeting, the subcommittee will be given guidance on how to best proceed, and any vote proposed by the subcommittee is required to be on the agenda and thus be voted upon.
 - b. No resolutions shall be passed at subcommittee meetings.
3. Executive session meetings: These meetings will occur when the DSC does not feel it appropriate for the staff liaison to be present. These meetings will not be recurring.
 - a. An executive session can be called at any time by the Chair in a recurring meeting of any type.
 - b. If the meeting is called in advance and is not during any other DSC related meeting, then it must be scheduled 24 hours in advance.
 - c. The Chair can decide to go into an executive session meeting, or the majority of present DSC councilors can also do so.
 - d. No decisions can be made in an executive session meeting.

Meeting Etiquette:

1. Regularly scheduled meetings may be recorded. If meetings are recorded, it will be the entire meeting.
 - a. The Leadership Team shall ensure that all publicly available recordings and documents are provided to each High School's newspaper in a timely fashion, when requested.
2. During official meetings, the District Student Council should make efforts to follow, to a degree deemed appropriate by meeting context setting, [Robert's Rules of Order](#).

SUBCOMMITTEES:

1. Subcommittees will be composed of at least 3 representatives.
2. Subcommittees will be formed at the recommendation of the Chair or a DSC member, and approved through resolution by the DSC.
3. When voting on the resolution, at least 3 representatives shall volunteer to be on the subcommittee. They will be expected to attend all said subcommittee meetings.

VOTING:

1. If a vote is initiated, all representatives present at the meeting must cast their vote during the meeting or abstain from the vote.
2. Once a vote is cast and counted, representatives may not change their vote.
3. To pass anything (resolutions, positions, board matters, and all other matters) the motion must be approved by a majority of voting-eligible DSC representatives.
4. In the event of a tie, the Chair's vote will be cast as a tiebreaker.
5. All voting results will be recorded in the notes, including who voted for what, except for when voting on Leadership positions in the DSC.

Types of Votes:

1. Voting for Positions: There is no quorum needed to initiate this vote.
 - a. Representatives may vote after the meeting has occurred, but only after listening to the candidate's proposed remarks.
 - b. All DSC representatives are expected to vote on this matter.
 - c. For the positions of Chair, Vice Chair, and Secretary, all votes shall be cast by anonymous ballots.
2. Voting on Board Matter: The quorum for this vote is 51%.
 - a. DSC representatives may submit their vote before the meeting, if they are unable to attend the meeting.
 - b. These are public votes.
3. Resolution Passing: A quorum of 51% of DSC representatives is needed to initiate a vote.
 - a. DSC representatives may cast their vote before or after the meeting if they are unable to attend.
 - b. DSC representatives must cast a vote.
 - c. All votes must be cast prior to the start of the next regularly scheduled DSC meeting.
 - d. These votes are public.

Voting Procedure:

1. The Chair of a meeting may bring an agenda item up for consideration by requesting a motion and receiving a second from the DSC.
2. Discussion is hence opened up, where the DSC is given due time to discuss the motion.
3. The Chair may then call for a vote on the matter.

LEADERSHIP:

1. The DSC shall elect a Chair, Vice Chair, Secretary, and Corresponding Secretary to serve for the duration of the regular session.
2. Elections for the Chair Position shall be held in early May of the previous year.
 - a. The elected individual does not assume the title of Chair until the beginning of the next regular session.
 - b. The Summer Session shall be used for Onboarding between the current Chair and the Chair Elect.
3. Elections for the Vice Chair, Secretary, and Corresponding Secretary positions shall take place at the second DSC meeting in October.
 - a. In the event that most schools lack representation on the DSC by the second meeting in October, or the DSC feels there isn't adequate representation of the PPS student body on the DSC, this vote can be delayed until the second meeting in November.
4. DSC representatives must state their intent to run for positions at least one week prior to the election by informing the Chair and Staff Liaison.
 - a. At the election meeting, candidates will give a speech.
 - b. Candidates may also submit a video speech, which will be played during the meeting.
 - c. Candidates will focus on why they would be a good fit for the position.
 - d. A minimum of two questions from the DSC must be answered by the candidate regarding their platform.
 - e. There shall not be any campaigning outside of prepared remarks.
5. Representatives cannot hold multiple roles on the leadership team.
6. All Leadership members are expected to show up to all leadership meetings; if they are unable to attend, they shall inform their leadership colleagues 24 hours in advance.

