

**INDEPENDENT SCHOOL DISTRICT NO. 111
WATERTOWN-MAYER PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY**

305 POLICY IMPLEMENTATION

I. PURPOSE

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

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 guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures shall be presented to the school board for review.
- 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.

Adopted/Revised/Reviewed:

Adopted: February 26, 2001
Reviewed: May 23, 2011
Reviewed: June 26, 2017
Reviewed: June 22, 2020

Legal References:

Minn. Stat. § 123B.143 (Superintendent)

Cross References:

MSBA/MASA Model Policy 208 (Development, Adoption and Implementation of Policies)