

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

To make pertinent board policies, district regulations, rules, and procedures known to all staff members and students, district administrators are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with district wide policies and regulations; it is also important that all handbooks, bearing the name of the district or one of its schools, be of a quality that reflects credit on the district. Therefore, the board expects all handbooks to be approved prior to publication by the superintendent or other district administrator(s) as he/she so directs.

The superintendent will use his/her judgment as to whether a specific handbook needs approval by the board. However, all handbooks published will be made available to the board for informational purposes.

As in the case of regulations affecting staff members, handbooks, published specifically for a particular group of employees, will be distributed to all of the employees affected.