Leadership Roles:

1. Student Representative to the Board of Education, Chair:

To qualify to run for the position of Chair, representatives must have one year of experience on the DSC.

Their roles and responsibilities shall be to:

- a. Attend Board of Education meetings and to represent the diverse voices of the district student body at such meetings.
- b. Cast their unofficial vote on the Board in the best interest of students.
- c. Set the DSC meeting agendas in collaboration with the rest of the Leadership Team.
- d. Chair DSC meetings.
- e. Provide the DSC with updates and seek feedback regarding board matters.

2. Vice Chair:

Their roles and responsibilities shall be to:

- a. Chair meetings in the absence of the Student Representative.
- b. Attend School Board meetings when the Chair is unable to attend, and represent the voices of all of the student body at such meetings.
- c. Set DSC meeting agendas in conjunction with the rest of the Leadership Team.
- d. Serve as an advisor to the Chair.
- e. Assume all responsibilities of the Chair in their absence.

3. Secretary:

Their roles and responsibilities shall be to:

- a. Take notes at DSC meetings.
- b. Set DSC meeting agendas in conjunction with the rest of the Leadership Team.
- c. Manage the shared DSC Google Drive, which shall contain all DSC materials.
- d. Distribute necessary meeting materials to the DSC.

4. Corresponding Secretary:

Their roles and responsibilities shall be to:

- a. Manage the DSC's Instagram, Twitter, TikTok, and other social media accounts.
 - b. Set DSC meeting agendas in conjunction with the rest of the Leadership Team.
5. Other roles:
Additional leadership roles can be proposed by the Leadership Team and must be voted on by the DSC.

Staff Liaison:

1. The Staff Liaison's main role should be to support the DSC in the pursuit of greater student voice.
2. The Staff Liaison shall not act or make decisions on behalf of the DSC without explicit consent.
3. The Staff Liaison will have no voting power and shall respect the autonomy of the Chair and the DSC.
4. The Staff Liaison will make sure that both the DSC and themselves are informed of the happenings of the district.
5. The Staff Liaison is responsible for reserving conference rooms at the District office known as the Prophet Education Center (PEC).
6. The Staff Liaison is responsible for ensuring food/snacks are available at regular meetings.

ONBOARDING:

Onboarding the Chair Elect:

1. Onboarding shall occur the remainder of the Regular Session as well as the Summer Session following the election of the new Chair.
2. The Chair Elect shall be invited to all leadership meetings for the remainder of the year if they are not in leadership before being elected.

3. The Chair Elect shall meet with the Manager of the Board and Staff Liaisons to support the transition of the Chair and DSC.
4. The Chair Elect is recommended to meet with Board members and the superintendent following their election
5. The Chair Elect is recommended to attend Board meetings and work sessions for their tenure as Chair Elect.

Onboarding new DSC members:

1. The DSC shall host an event with the School Board and Leadership Team with the goal of letting all DSC members grow familiar with the Board and the Leadership Team.
2. The Chair shall meet with all new DSC members individually.

REMOVAL:

Purpose:

This process should be carried out when the DSC feels that a representative should be removed. Any representative removed from a leadership position shall remain on the DSC as a representative but no longer in their leadership position. Impeachment can only be for abuse of power or refusal to follow Board policy or Bylaws.

Process:

1. In order for a member of The Leadership Team to be removed from office, articles of impeachment must first be brought forward by a simple majority of DSC representatives during a regularly scheduled meeting.
2. At the following regularly scheduled meeting, a debate shall be held between the representatives who brought forth the articles of impeachment and those who are opposed.

