

Cove School District 15

Code: **BFC**
Adopted: 8/04/81
Revised/Readopted: 11/13/01; 7/16/13
Orig. Code(s): 1100; 1100R; 3100R; 4100R

Adoption and Revision of Policies

Board policies will be subject to alteration, addition or deletion only upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless an emergency arises. A unanimous vote of the Board is required to declare an emergency situation.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy. These may include student/parent handbooks. All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Any formal motion or action of the Board which, as a revision of existing policy, creates, amends or supplements policy will be called to the attention of the Board when reviewing the minutes for formal adoption.

Board policy documents will be printed and assembled in loose-leaf booklets. When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published and inserted in each Board policy manual at the earliest opportunity.

The district shall provide at least one copy in the library and one copy in the business office. Each employee will be specifically notified of the existence and availability of personnel policies. The Board's policy manual will be considered a public record and will be open for inspection at the district office. Appropriate policies will be disseminated to the community.

The operation of any section or sections of policies not established by law or specifically listed in the current collective bargaining agreement may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

It will be the Board's duty to evaluate the effectiveness of the policy and the effectiveness of the staff's implementation of the policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-1610](#)
[OAR 581-022-1720](#)

Cross Reference(s):

KC - Community Involvement in Decision Making