

# Paisley School District 11

Code: **BF**  
Adopted: 2/16/05  
Orig. Code(s): BF

## **Policy Development**

The district will be governed by a set of written policies. To operate the district effectively, efficiently and consistently, written Board policies will be developed and periodically revised, as needed. Policy will be in broad principles that define the desire and intent of the Board and will be based on the needs of the district.

### **Policy Development**

The basic responsibility for initiating, reviewing and recommending new policies or policy modification will rest with the superintendent; however, new policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, student or resident of the district. The superintendent, in developing these policies, may be guided by the recommendations of the staff and may seek community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate.

### **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 majority 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.

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 booklet at the earliest opportunity.

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.

The policy manual will be reviewed at the beginning of each year to keep it current.

## **Board Policy Implementation**

### **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 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 to be updated by district staff as new policies are developed or existing policies are revised or repealed.

Each Board member will be provided with a current policy manual.

At least one copy of the Board's policy manual will be maintained in the school's library and 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 superintendent's office during regular office hours.

The superintendent will provide channels for disseminating appropriate policies to the community.

### **Administration Leeway in the Absence of Board Policy**

In cases where action must be taken for which the Board has provided no direction, the superintendent will have the power to act. His/Her decisions shall be subject to review by the Board at its next regular meeting.

The superintendent shall promptly inform the Board of such action and the need for policy.

### **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.

## **Policy Review and Evaluation/Manual Accuracy Check**

In an effort to keep its written policies current so they may be consistently used as a basis for Board action and administrative decision, the Board will continually review its policies.

The Board will evaluate the execution and results of its policies. It will rely on the school staff, students and community to provide evidence of the adopted policies' effects.

The superintendent has continuing commission to alert the Board of all policies that may need revision.

The Board directs the superintendent to recall all policy and regulation manuals periodically for purposes of administrative updating and Board review.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)