

Policymaking is the primary method by which school boards exercise their statutory authority and broad powers. Therefore, the Board of Education shall adopt written policies to guide the actions of those to whom it delegates authority and to serve as the basis for school district operations and decision making. These policies shall be in line with the District's mission and goals and with applicable legal requirements. Board policies shall be organized according to a standard policy manual codification system.

Policy changes or additions may be proposed by any Board member, staff member or community member through the District Administrator. The District Administrator shall review the policy proposals and consider their merit before making any recommendation that the Board consider a proposal for possible adoption. The submission of a policy proposal does not guarantee consideration of the proposal by the full Board. At any point in the policy review and adoption process, the Board may make such amendments to proposed policies as the Board deems necessary or appropriate.

New proposed policies shall be initially presented at one Board meeting and brought to a vote for adoption at a subsequent meeting to allow time for review, input and possible changes. On matters of unusual urgency, and following a Board vote to set aside and waive the standard two-meeting adoption process, a new proposed policy may be introduced and acted upon at the same meeting.

Formal adoption of policies shall be recorded in the minutes of the Board meeting and only those policies so recorded shall be official Board policies of the District.

The Board policy manual shall be maintained electronically and shall be accessible to Board members, administrators, staff members, parents and guardians, and other interested members of the public via the District's website. District policies are public records and shall be available for inspection and copying through the District Office. Board policies shall also be further disseminated through other appropriate means as may be required by law or determined by the District Administrator.

Board policies shall be reviewed and updated on a regular basis in order to keep them up-to-date. The District Administrator will update the Board annually regarding the policy review process.

### **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]

Approved: 12/10/01

Revised: 4/23/07, 1/8/18