



POLICY IMPLEMENTATION

POLICY:	305
ADOPTED:	06/21/99
REVISED:	09/26/22

I. Purpose

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policies.

II. General Statement of Policy

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines and directives to effectuate the implementation of school board policies. These procedures, guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines and directives shall be presented to the school board for review. From time to time the superintendent may recommend and draft administrative regulations. When drafted, administrative regulation shall be presented to the policy committee for review and comment. Upon completion of the review and comment process, the policy committee shall notify the school board about the administrative regulation through the board's informational notification process.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. 123B.143 (Superintendent)

Cross References: Policy 208 - Development, Adoption and Implementation of Policies