

Board of Education

Board Policy Development

The formulation and adoption of written policies is the basic method by which the Board of Education exercises its leadership. A "policy" is a statement adopted by the Board of Education providing general guidance on a specific topic which can be implemented by administrative action or procedures.

Preliminary Development

Any Board of Education member, the Superintendent, or any District citizen may propose new policies or changes to existing policies. Suggestions from staff members or organizations are processed through regular administrative channels.

The Superintendent or a designee is responsible for: (1) notifying those who will be affected by a proposed policy and obtaining their advice and suggestions, and (2) drafting policy recommendations into acceptable written form for further deliberation and/or action by the Board of Education. The Superintendent shall seek the counsel of the school attorney when there may be a legal question or of proper legal procedure in a policy's development.

Policy Adoption

Policies or policy revisions will not be adopted at the Board meeting at which they are introduced. Policies or policy reviews will be posted for at least 30 days. Further Board consideration will be given at a subsequent meeting(s). The Board of Education may grant temporary approval to meet emergency conditions or special events which may occur before formal action can be taken.

Policy Dissemination

The Board of Education policies are available for public inspection in the administrative office during regular office hours. An up-to-date policy manual will be maintained in the Superintendent's Office as the official reference when policy questions arise. Policy manuals will also be kept at the Wheaton and Warrenville Public Libraries and updated annually. Copy requests can be made under the District's Access to Public Records Policy.

Administration in Policy Absence

In the absence of Board of Education policy, the Superintendent is authorized to take appropriate administrative action but shall promptly inform the Board of Education.

Suspension of Policies

The operation of any Board of Education policy not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

Board Policy Review and Evaluation

The Board of Education shall periodically evaluate the execution and results of its policies and consider whether any modifications are required.

Board Review of Administrative Procedures

The Superintendent shall notify and provide a copy to the Board of Education of any new or modified administrative procedures prior to their implementation and distribution to holders of the administrative procedure manual. The Board retains the right to direct the Superintendent to make changes.

LEGAL REF.: 105 ILCS 5/10-20.5 [Ill. Rev. Stat., ch. 122, ¶ 10-20.5].

CROSS REF.: 2.250, 3.40

Adopted: October 11, 1995