

ADOPTION, REVISION, MAINTENANCE, AND DISSEMINATION OF BOARD POLICIES

School Board 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 recognizes its responsibility to establish and modify the Board's policies by taking action as a governmental body. The Board also recognizes that the day-to-day management and oversight of the implementation of the Board's policies are generally administrative responsibilities.

The Board, the District Administrator, 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.

Proposals for new policies, or for changes to existing policies, may also be initiated in writing by any individual Board member, staff member, or community member. Such policy proposals may initially be referred to the District Administrator. The submission of a policy proposal does not guarantee consideration of the proposal by the full Board.

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

The Board may adopt new policies and policy revisions (including repealing any existing policy) by a standard majority vote at a properly-noticed Board meeting. Proposed changes to any policies that are included in (or that are proposed for inclusion in) the Board's formal policy manual will normally be brought before the Board for consideration at two separate Board meetings.

- At the first meeting, the Board will normally discuss the proposal and may offer amendments or refer the proposal for further analysis and development.
- At the second or any later meeting, the Board may vote on the final adoption or revision of the policy, including any amendments to the proposed policy as may be approved by the Board at such meeting.

As an exception to the normal procedures identified above, the Board may, at its discretion and to the extent consistent with the open meetings law, proceed without a first reading of a proposed policy change and immediately consider the adoption of a new policy or a revision at the first meeting at which it is presented. The first reading may be waived by a standard majority vote. However, the waiver of a first reading shall be implied by the Board's vote to adopt a policy change if no Board member at the meeting expressly requested a separate vote on the question of the waiver of the first reading. Examples of reasons that the Board may decide to proceed without a second presentation of a policy change include the following:

- The policy change is necessary for purposes of legal compliance and does not involve making substantial discretionary decisions;
- A proposed policy revision involves only stylistic changes and/or minor substantive changes or clarifications;
- Other special circumstances exist which cause the Board to consider immediate approval of a proposed policy change at the first meeting at which it is presented (e.g., there is a need or preference for immediate implementation).

School District of Rib Lake

Board-Accorded Rules Related to Board Policy

Using the same procedures applicable to Board policies, the Board may also adopt and thereafter, revise written rules to accompany a Board policy. Such rules will generally serve to clarify or provide procedures for implementing a related 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 the rules, Board rules shall have the same status and effect as Board policy and any future revisions shall be subject to Board approval. If the Board 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, 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 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. 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 consistent with District practice 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 District Administrator.

The Board delegates to the District Administrator 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 adoptions/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]

ADOPTED:

November 9, 1995

REVISED:

October 8, 1998

January 12, 2017 (Formerly BP 151.1 and BP 151.2)