

*Adopted: 1/23/2007*

*MSBA/MASA Model Policy 305*

*Orig. 1995*

*Revised: 1/2022*

*Rev. 2022*

## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be the responsibility of the executive director to implement governing board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines and directives to effectuate the implementation of governing 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 governing board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the governing 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 executive director to assure compliance with governing board policy and shall be approved by the governing board.

***Legal References:*** Minn. Stat. § 123B.143 (Executive director)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)