

Book	POLICY MANUAL
Section	100 SCHOOL BOARD OPERATIONS
Title	FORMULATION AND ADOPTION OF POLICIES
Code	151 AR
Status	Up For Revision
Adopted	September 11, 2017
Last Revised	August 26, 2024
Last Reviewed	July 21, 2021

This administrative rule supports and extends Policy 151 to define processes and procedures needed to carry out the policy.

Policy Review Schedule

Policy 151 requires that the School Board review policies on a multi-phase cycle as determined by the Superintendent in cooperation with the Policy Committee, as circumstances allow.

The Policy Committee, in collaboration with the Superintendent, and subject to School Board concurrence, will determine scheduling for policies submitted for consideration.

Policy Availability and Archival

Policy 151 requires the Superintendent to determine the processes and procedures for storage, access and archival of all policies.

Policies will be developed and stored by the board secretary. Copies will be made available on the District website.

Policy 151 requires the District to maintain a digital archive of all revisions of policies and administrative rules.

Capitalization and Phrasing

Questions arise concerning capitalization of words and phrasing. To make things easier, it is strongly suggested that the following words be capitalized unless they are clearly referring to a body or office in a general way, rather than our local bodies and offices.

- School Board or Board
- District
- Superintendent
- President, Vice-President, Treasurer, Clerk
- Titles of specific persons when referring to them in particular

It has happened that some policies refer to Board of Education, some to School Board, and some use both in the same policy. Since statutes refer to the body as "School Board," this is the expression to be used going forward.

Some phrasing shortcuts include "Superintendent/designee" instead of "Superintendent and his/her designee," "principal" instead of "building principal." "Librarian" instead of "library media specialist."

To correctly use "shall," confine it to the meaning "has a duty to" and use it to impose a duty on a capable actor.

Acronyms should be defined when first used in a policy or administrative rule. This can be done by writing out the words of the acronym and putting the abbreviation within parentheses. Then the abbreviation can be used. If it is not clear to all what the thing is that is even spelled out, it is beneficial to describe it in general terms also.

Template

This document is an illustration of policy / administrative rule formatting. It is based on a template created for this purpose, "WBSD Policies Template."

Formatting

The title section is illustrated above and described here:

- Section is the title of the major section, of which there are nine, numbered 100, 200, 300, etc.
- “Title” is the title of the specific policy or administrative rule. If there is a subsection, it may precede the title, separated by a colon.
- Code is the number of the policy or administrative rule, such as “151” or “151 AR” for an administrative rule, or “151 EX1” for an exhibit.
- “Adopted” tells when the policy was adopted.
- Last Revised tells when the policy was revised (discuss preferred format - list of each, limit to prior and how to display date)

In general, text should be formatted with Arial font, and left justified.

Headings within the body of the policy should be in bold font, also Arial.

The title of the policy should be in all capital letters.

Policy revisions presented to the Policy Committee will be in markup format The same applies to revised policies presented to the School Board for a first reading.

Content

The Wisconsin Association of School Boards (WASB) recommends that policy formatting be kept simple. Simple paragraphs and single-level or at most two-level lists should be used.

Two optional sections may appear at the end of the policy. One is “Legal References,” and the other is “Policy Cross References.”

When providing legal references, use the “No Space” style of the template and format as illustrated here, though not indented:

Legal References:

Wis. Stat. 19.88, Ballots, Votes and Records

Wis. Stat; 120.11 (4), School Board Meetings and Reports

When providing policy references, use a similar style:

Policy Cross References:

141, Duties of Officers

171, Regular Board Meetings

Dates adopted and revised should be provided at the end. The following formatting is suggested, though not indented as here:

Adopted: 7/10/2017

Revised: 7/10/2017, 7/10/2017

If a policy is revised and adopted by the Fast Track method for formatting, grammar, or simple correction or textual updates that do not change the effect of the policy, then a third designation should be used, “Fast Track Revised,” instead of “Revised” as above. The “Last Revised” date in the heading should not be changed in this instance, and the Fast Track Revised line should be removed with the next normal revision.

Fast Track Revised: __/__/____

Legal

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