- a. The Chair shall proceed over the impeachment process.
 - b. The Chair will not participate in any debate.
3. The debate will follow this basic structure:
 - a. At the end of the meeting, a vote will be taken. Two-thirds ($\frac{2}{3}$) of the DSC must be in agreement to remove the individual, following which they will be removed immediately.
 - b. Representatives may also vote by a simple majority to postpone the vote and continue the debate at the next regularly scheduled meeting.
 - c. Every DSC Representative must vote.
 - d. The only way that representatives can vote is to remove, postpone debate, or acquit.
 - e. All votes will be public.
4. After a leadership position is impeached:
 - a. Within four weeks of the removal of a leadership position, an election must be held for that position. The elected individual shall take office immediately after the election results are finalized.
 - b. If any representative in a leadership position resigns from that role, the above shall also apply.

Petition the Board to Remove the Student Representative (Chair):

Process:

1. In order for the DSC to petition the Board to remove the Student Representative, two-thirds ($\frac{2}{3}$), of the DSC must vote yes to remove the Student Representative (Chair).
2. The DSC shall vote on a resolution to petition the School Board to remove the Student Representative (Chair) in a regularly scheduled meeting.
3. The School Board shall dictate the process of voting on the motion to remove a Student Representative (Chair).

BYLAWS:

1. Nothing in these bylaws shall be construed to conflict with legally given rights, responsibilities, duties, or privileges reserved by PPS or by state and federal law.
2. Bylaws may be amended after DSC decision.
3. Amendments shall be drafted by a DSC subcommittee, and the proposed edits will be voted upon.
4. Any changes to the bylaws shall be passed via a resolution.
5. Bylaws must be approved by the Board of Education

FURTHER AGREEMENTS:

1. The DSC welcomes the opportunity to speak on behalf of the student body when requested. There may be times when non-representatives and/or subcommittees will be invited to provide outside perspectives.
2. The DSC shall take every reasonable effort to assist District staff and the Board on any initiatives by giving the perspective of the DSC. The DSC shall invite District staff and Board members to DSC meetings when the Leadership Team deems it necessary.
3. The DSC shall invite District Staff and members of the Board when the Leadership Team deems appropriate and beneficial.

PPS STUDENT SUMMIT:

The PPS Student Summit is strongly suggested by policy and must include:

1. Prioritizing outreach to affinity groups.
2. Accurate representation of the student body through a just and equitable lens.



Date: April 30, 2026

To: School Board

From: Emily Courtnage, Senior Legal Counsel
Sharon Toncray, Chief Legal Officer

CC: Kimberlee Armstrong, Superintendent

Subject: Revisions to Section 7.00.000 Policies

Attached is a staff memo to the Policy Committee, dated February 19, 2026, describing proposed updates to the Section 7.00.000 policies, including four revisions and two rescissions. The Policy Committee reviewed and discussed the proposed changes on March 30 and April 27, 2026. In the course of their review, Committee members asked staff to make the following additional changes, which are incorporated in the redlines presented to the Board:

1. Add language to 1.70.020-P (Policies and Administrative Directives) confirming that “will” and “shall” are intended to express the same meaning – i.e., that the action is going to or must occur – for presentation and approval at the same time as the 7.00.000 policies. (The 7.00.000 policy redlines replace all instances of “shall” with “will,” among other language updates.) See section VIII.
2. Add language in 7.10.010-P (School Site Councils) reflecting the Board’s encouragement of inclusion of students as members in Site Councils. See section II.C.5.
3. Add language in 7.10.030-P (District Foundation) to require annual reporting to the Board on Foundation-funded projects. See section II.E. Also correct a typo in the Internal Revenue Code citation. See section II.B.
4. Re-insert language in 7.20.020-P (Volunteers) regarding PPS’s requirement that all volunteers submit a volunteer application and undergo a background check before providing volunteer services. See section V.



