

# POLICY IMPLEMENTATION AND COMPLIANCE

Waukegan Community School District

Policy 253

Page 1 of 1

The policies developed by the Board of Education and the administrative regulations, procedures, and handbooks developed to implement policy are designed to promote an effective and efficient school system. All District employees are expected to reasonably familiarize themselves with and adhere to the District policies, rules, and procedures that are relevant to their position(s) and role(s). All employees are encouraged to bring questions, concerns, and suggestions about such policies, rules, and procedures to the attention of their immediate supervisor and/or to an appropriate building or departmental administrator.

Within their assigned area(s) and role(s), District employees who hold administrative and supervisory positions have the following additional general responsibilities:

1. To oversee and reasonably monitor the implementation of District policies, rules, and procedures;
2. To promote and facilitate an awareness and understanding of applicable District policies, rules, and procedures among subordinate employees and, to the extent applicable, among students and among other District agents and stakeholders; and
3. To model the process of referring to established policies, rules, and procedures in day-to-day work and operations; and
4. To identify and communicate to appropriate members of the administrative leadership team identified concerns regarding District policies, rules, and procedures, which may include, for example, concerns about legal compliance, inadequate awareness/understanding among relevant stakeholders, inconsistent implementation, lack of sufficient coordination with current practices, or potential ambiguities or conflicts.

## Cross References:

### Adoption and Revision Dates:

10/11/1982

4/22/91

March 1994

January 2002

02/14/2022 (renumbered from former Policy 263)