

Unity School District - Board of Education

Board Policy 151

Board Policy Development and Approval

Last Revised 7/21/2015

In order for the Board of Education to give direction for orderly function of the Unity School District, the Board will develop written policies. ~~to that end.~~ Policies shall be written to govern: ~~Foundations and basic~~ ~~comments,~~ Board governance and operation, general school administration, fiscal management, support services, facilities development, personnel, ~~instruction,~~ students, school/community relations, and educational agency relationships. ~~Therefore, the Unity Board of Education establishes the following:~~

POLICY DEVELOPMENT

~~In order to have Board policies clear and understandable,~~ Policies should typically contain: policy, exception to the policy, instruction and guidelines, delegation of authority, reports, date passed by the Board of Education, code number. Exception can be made for all containment, except for the policy and date passed by the Board of Education and code number.

POLICY

~~The policy shall state "what" is to be done. One sentence starting with the words "The policy of the Board is..." can be used unless another format will further contribute to the clarity of the policy.~~

Through board policies, a school board can:

- Clarify board goals and positions regarding specific issues facing the district;
- Provide direction and support for administrators and staff responsible for implementing board goals and policy positions;
- Provide for consistent decision making throughout the district (school by school, grade level by grade level);
- Provide for efficiency in school operations; and
- Give credibility to board and administrative actions (accountability to the public).

EXCEPTION TO THE POLICY

This section shall be included if there are known exceptions to the policy. Exception statements contain specific, clearly defined exceptions to meet all possible tests to avoid generalizations, misinterpretations and/or multiple interpretations.

INSTRUCTIONS AND GUIDELINES

Instructions and guidelines contain specific and clearly defined additional statements of implementation. Statement would clearly define how, where, when, and who in policy interpretations. Before this section is concluded, consideration should be given to have the administration write administrative policies to cover the intent: how, where, when and who of the policy.

Written board policies can accomplish their intended purposes IF:

1. They reflect current legal requirements, current school district practice and current board views on an issue;
2. They are clearly understood by those persons affected by them; and
3. They are realistic to implement in the district.

DELEGATION OF AUTHORITY

Authority statement specifies who may further interpret the basic policy, issue amplifying instructions and receive reports. It sets the lowest of delegation.

~~BFA-Board Policy Development and Approval—Page 2~~

DATE PASSED BY THE BOARD

Each policy ~~will~~ shall contain a **the most recent date** of adoption in the upper right hand corner of the first page of the policy.

CODE NUMBER

Every policy will be assigned a code number in accordance with the Wisconsin Association of School Board (WASB) Coding System. The code number can be assigned by the District Administrator or Policy Committee. Code number will appear ~~in the upper right hand~~ **at the top** of the first page of each policy.

APPROVAL OF BOARD POLICIES

~~In order that policies have a method for adequate consideration before being considered for approval by the Board of Education, the Board of Education establishes the following policy:~~

The policy of the Board is that two methods will place a policy on the agenda at a regular Board meeting; one by recommendation of the Policy Committee, second by recommendation of the District Administrator.

1. Policy Committee Recommendation

At any time prior to the publishing of the Board agenda for a regular school Board meeting, the Policy Committee can place a policy or policies on the agenda, at the description of the Board President.

2. District Administrator Recommendation

The District Administrator can make a request to the Board President to have a policy placed on the agenda. The Board President may grant the request if there is: urgency for passage of the policy, minor change in wording to comply with state or federal law.

APPROVAL

New policies must be on the Board agenda at a regular scheduled Board meeting twice for passage. Once, for the first reading; second, for reading a motion for passage. For passage, a voice vote may be taken. If a roll call vote is called for, the majority of the full Board membership is required for passage.

Policy revisions only require a single reading for adoption of the changes.

Ref: McClements, Richard J., Cecelia M. Taylor, Charles K. Schmidt, "How to Streamline Policy Development." THE AMERICAN SCHOOL BOARD JOURNAL, Vol. 174, No. 10 (Oct, 1987), pp. 40-41