



BOARD POLICIES

POLICY:

ESTABLISHING POLICIES:

The Board will provide current and consistent policies to guide the operation of the District. These policies shall serve as directions to all employees of the District and shall govern their conduct and proscribe the manner in which both routine and unusual situations/problems are to be resolved. All references to gender in district policies shall apply equally to both genders.

Policies shall be developed through the following procedures:

- ***Adopting a New Policy:*** The Board may adopt a new policy by a majority vote at any regular Board meeting. The proposed policy must have been presented at a previous regular Board meeting, each member of the Board shall have been provided with a copy of the new policy, and the vote shall be taken following the second reading of the policy.
- ***Revisions, Additions, or Deletions:*** Alteration of any rule-or policy of the Board or any addition to or deletion from such rules or policies may be effected by a majority vote of the Board at any regular meeting, providing only that a motion, in writing, covering full details of the proposed changes shall have been presented at a preceding regular meeting of the Board and each member of the Board shall have been provided with a copy of such motion.
- ***Exception or Suspension:*** An exception or suspension of any rule or policy contained herein may be made by majority vote of the Board when in its opinion the application of the rule or policy would result in undue hardship upon an employee or patron of the schools. The suspension, however, does not apply to any Board policy that may be established by law, collective bargaining agreement or other contract.
- ***Emergency Situation:*** A policy may be changed or adopted at any regular or special meeting of the Board by majority vote if the Board acts to declare that an emergency exists requiring the suspension of the two-reading requirement of paragraph #1 above.

POLICY DISTRIBUTION:

Policies shall be distributed in accordance with the following guidelines:

- 1) The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to implement them.
- 2) The Board's policy manual shall be considered a public record and shall be open for inspection at each district school and in the District Office.
- 3) All policy manuals distributed to any person shall remain the property of the Board and shall be considered "on loan" to the person, or organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of revision or updating.

- 4) Principals shall be responsible for maintaining policy manuals in the school office and the school library. Revised policies shall be distributed to the principals to be placed in the policy manuals following Board approval. Employees shall be informed of the location of these policy manuals for reference.

POLICY REVIEW AND EVALUATION:

To ensure that the policies of School District #40 are current and that they meet changing conditions, all of the District's policies will be subject to periodic review and/or revision within a five-year period.

Each year the Board will appoint a committee of its own members who will, with the Superintendent or his/her designee(s), review approximately one-fifth of the District's policies for currency, legality, intent and accuracy. When, in the judgment of the Committee and the Superintendent, a policy should be revised, a recommendation will be made to the School Board. The Board will act on such a recommendation in whatever manner deemed appropriate by the Board.

It is the responsibility of the Superintendent to monitor any changes in state or federal laws or administrative regulations which might necessitate some changes in district policy. When these changes become known to the Superintendent, he/she shall suggest appropriate policy modifications to the Board. The Board will act on these recommendations in a manner deemed appropriate by the Board.

Revision Date: 6/86, 11/96, 6/14/04

Adoption Date: 4/9/84

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)