

DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

- I. The Board of Education delegates to the Superintendent the function of designing and implementing Administrative Guidelines, which include required actions and detailed arrangements under which the District will operate based on Board policy. Therefore, these administrative guidelines shall be consistent with the policies adopted by the Board and applicable legal requirements.
- II. The Board will approve Administrative Guidelines and rules where required by law, and when the Administrative Council recommends Board action, and at Board request.
- III. The Superintendent may issue Administrative Guidelines as necessary for the effective administration of the schools, which will be considered to be an extension of the policy manual and binding upon all employees and students.
- IV. Administrative Guidelines are reviewed and approved by the Administrative Council. Members of the Administrative Council are then responsible for informing the staff members they supervise about new and revised Administrative Guidelines as posted on the District website.
- V. Also, the Administrative Council will review and evaluate the effectiveness of Administrative Guidelines on an annual basis during one of their Council meetings.

Legal reference:
Section 118.24, Wis. Stats.

Cross reference:
Bylaw 0120 – Powers and Philosophy
Bylaw 0130 – Functions
Board Policy 1210 – Board-Superintendent Relationship
Board Policy 1230 – Responsibilities of the Superintendent

Adopted: 6/18/01
Revised: 8/30/10; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us