

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. It shall be the responsibility of the Executive Director to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be developed under the direction of the Executive Director and be subject to annual review and approval by the school board.
- C. Changes of substance within handbooks shall be reviewed by the Executive Director to assure compliance with school board policy and shall be approved by the school board.

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

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

Adopted: September 18, 2002

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November 15, 2017

May 18, 2022