Date: February 19, 2026

To: Policy Committee

From: Emily Courtnage, Senior Legal Counsel
Sharon Toncray, Chief Legal Officer

CC: Kimberlee Armstrong, Superintendent

Subject: Proposed Revisions to Section 7.00.000 Policies (Community)

Staff recommend reviewing, revising, and rescinding the Section 7 policies relating to community involvement in schools as shown in the attached redlines and summarized below. Some of the Section 7 policies have not been revised since 2002 or 2007 and require rescission or substantial updates to align with current practice. Other more recent policies require only minor updates including reformatting and non-substantive language and grammar adjustments.

In reviewing and suggesting changes to the Section 7 policies, we relied in part on review of related Beaverton School District (BSD) and Oregon School Boards Association (OSBA) policies. (Beaverton SD adopts Oregon School Boards Association (OSBA) model policies, typically without revision.) In some cases, staff recommend borrowing or adapting language from BSD/OSBA to improve our policies or add important detail. Where applicable, we have attached the relevant policies to each redline for the Board's review.

Staff recommend applying the following non-substantive formatting and language updates to all Section 7 policies:

- Apply consistent template, heading, margins, spacing, font, etc., based on an updated template developed by the Board Office
- Apply consistent capitalization to Superintendent, Board, etc.
- Correct typos
- Update language: Replace all instances of "District" with "PPS" and "shall" with "will"; change "she/he" to "they" or "his/her" to "their"

These non-substantive changes have been incorporated in the attached redlines. (However, in order to render the redlined policies more readily readable with a focus on substantive changes, staff did not redline the format or numbering adjustments.)



Policy	Title	Date of Last Revision	Proposed Action	Summary of Changes
7.10.010-P	School Site Councils	7/2022	Revise	Non-substantive updates and deletion of redundant language
7.10.020-P	Districtwide Advocacy and Fundraising	5/2024	Revise	Non-substantive updates and deletion of obsolete language related to 2023-24 and 2024-25 school years
7.10.030-P	District Foundation	9/2002	Revise	Update with language adapted from OSBA policy, inclusion of purpose statement, and reference to Operating Agreement and Articles of Incorporation
7.10.040-P	Parental and Family Involvement in Support of Academic Achievement	4/2007	Rescind	(out of date; references rescinded or replaced policies; subject matter covered in 7.10.010-P (School-Site Councils) and 7.20.020-P (Volunteers))
7.20.020-P	Volunteers	9/2002	Revise	Substantial update with language adapted from BSD/OSBA policy
7.20.040-P	Citizen-Community Sponsored Contests	9/2002	Rescind	(out of date; purpose unclear; unnecessary)



Board Policy

1.70.020-P

Policies and Administrative Directives

I. Roles and Responsibilities

- A. 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.
- B. It is the responsibility of the superintendent to initiate and direct the development of administrative directives, which implement board-adopted policy.
- C. 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.
- D. 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.

II. Purpose of Board Policies

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

- A. Regulating Board or District business;
- B. Establishing educational, operational, and other expectations for the District's staff and students;
- C. Guiding the actions of those to whom the Board delegates authority and responsibility; and
- D. Ensuring compliance with state and federal law.

III. Definitions

As used in the District policies and administrative directives:

- A. Administrative Directive or Directive means a statement of actions adopted by the superintendent that implements Board policy.
- B. Policy means a statement of general governing principles adopted by the Board.

IV. Policy Development

- A. A proposal for a new policy or a change in existing policy may be made by:
- i. A Board member;
 - ii. Superintendent;
 - iii. A District employee;
 - iv. A parent or guardian of a student;
 - v. A student;
 - vi. A District volunteer;
 - vii. A committee appointed by the Board of Superintendent; or
 - viii. A community member who is also a resident of the District.
- B. When a proposal for a new policy or change in existing policy is received by the Board or Board committee(s) responsible for policy development, the Board committee may take the following action(s) or may request that the superintendent:
- i. Collect additional information concerning the policy proposal, including a staff evaluation of options and recommended action;
 - ii. 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, especially from families and community members who have been and are underrepresented in district policymaking, to assist the Board in this policy development process;
 - iii. Seek appropriate legal and other advice as necessary to ensure that the policy proposal, if adopted, will be in compliance with applicable law; and/or,
 - iv. Take no further action on the policy proposal.

