305 POLICY PLANNING AND IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for planning and 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. These written procedures shall be presented to the school board for review regularly as specified in this policy.

B. 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.

III. SPECIFIC PLANNING PROCESSES AND POLICY IMPLEMENTATION DOCUMENTS PROSCRIBED BY THIS POLICY

A. Student Handbooks:

1. Purpose: To inform students and parents of policies relevant to their successful participation in the program described. The Student Handbooks are School District Policy, because they are adopted each year by the School Board.

2. Description: The documents shall contain the information needed by parents and students written in a manner and style appropriate to the audience. It shall contain references to policy and law where necessary should persons desire to read the complete policy or law summarized in the handbook.

3. Administrator responsible for the preparation of this document: Building principals

4. Frequency of review: Annually

5. Approval by: School Board prior to publication and distribution.

B. Staff Handbooks/manuals:

1. Purpose: To inform staff of policies, schedules and practices relevant to their successful accomplishment of their job descriptions.

2. Description: The documents shall contain information needed by staff written in a manner and style to clarify and aid understanding. It shall contain references to policy and law where necessary should persons desire to read the complete policy or law summarized in the handbook. Staff Handbooks include the following:
-Secondary Staff Handbook
-Elementary Staff Handbook
-Coaches Manual
-Extra Curricular advisors/Directors Manual
-Community Education Teacher and Summer Recreation Handbook

3. Administrator Responsible for the preparation of this document: Building principals and program administrators.

4. Frequency of review: Annually

5. Approval by: Superintendent prior to publication and distribution.

C. Personnel Policy Manual:

1. Purpose: To inform all staff of all relevant District Personnel Policies.

2. Description: It will contain all District Personnel Policies and written procedures.

3. Administrator Responsible for the preparation of this document: Superintendent

4. Frequency of review: Annually and distributed to all new staff upon hiring.

5. Approval: Policy committee of the School Board

D. Job Descriptions:

1. Purpose: To provide direction, training requirements and evaluation criteria for employees and supervisors.

2. Description: They will contain job summaries, principal duties, qualifications, and to whom the employee reports.

3. Administrator Responsible for the preparation of this document: Administrators are responsible for subordinates' job descriptions. The Superintendent is responsible for reviewing and approving all job descriptions. The School Board is responsible for the Superintendent's job description.

4. Frequency of review: As required, whenever there is a new or revised position, or at least once every five years beginning with 1994.

5. Approval: Revised and new job descriptions are approved by the Superintendent prior to implementation. The Pay Equity Committee will review all revised and new job descriptions and their compensation for pay equity compliance prior to new or revised positions being posted. Annually, the Superintendent will recommend revised and new job descriptions for adoption by the school board along with the Job Evaluation Schedule.

E. Job Evaluation Schedule:

1. Purpose: To equitably rate and rank jobs in the school district.

2. Description: A listing of all school district jobs (exclusive of extra-curricular positions) their State Job Match, and Comparable Worth Value Points.

3. Administrator Responsible for the preparation of this document: The District Pay Equity Committee.

4. Frequency of review: Twice annually: (1) to adopt the schedule initially, and (2) following the outcome of any pay equity appeals to the Pay Equity Committee following the annual adoption.

5. Approval: School Board

F. School Calendar:

1. Purpose: To specify student and staff days for a given school year.

2. Description: A calendar specifying school days, staff days, quarter and semester dates, and holidays.

3. Administrator Responsible for the preparation of this document: The Superintendent in consultation with the Meet and Confer Committee

4. Frequency of review: Annually

5. Approval: The School Board

G. Financial Calendar:

1. Purpose: To create an orderly and integrated budget and financial planning and monitoring process for the District.

2. Description: A list of dates and activities or documents to be produced.

3. Administrator Responsible for the preparation of this document. Superintendent

4. Frequency of review: Annually

5. Approval: The School Board

Legal References: Minn.. Stat. § 123.34, Subd. 9 (Superintendent)

Cross References:

ISD #463 Policy #208	Development, Adoption and Implementation of Policies
ISD #463 Policy #603	Pay Equity Appeals Process