

Helix School District 1R

Code: **BFC**
Adopted: 1/8/97
Orig. Code(s): None

Adoption and Revision of Policies

Helix School 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. 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.

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 booklet at the earliest opportunity.

Each school in the district and the administration office will maintain a current policy manual and will provide for staff and public access to the manual during regular office hours. The Board's policy manual will be considered a public record and will be open for inspection at the superintendent's office.

The superintendent/principal is responsible for keeping the policy manual current and advising the Board whenever a new policy or policy revision is required.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)