V. Policy Adoption

- A. When a Board committee recommends a policy for adoption by the Board, the Board may elect to schedule the policy for a first and second reading at a regularly scheduled Board meeting, except as otherwise provided in this policy.

- i. The first reading of a proposed policy shall include:
 - a. A summary of the content of the proposed policy or amendments;
 - b. Posting on the PPS website of the proposed language if new, or redlined version if a revision; and
 - c. A stated opportunity for the public to submit comments on the proposed policy, with a deadline date for submission of such comments.
- ii. 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.
- iii. 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.
- iv. At the time of the second reading the Board may take 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. Reject the policy proposal.

B. Exceptions

- i. 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.
- ii. 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.

VI. 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.

VII. Review of Policies

- A. The Superintendent of designed shall advise the Board when they believe an existing policy needs to be reviewed for potential repeal, revision, or replacement. Such necessity may occur when:
- i. Practice is not in compliance with the policy and the practice differs to such an extent that a review of existing policy is warranted;
 - ii. A policy proposal revision is received by the superintendent;
 - iii. State or federal law has changed in such a manner as to require review or modification of existing policy; or
 - iv. A policy is not aligned with professional practices, district values or is ineffective.
- B. The Board of Board committee shall strive to review all policies at least once every four (4) years, with at least one to two 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, and goals. If needed, appropriate policy proposal revisions shall be submitted for consideration.

VIII. Policy Interpretation

Both “will” and “shall” are intended to express the Board’s expectation than an action is going to or must occur. A change in usage from “shall” to “will” or vice versa is not intended to change the meaning.

IX. Administrative Directives

- A. Administrative Directives are issued or modified by the Superintendent and do not need to be approved by the Board prior to their issuance.
- B. Administrative Directives shall be consistent with Board policies.
- C. The superintendent or designee shall notify Board members that a new or revised Administrative Directive has been issued. New Administrative Directives that impact staff or community should be shared with impacted parties when they are issued.

X. Administration in Absence of Policy or Administrative Directive

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; ___/2026.



Board Policy

7.10.010-P

School- Site Councils

I. Statement of Purpose

Schools play a critical role in preparing students to thrive in and improve the world, and we serve students best when we work in collaboration with parents and community partners.

The Board encourages and supports the development of innovative strategies and program designs that target the unique needs of students in each school community and that can be used in other school communities. Through the collaborative efforts of teachers, classified employees, principals, family members, students, and community members, schools benefit from broad school-based participation in planning for school improvement.

II. School Site Councils

- A. The purpose of 21st Century Schools Councils (Site Councils) is to increase student achievement. In compliance with the Oregon Educational Act for the 21st Century, each school will have a Site Council.
- B. The duties of each Site Council ~~will~~ **shall** include:
 - i. The improvement of the school's instructional program;
 - ii. The development of plans to improve the professional growth of the school's staff;
 - iii. The development and coordination of plans for the implementation of programs covered under the Oregon Educational Act for the 21st Century at the school site;
 - iv. The administration of grants-in-aid for the professional development of teachers and classified ~~PPS district~~ employees; **and**
 - v. Fostering family involvement in the schools.
- C. Unless the Board ~~of Education~~ determines a different composition is needed at a particular school, each Site Council ~~will~~ **shall** be comprised of the following members:

- i. Not more than half of the members ~~will~~ shall be licensed educators who have been elected by the licensed educators teaching at the school;
- ii. Not more than half of the members ~~will~~ shall be parents of students attending that school who have been selected by the parents of students attending that school);
- iii. At least one member ~~will~~ shall be a classified employee elected by the classified employees at that school; and
- iv. One member ~~will~~ shall be the building principal or the principal's designee.
- v. ~~PPS~~The District may designate other types of members that may include students, business leaders, or members of the community at large (individuals are selected by the Site Council). ~~The Board encourages the inclusion of students as members of Site Councils to promote meaningful student participation and representation.~~
- vi. ~~Licensed educators and parent members may not compose more than half of the membership of a Site Council.~~

