



Adopted: 11/01/16

## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

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

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

- A. It shall be the responsibility of the director to implement governing board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of governing board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures 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 assistant directors 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 director to assure compliance with governing board policy and shall be approved by the governing board.