



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:  
 BRAVELY LIVE THEIR TRUTH,  
 TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES  
 AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

## Policy 305 Policy Implementation

<b>Adoption:</b>	July 10, 2023
<b>Revision History</b>	
<b>Last Board Review:</b> July 10, 2023	
<b>Next Board Review:</b> July 2026	
<b>Review Frequency:</b> Every 3 Years (per Policy 208)	

### I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of Heartland Lakes Community School (HLCS) Board policy.

### II. POLICY STATEMENT

- A.** It shall be the responsibility of the Director 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.
- B.** Employee and student handbooks shall be subject to review and approval by the School Board.
- C.** Changes of substance within handbooks shall be reviewed by the Director to assure compliance with School Board policy and shall be approved by the School Board. Non-substantive changes may be made without School Board approval (i.e. dates, spell checks).

*Note: The applicability and enforceability of this policy 305 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.*