~~D.~~ To accomplish these duties, each Site Council will:

- i. Assist in developing and implementing a process for preparing an annual school improvement plan. The plan should focus on how the school will assist students to achieve the standards established by the state and ~~PPS~~District;
- ii. Create meaningful opportunities annually for school community members to share perspectives and feedback about the school program;
- iii. Prioritize student performance goals in accordance with ~~PPS~~District goals and state standards, including those contained in the Oregon Educational Act for the 21st Century;
- iv. Develop plans to reach student performance goals utilizing current educational research, professional development of staff focused on research-based effective instructional practices and staff and community input; ~~and~~
- v. Develop and utilize a communication plan for involving the community in planning for school improvement and for informing the community

about the plan and its progress, ~~and~~

E. Each member of the ~~Schools~~Site Council at the local school site has responsibility to:

- vi. Commit to a process of collaboration to support school improvement and increase student achievement;
- vii. Learn about the school's instructional program, its curriculum goals and mission, the teaching strategies being used, student achievement test data and issues unique to the local school;
- viii. Learn about the Board goals for ~~PPS~~the District and its expectations for staff and students, as well as the expectations contained in the Oregon Educational Act for the 21st Century;
- ix. Ensure good communication among all participants in the school; and
- x. Invite and incorporate a variety of diverse viewpoints and prioritize racial equity and social justice in decision making.

II. Site Council Meetings

Site Council meetings are open and public meetings and subject to Oregon's Public Meetings Law guidelines.

Legal References: ORS 192.660 - 192.690; OAR 581-020- 0105; OAR 581-020-0115; OAR 581-020-0130; ORS 329.125; ORS 342.608; ORS 329.675 - 329.745; ORS 332.105; ORS 332.107; ORS 332.172

History: Adpt 6/71; Amd 6/28/71; Amd 7/12/71; Amd 6/26/72; Amd 11/6/73; Amd2/25/74; Amd 2/25/75; Amd 10/24/76; Amd 11/8/76; Amd 2/12/79; Amd 6/25/79; Replaced 8/11/83; Replaced 5/9/85; Amd 11/6/89; Amd 12/10/90; Amd 11/8/93; Amd 9/9/02; BA 2422; Amd 7/2022



Districtwide Advocacy and Fundraising

Parent and community-based organizations and individuals make important contributions to support PPS school communities and programs, as well as students and staff. Elements of that support include advocacy in support of PPS schools and fundraising to pay for a wide variety of activities and projects. This policy is designed to foster a spirit of community and shared purpose and facilitate collective impact on behalf of PPS students. Given our common mission and vision, ~~the District~~ PPS encourages parents and community groups to advocate, fundraise and support improving the educational experience districtwide in alignment with our racial equity and social justice values.

I. Local School Foundations and school or program fundraising:

An inclusive districtwide foundation, designated by the Board ~~of Education~~, will ~~shall~~ serve as the districtwide advocacy and fundraising entity and serve as the fiscal agent for the Local School Foundations (LSFs).

II. Fundraising for Staff and Contracted Staff:

Effective July 1, 2024, donations for staff positions may be collected only by the designated districtwide foundation in a single, combined fund account. Donations will ~~shall~~ be accepted from Local School Foundations, Independent School Foundations, nonprofits, corporations/businesses and individuals. A formula for the distribution of any funding to individual schools will ~~shall~~ be developed in advance of the school year by a Parent Advisory Committee, shared with school administrators for feedback, and a recommendation made to the Board ~~of Education~~ for its approval.

