

**Milton-Freewater
School District 7**

Code: **BFC**
Adopted: 11/23/93
Revised/Readopted: 4/08/14; 10/10/16

Adoption and Revision of Policies

Board policies will be subject to alteration, addition or deletion only upon a 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 or special 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.

The written policies that govern the district will be maintained and updated as new policies are developed or existing policies are revised or repealed. The policy manual shall be made available to the public and district employees for inspection via the district's website and at the district office during regular working hours.

Each employee will also be specifically notified of the existence and availability of personnel policies through the *Staff Handbook* and annual online training.

The superintendent 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](#)

Cross Reference(s):

BCE - Board Committees
KC - Community Involvement in Decision-Making