

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, district regulations, and departmental and/or school rules and procedures may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks.

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 by the superintendent prior to publication.

The superintendent shall use his/her judgment as to whether a specific handbook needs approval by the Board. All handbooks published shall be made available to the School Board for informational purposes.

Handbooks published specifically for a particular group of employees shall be distributed to all of the employees affected.

ADOPTION DATE: JUNE 19, 1989

EFFECTIVE DATE: JUNE 19, 1989

SANFORD SCHOOL DEPARTMENT