~~Donations for staff positions collected by Local School Foundations between July 1, 2023 and June 30, 2024, plus any carryover balances held in the associated grant accounts S0083, shall be expended in the 2024-2025 school year for staffing positions per donors' intent.~~

III. Registration and Reporting

All groups affiliated with PPS and individual schools or programs that fundraise \$20,000 or more in aggregated funds in a school year for PPS school-related activities are encouraged to register with ~~PPS the District~~ by September 30 in the following school year, sharing their officer names and contact information.⁵⁷

The Board of Education will ~~shall~~ receive annually a report at the end of ~~PPS's the District's~~ fiscal year sharing the districtwide foundation's donations, expenditures, and major projects.

IV. Other Requirements

Entities that fundraise to support individual schools will ~~shall~~:

- A. Provide ways for all members from the benefitting school or program who wish to participate in a fundraising event or activity to have an avenue to participate.

- B. ~~Shall n~~Not communicate, share, or maintain expected per-family or per-student fundraising targets.
- C. Include and inform the broader school community about fundraising decision-making processes, especially including families for whom the educational equity programs are meant to benefit.
- D. Adhere to ~~PPSDistrict~~ policies, administrative directives, and other ~~PPS~~ requirements.

V. Other Provisions

For purposes of this policy, ~~DistrictStaff~~ and ~~eContracted s~~Staff includes all manner of contracted positions if the position compensation exceeds \$15,000 in a school year.

The designated districtwide foundation ~~will~~shall have a Board of Directors of sufficient size given PPS's enrollment, and members should have diverse experience to support the activities of the foundation.

~~Legal Reference: ORS 332.107~~

History: Adopted 6/71; Amended 9/9/02; BA 2422; Amd 5/2024



District Foundation

~~The Board authorizes the establishment and incorporation of a foundation for the purposes of accepting, holding and administering funds and gifts to the district for special and general purposes. The purposes of funds administered by the foundation may include pay for instructional staff (FTE), educational enhancements such as equipment, supplies, extended day activities and contracts and other activities of benefit to the district and its students. It is the intent of the Board that the foundation be guided by priorities of equity, educational excellence, preservation of a strong public school system and support district wide implementation of the Oregon Educational Act for the 21st Century, district mission and goals. Both the Board and the foundation board of directors will receive annual evaluations for all funded projects.~~

~~The foundation will be incorporated under Oregon Revised Statutes and registered as a tax-exempt corporation under Section 501 of the Internal Revenue Service Code.~~

~~The foundation will be operated in conformance with established district wide foundation principles and governed by a board of directors whose selection, membership and functions will be set forth in the foundation's by-laws.~~

I. Purpose

Portland Public Schools and its students have been generously supported by PPS families and the community. A District Foundation provides a formal structure for raising, receiving, and administering family and community donations to PPS for special and general purposes. The primary purpose of a District Foundation is to raise and distribute funds for additional supports and services that will advance the mission, vision, and strategic plan for PPS.

II. The District Foundation

- A. The Board authorized the establishment of a District Foundation ("the Foundation").
- B. The Foundation is and will remain incorporated under Oregon Revised Statutes and registered as a tax-exempt corporation under Section 501 of the Internal Revenue Service Code.
- C. The Foundation will be governed by a board of directors whose selection, membership, and functions will be set forth in the Foundation's by-laws
- D. The Foundation is and will remain independent from PPS. The nature of the partnership between PPS and the Foundation will be defined by the Operating Agreement. The Operating Agreement will describe the responsibilities and expectations of the Foundation and PPS.
- E. The Superintendent will present to the Board an annual report and evaluation of Foundation-funded supports and services.
- F. Upon dissolution or withdrawal of recognition of the Foundation, the Foundation's net assets will be distributed pursuant to its Articles of Incorporation.

Legal References: ORS 294.305 – 294.565; ORS 332.107

History: Amd 9/9/02; BA-2422

7.10.040-P Parental and Family Involvement in Support of Academic Achievement

I. Introduction.

- (1) It is the policy (7.10.010-P) of the Portland Public School Board of Education to encourage and support family and community involvement in education, at home, in our schools and communities, and through school/parent groups. The Board respects families as important decision-makers for their children's education.
- (2) The Board believes that parental engagement is critical to the success of each student. In the pursuit of this goal, the Board is committed to ensure that Portland Public Schools develop and implement practices and procedures that are broadly inclusive and that provide opportunities for all parents and families to become involved in their students' education regardless of economic, social or cultural circumstances.
- (3) The Board expects the District to establish a culture of best practices for parental and family involvement in support of academic achievement for all students.

