



# Policy Implementation Handbook

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## INTRODUCTION

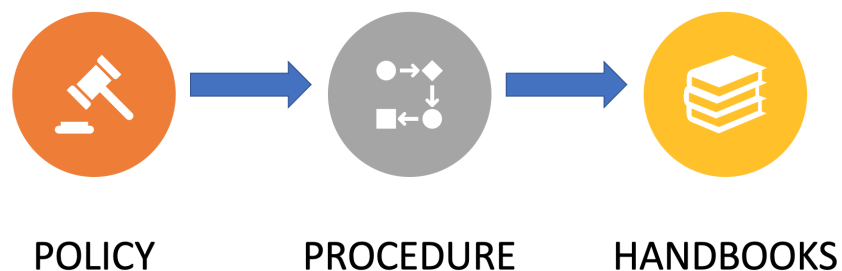
School Board Policy (Policy) is recognized as the primary and most efficient way for the school board to provide administrators, employees, students, parents, taxpayers, and members of the entire school district community notice of the school board's beliefs and goals and methods of achieving those beliefs and goals. School board policy allows the school board to exert its influence, exercise its authority, and create the educational program needed and desired.

Policies inform the school community of the school board's policies on a broad variety of issues ranging from internal school board operations to student conduct to investments and use of school district facilities and equipment. The level of specificity and detail in school board policy is dependent upon the nature and complexity of the subject matter and the philosophy of the school board.

Administrative Procedures (Procedures) implement school board policy and should have their basis in school board policy. Procedures are important because it lets the school board know how school board policy will be implemented and ensures consistency of interpretation between the school board and the administration.

Employee and student handbooks (Handbooks) serve notice to employees, students, and parents of their rights and responsibilities, and it is paramount the language in policy is consistent with the language in handbooks. Language in a handbook which is inconsistent with school board policy will cause difficulties in the event of litigation.

Source: MN School Board Association



## DISTRICT POLICY

### Goals of School Policy

School board policy is written to accomplish the following goals:

- To provide guidance, continuity, and consistency in the decision-making process by the school board and administration;
- To state “why” a school board wants a certain action to occur and state “what” the school board wants to accomplish through that action;
- To give enough guidance to the administration to implement school board policy, yet enough flexibility to allow the administration to carry out the policy on a daily basis;
- To provide boundaries within which the educational program can operate;
- To achieve efficiency by not repeatedly discussing the same issues;
- To reflect formally the school board’s authority to make rules and regulations, which have the force and effect of law; and
- To provide a framework for the operation of the school district consistent with state and federal law.

### SoWashCo School Board Policies

The following school board policies were developed using the Minnesota School Board Association's policy services. The School Board and Administration of District 833 approved policies that reflect the philosophies and beliefs of this organization.

A number of school board policies are mandatory as state or federal law requires a policy, written procedure, or public notice on the issues addressed by the policy. State and federal agencies look for the mandatory school board policies, procedures, and notices during accreditation visits, financial audits, investigations, and as contingencies prior to the release of funds.

### Policy List By Series:

100 Series: School District

200 Series: School Board

300 Series: Administration

400 Series: Personnel

500 Series: Students

600 Series: Education Programs

700 Series: Non-Instructional Operations

800 Series: Buildings and Sites

900 Series: School/Community Relations

For a complete list of SoWashCo School Board Policies click the link below:

<https://www.sowashco.org/about-us/school-board/school-board-policies>

## Policy Review

Policies have been scheduled for review on a 3 year rotation, with the exception of the policies that are reviewed annually. However, the impetus for school board policy development or change may also come from a variety of sources. It may be triggered because of a change in the law, a change in school district practice, or a change in school board philosophy.

### Policy Assignments:

The SoWashCo policy review process is overseen by the Superintendent and Executive Cabinet. Policies are assigned for review based on the department.

<b>Policy Series:</b>	<b>Assigned:</b>
100 Series: School District	Superintendent
200 Series: School Board	Superintendent
300 Series: Administration	Superintendent, Assistant Superintendents
400 Series: Employees & Personnel	Human Resources
500 Series: Students	Assistant Superintendents
600 Series: Education Programs	Assistant Superintendents
700 Series: Non-Instructional Operations & Business Services	Finance and Operations
800 Series: Buildings and Sites	Finance and Operations, Assistant Superintendents
900 Series: School/Community Relations	Community Education, Communications

#### Policy Review Process:

- Executive Cabinet members serve as the designee and are responsible for the final review of the policy and presenting adjustments at a regular business meeting of the school board.
- Executive Cabinet members may delegate the policy review to another department member based on the topic/content of the policy.
- Policy Review Includes:
  - Reviewing Procedures related to the Policy
  - Reviewing MSBA Model Policy
  - Review surrounding district's policy
  - Reflect on past experiences in the district
- Make recommendations:
  - ~~Strikethrough~~ deleted words
  - **Highlight** and use Red for any additions
- If necessary, review recommendations with legal counsel. All legal review of policies will be done by, or in conjunction with, an executive cabinet member.
- Review recommendations with the Board Policy Committee (consists of 3 School Board members)
- School Board Workshop:
  - Workshop meetings will be used for an overview of the changes to the policy.
- School Board Business Meeting:
  - Regular business meetings of the month will be used for approval of any policies brought forth.
- Once approved, be sure policies are shared out to the appropriate individuals and posted online.

#### Review Schedule:

January	100 – School District
February	Annual Policies
March	500 – Students
April	400 – Employees & Personnel
May	600 – Education Programs
June	900 – School District/Community relations
August	200 – School Board
September	300 – Administration
October	800 – Buildings and Sites
November	700 – Non-instructional Operations & Business Services