

**305 POLICY IMPLEMENTATION**

**I. PURPOSE**

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

Adopted with changes from MSBA/MASA Model Policy 305 Orig. 1995 Rev. 1999  
January 2010, February 2021, March 2022

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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 procedures, guidelines, administrative rules, procedures and directives to effectuate the implementation of School Board policies. These procedures, guidelines and directives shall not be inconsistent with said policies.
- 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.

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

Cross References: Policy 208 (Development, Adoption, and Implementation of Policies)