II. The Superintendent shall oversee the implementation of this policy.

- (1) The Superintendent shall develop administrative directives, make program changes, if necessary, and integrate staff and program resources to support the implementation of this policy, consistent with relevant federal, State and local programs and requirements.
- (2) Implementation of this policy shall be consistent with existing policies on citizen and parent group involvement.
- (3) Implementation of this policy shall include regular assessment of current practices; development, implementation and review of a District parental and family involvement plan; and coordination with relevant federal, state and local programs and requirements.
- (4) Parental and family participation will be solicited in the development of both the District and respective schools' parental and family involvement plans.
- (5) The Superintendent shall report to the Board of Education (via the appropriate standing committee) with a regular report of progress under the policy.
- (6) As required by Portland Public School Board policy (1.70.021-AD) the Superintendent shall make available public information related to the implementation of this policy.

Legal References: Sections 1112-to-1118 of the Elementary and Secondary Education Act (ESEA), and related NCLB mandates. History: Adopted 4/16/07



Volunteers

- I. The Board recognizes that ~~families and community members~~patrons volunteering their services in ~~PPS~~the schools can provide valuable assistance to the instructional program, to school ~~staff~~personnel and to the educational enrichment opportunities available to of PPS~~Portland~~ students. ~~A volunteer is defined as a non-paid person assisting under the direction of a licensed teacher or administrator.~~ The Board actively encourages volunteer participation ~~by individuals and groups~~ in PPS~~local~~ schools, ~~district and region level capacities~~ and ~~various~~-specialized educational programs ~~of the district~~. Every effort should be made to recruit and organize family and community volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students, improvement of school programs, and to increased school-community involvement and communication.
- II. The safety of students is paramount. Volunteers will operate under the direction of a staff member, within an open public space, and should be within sight or sound of a staff member while working with students. Volunteers must never be asked to supervise or manage a classroom.
- III. Volunteers are subject to PPS policies and administrative directives, including but not limited to:
 - A. 5.10-064-P (Professional Conduct Between Adults and Students)
 - B. 5.10.140-P (Fingerprinting and Criminal History Verification)
 - C. 7.40.101-AD (Anti-Harassment – Community/Business)
 - D. 3.20.031-AD (Secured Schools)
- IV. PPS reserves the right to place and remove volunteers from service in PPS schools.
- V. All volunteers ~~will~~shall complete a Volunteer Application Criminal History Verification Form ~~and a district or school Volunteer Information Form~~, which includes a Volunteer Background Check, prior to rendering volunteer services.
- VI. ~~In order to assist district administrators and to realize more fully the potential contributions of volunteers, the district has provided for the coordination of a volunteer program by establishing a position of Coordinator of Volunteers in Portland Schools. The superintendent or designee shall have responsibility for developing detailed procedures for the effective implementation and maintenance of such volunteer programs.~~

Legal References: ORS 326.607; ~~ORS 332.107~~

History: Adpt 6/71; Amd 3/26/90; Amd 9/9/02; ~~BA 2422~~; Amd _____

7.20.040-P Citizen – Community Sponsored Contests

The district will cooperate with individuals, community organizations and agencies desiring to sponsor contests in keeping with the purposes and educational aims of the school when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on the staff. The building principal must approve participation by students in contests.

The activity sponsor will be responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participants' work.

The following shall be used in determining participation in contests:

- (1) The primary educational aims of the school and the needs and interests of students shall be a consideration at all times;
- (2) The school shall not be used to promote private or commercial interests;
- (3) The school shall not be used for direct sales promotion of individual competitive goods or services;
- (4) All materials or activities initiated by private sources shall be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

Legal References: ORS 332.105; ORS 332.107

History Adpt 6/71; Amd 9/9/02; BA 2422