

## APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and school rules are known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as necessary. Handbooks are distributed to students at the beginning of each school year and it is the responsibility of students and parents to review and become familiar with all policies and rules contained in the handbook.

It is essential that the contents of all handbooks conform with District-wide policies and regulations and that all handbooks bearing the name of the District are of a quality that reflects favorably on the District. Student handbooks should be consistent by both grade and building level. Administrators at all levels should review handbooks for consistency. The Board approves all handbooks prior to publication.

The Board reviews and approves the handbooks in order that the contents are accorded the legal status of Board-approved policy and regulations. The Superintendent uses his/her judgment as to whether other specific handbooks need Board approval. All handbooks published are to be made available to the Board for informational purposes.

Current practice codified 1980

Adopted: date of manual adoption

Revised: October 16, 2002

LEGAL REFS.: 3313.20

CROSS REFS.: Staff Handbooks  
Student Handbooks