

<b>Harrisburg School District</b>	<b>NEPN Code: CHCA</b>
<b>Policy Manual</b>	

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

To make pertinent Board policies, district regulations and departmental and/or school rules and procedures known to all staff members and students, District Administrators and Principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform to 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 positively on the district. Therefore, the Board expects all handbooks to be approved prior to publication by the Superintendent and by the School Board.

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. All handbooks will be available in written and/or electronic format.

Adopted: May 27, 2014

Revised: