

Adopted: 06/23/21

MSBA/MASA Model Policy 305

Orig. 1995

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## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the education district administration for implementation of education district policy.

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

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

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

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