

ADOPTION, REVISION, MAINTENANCE, AND DISSEMINATION OF BOARD POLICIES

Policy 151

Waunakee Community School District

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The Board of Education's policies serve a variety of purposes, including guiding the actions of those to whom the Board delegates authority, establishing various requirements and parameters for District programs, operations, and decision making, and providing direction and setting expectations for staff, students, and other relevant parties. Policies may also demonstrate or facilitate legal compliance.

The Board of Education recognizes its responsibility to establish and modify the Board's formal policies by taking action as a governmental body. The Board, the Superintendent, and the District's other administrators and supervisors share a continuing responsibility to review and evaluate policies and to recommend possible additions and/or modifications as may be beneficial or required. As part of the policy review and development process, the Board encourages communication with stakeholder groups and opportunities for stakeholder input.

Procedures for the Board's Adoption and Revision of Board Policy

"Unless in conflict with any applicable law in a particular context:

- The Board may adopt a change in policy, including adopting a new policy, revising an existing policy, and/or repealing an existing policy, by a standard majority vote at any properly-noticed Board meeting;
- Multiple presentations of a proposed policy change (such as a discussion-only "first reading" at a separate meeting) are not required prior to voting to approve or reject any change to Board policy; and
- Any change to Board policy normally takes effect immediately upon adoption by the Board unless either the Board designates a specific effective date or the context clearly requires otherwise (e.g., a policy is adopted that is applicable to a program that is starting in the future)."

Board-Adopted Rules/Procedures

Using the same process applicable to Board policies, the Board may also adopt and periodically revise written rules to accompany Board policies. Such rules generally serve to clarify a policy or provide procedures or additional guidance for implementing a policy. When such rules are initially adopted by a vote of the Board, and unless the Board expressly delegates to the administration the authority to make future revisions to a particular rule, Board rules shall have the same status and effect as Board policy, and any future revisions shall be subject to Board approval. However, if the Board expressly delegates to the administration the authority to make future revisions to a rule that was initially adopted by the Board, then, thereafter, the rule shall be considered and have the status of an administrative rule (i.e., treated as though the rule was originally created pursuant to administrative authority).

Exhibits Related to Board Policy

Unless the Board expressly directs that it is retaining authority to make future revisions to a specific exhibit (i.e., forms, notices, etc.), all exhibits related to specific policies shall be created,

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maintained, and updated under administrative authority, even if they are maintained within the official Board policy manual for purposes of organization.

Suspension of the Application of a Board Policy

Provided that the decision would be consistent with applicable law (e.g., the decision would not violate a statute, regulation, or the legal rights of any person), the Board may, at its discretion, vote to temporarily suspend, in whole or in part, the application of an established Board policy to a specific situation without amending or repealing the otherwise-applicable policy and without otherwise affecting the application of such policy to other situations. Unless an applicable law mandates the application of a different voting standard, a Board policy may be suspended as described in this paragraph by a motion that is supported by a standard majority vote.

Policy Maintenance and Dissemination

Board policies adopted for inclusion in the Board's formal policy manual shall be systematically coded and made available through the District's website. Board policies shall be further disseminated through other appropriate means as required by law, as directed by the Board, or as determined at the discretion of the Superintendent.

The Board delegates to the Superintendent or his/her designee the authority and discretion to maintain lists of cross references (e.g., to District plans, handbooks, or related policies, procedures, and exhibits), legal references (e.g., to statutes and regulations), and adoption/revision date histories that are relevant to particular policies, rules, and exhibits. Such annotations may be included for purposes of convenience and shall not be considered to be substantive terms of the policy, rule, or exhibit.

Legal References:

Wisconsin Statutes

[Section 120.13](#) [board power to do all things reasonable for the cause of education, including making rules for the organization, gradation, and government of the schools]

Cross References:

WASB PRG Sample Policy 4

Adoption/Revision Dates:

5/10/82

4/22/91

March 1994

January 2002

February 2019

May 2020