

## **Policy Development/Adoption or Revision/Implementation/Review**

### **Development of Policies**

The district will be governed by a set of written policies. Written Board policies will be developed and periodically revised as needed. Policy will be in the form of broad principles that define the desire and intent of the Board and will be based on the needs of the district. The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The basic responsibility for initiating, reviewing and recommending new policies or policy revisions will rest with the superintendent. 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 counselor or other professional consultants may be appropriate.

### **Adoption and Revision of Policies**

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

1. Distribution with agenda as an information item. This announces that a policy is being developed in a particular area and that interested parties may submit suggestions;
2. First reading of proposed policy or policies; response from the superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous;
3. Second reading of proposed policy or policies; response from the superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous.

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.

## **Effective Date of Policies**

All new or amended policies will become effective upon the day after adoption by the Board unless a specific effective date is included in the motion for adoption.

## **Policy Implementation**

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

## **Policy Dissemination**

The written policies that govern the district will be maintained in an online policy manual which will be updated by the district staff as new policies are developed or existing policies are revised or repealed.

A hard copy of the policy manual will be considered a public record and will be open for inspection at the district office during regular working hours. The superintendent will provide for the dissemination of appropriate policies to the community as necessary.

## **Board Policy Review**

To keep written policies current and relevant, the Board will review and update appropriate policies periodically and as needed. The Board may evaluate the implementation and effect of such policies. The superintendent has continuing responsibility to inform the Board of policies that may need revision.

END OF POLICY

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

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)