

**North Wasco County
School District 21**

Code: **BF-AR**
Adopted: 10/09/08

Policy Development and Administrative Regulations

Adoption and Revision of Policies

Adoption of new policies and change or repeal of existing policies are solely the responsibility of the Board. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the members of the Board. Such action will be scheduled on the agenda of a regular or special meeting.

The Board shall notify employees affected whenever revisions, additions, amendments and/or deletions are made in these policies. Insofar as practicable, employees and the public shall be informed concerning contemplated changes. All suggested changes or additions to be considered for inclusion in the Board policy statement outside the Board shall be forwarded through administrative channels to the superintendent for study and recommendations by the administrative staff before it is presented to the Board.

Proposed policies and proposed changes or repeal of existing policies will be presented to the Board in writing for consideration.

Policy changes or additions will generally be placed on the agenda for discussion (first reading), appear a second time to incorporate additional input from the staff or public and be adopted (second reading).

When in the best interests of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and will also be included in the online policies of the district. Online policies are available on the District's website under Board Policies.

Administrative Regulations

Administrative regulations are detailed directions governing the operation of the district.

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

When approved by the superintendent, administrative regulations shall be included in the online policies for the district.

The Board may review any administrative regulation and may direct its revision if, in the Board's judgment, such regulation is not consistent with adopted policies.

Effective Date of Policies

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.

Policy Implementation

The superintendent and administrative staff will implement Board policies. The superintendent may formulate administrative regulations and procedures to assist policy implementation.

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

Policy Dissemination

The written policies that govern the district will be maintained in a policy manual in the online policies to be updated by district staff along with the Oregon School Boards Association as new policies are developed or existing policies are revised or repealed.

Each school shall provide internet access to the online policies through the District's website. Employee's will be notified of the existence and availability of personnel policies. The Board's online policies will be considered a public record and will be available through the internet and District's website for inspection.

The superintendent will provide online policies available through the District's website for the community to review.

Suspension of Policies

In the event of emergency or special circumstances, the operation of any section of Board policy, including those governing its own operational procedures, may be temporarily suspended by a majority of the Board members at any regular, special or emergency meeting. This suspension, however, does not apply to any section of Board policy that may be established by law or contract.

Board Policy Review

To keep written policies current and relevant, the Board will annually review and update its policies. The Board also will evaluate the implementation and effect of such policies. The superintendent has continuing responsibility to alert the Board of all policies that may need revision.

Administration in the Absence of Policy

In cases where action must be taken within the school system and the Board has not provided policy to guide administrative action, the superintendent will have the power to act. The superintendent shall then submit such actions to the Board for review at the next regular meeting. It will be the superintendent's responsibility to promptly inform the Board of such action.