

DEVELOPMENT OF ADMINISTRATIVE RULES Policy 253.1

Waunakee Community School District

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The Board of Education delegates to the Superintendent the function of defining and managing the detailed arrangements under which the District's schools and other programs and functions are operated on a day-to-day basis. In some cases, these detailed arrangements may be set forth in formal, written administrative rules. As used in this policy, the term "rule" is synonymous and interchangeable with "procedure."

The Superintendent is responsible for developing, approving, reviewing, and overseeing the implementation of administrative rules as needed. While retaining overall accountability for and oversight of such rules, the Superintendent may further delegate these responsibilities to other administrators and supervisors. In addition, the Board encourages the involvement of other affected staff persons and stakeholders in such processes. In addition:

1. All administrative rules shall be consistent with Board policies and legal requirements.
2. Formal administrative rules that are defined and maintained in written form shall be appropriately organized for ease of reference and use. Some administrative rules may be maintained with related Board policies and any related Board-adopted rules.
3. Proposed, new, and revised administrative written rules will be presented to the Board for informational purposes or input.
4. Any District procedure, District plan, or other management document for which Board approval/adoption is required by, and non-delegable under, applicable law shall not be considered an "administrative rule" within the meaning of this policy.

In authorizing the administration to develop, implement, and enforce formal administrative rules, the Board in no way intends to limit the authority of the District's administrative and supervisory personnel to issue other directives, establish other responsibilities and expectations, or define other practices and procedures as may be lawful, prudent, and consistent with Board policy for the sound management of the District. Similarly, certain aspects of the day-to-day management and operation of the District require the exercise of discretion such that it may be either impractical or imprudent to attempt to reduce the matter to a formal policy or rule. Applicable legal authority, District policies and rules, and Board and managerial directives shall guide and provide a general framework for the exercise of such discretion.

Although this policy expressly establishes that the development and implementation of administrative rules is a delegated responsibility, the Board ultimately reserves the right to review, modify, suspend, and revoke administrative rules should the Board conclude that the rules are inconsistent with Board policies or applicable legal requirements, or upon determining that such action is in the best interests of the District.

Legal References:

Wisconsin Statutes

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

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Cross References:

WASB PRG 253.1 Sample Policy 2

Adoption and Revision Dates:

10/11/1982

4/22/91

March 1994

02/14/2022 (renumbered from former Policy 263.1)