

# Lake County School District 7

Code: **BF**  
Adopted: 8/12/02  
Readopted: 3/14/12  
Orig. Code(s): BF

## Policy Development

It is the policy of the Board that it be governed by a set of written policies. These policies, and administrative regulations designed to implement them, shall be available to district staff and others as requested.

### Procedural Regulations

#### 1. Definitions

- a. "Policy" shall be understood to be those general principles adopted by the Board which will be used as guidelines for the Board, superintendent, administrative and professional staff in the management of the district.
- b. "Administrative regulation" shall be understood to be those rules or acts of the administration which are necessary to carry out Board policies.

#### 2. Policy Formulation

##### a. Parameters

The adopted policies shall be specific enough to indicate a course of conduct to be followed by the Board, superintendent, administrative and professional staff and broad enough so as not to be unduly restrictive and to allow latitude, recognizing that various factual situations necessitate different courses of action even though the same policy is being followed.

##### b. Approval

All regulatory policies shall be formally adopted by the Board. All handbooks, procedures and administrative regulations shall be presented to the Board as informational items and recorded in the minutes of the Board. Only those policies which are written and so adopted and recorded shall be regarded as official Board policy. Such policies and revisions shall be noted with an adoption and/or revision date.

#### 3. Policy Revision

##### a. Evaluation of Policy Proposals

To allow time for evaluation and recommendations from administrative staff, policy proposals may be voted upon only at a meeting subsequent to their presentations, except under special circumstances. At the second presentation, hearing or reading, three aye votes are necessary for revision and/or adoption.

b. Special Circumstances

In special circumstances, the Board may add, delete or revise district policies in an initial hearing provided the total Board membership is present, and three aye votes approves the revision and/or adoption.

c. Review and Appraisal

The Board shall continuously review and appraise existing district policies. When a change is made by adding, revising or deleting language, the entire page will be reproduced as corrected and distributed.

d. Suspension of Policy

The operation of any policy or section of policy not established by law may be temporarily suspended by a majority vote of the total Board membership.

e. Interim Powers of the Superintendent

In cases where action must be taken within the school system where the Board has provided no guides for administrative action, the superintendent shall have the power to act, but his/her decisions shall be subject to review by action of the Board at its next regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

4. Formulation of Administrative Rules

a. Responsibility

The superintendent is directed to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the district.

b. Rule Review

The Board may review any administrative regulation and may revise it by three aye votes if, in the Board's judgment, such regulation is not appropriate or consistent with adopted policies.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)