

SCHOOL BOARD MEETINGS

All Board meetings will be announced publicly in accordance with this policy and applicable law. Except in the event of rare emergencies, such announcement will be made in ample time to allow public and media attendance and shall be disseminated in a manner reasonably calculated to notify the general public.

Regular Meetings

The Board will hold its regular business meetings once a month on the second Tuesday unless otherwise set by action of the Board.

Special Meetings

A special meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or at the request of the Superintendent. A special meeting shall be called at the written request of four members of the Board.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted.

Emergency Meetings

An emergency meeting of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. Whenever practicable, 24-hour advance notice will be provided. The notice shall indicate the purpose of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

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Executive Sessions

Executive sessions of the Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

Workshops and Informational Meetings

The Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, students, the community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

Legal References: 1 M.R.S.A. § 403 et seq.
 20-A M.R.S.A. § 1001

Cross References: BEC – Executive Session
 BEDB – Agenda Preparation and Dissemination

ADOPTED: October 9, 1984

REVISED: January 14, 1992

Recoded: June 1998

REVISED: March 8, 2005

SCHOOL BOARD USE OF ELECTRONIC MAIL

Use of electronic mail (e-mail) by school board members should conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of board responsibilities:

- A. The School Board shall not use e-mail as a substitute for deliberations at Board meetings, for other communications or business properly confined to Board meetings, or in any way to defeat the purposes of the Freedom of Access Act.
- B. Board members should be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records which may be inspected and copied by any person upon request, unless otherwise made confidential by law.
- C. Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.

Legal Reference: 1 MRSA § 401 et seq.
20-A MRSA §§ 6001-6002
20 USC § 1232g

Cross Reference: GBJ - Personnel Records and Files
JRA - Student Educational Records

ADOPTED: March 8, 2005
Revised: _____

EXECUTIVE SESSIONS

All meetings of the School Board shall be open to the public, except as provided by law. The Board may hold executive sessions upon recorded vote of 3/5 of the members present and voting. Deliberations may be conducted in executive session only on those matters defined by law or other authority. No final action shall be taken in executive session. Board members and other persons present are expected to respect the confidentiality of all matters discussed in executive session.

A motion to go into executive session must indicate the nature of the business of the executive session and include a citation of one or more sources of statutory or other authority that permits an executive session. Failure to state all authorities justifying the executive session does not constitute a violation of the Freedom of Access Act if one or more of the authorities are accurately cited in the motion. An inaccurate citation of authority for an executive session does not violate the Freedom of Access Act if valid authority that permits the executive session exists and the failure to cite the valid authority was inadvertent.

Legal Reference: 1 MRSA § 401 et seq. (Freedom of Access Act)
 1 MRSA § 405 (Executive Sessions)

Cross Reference: BEC-E – Executive Session Law

Adopted REPLACING PREVIOUS BEC: March 8, 2005

Revised: _____

AGENDA

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. Board members, school district staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. The request must be received a minimum of 7 days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

The agenda of regular business meetings will be distributed to Board members five days prior to a regular meeting of the Board and, whenever possible, two days in advance of a special meeting. Copies of the agenda will be posted. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

Additions and Adjustments to the Agenda

After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting or, in an emergency, to the agenda of a special meeting.

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. All additions to the agenda must be approved by a majority vote of the members present and voting. In general, items that can reasonably be deferred to the next regularly scheduled meeting will not be added to the agenda at a Board meeting.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by majority vote.

Cross Reference: BE – School Board Meetings
 BEDBA – Agenda Format

ADOPTED: March 8, 2005 *(TO REPLACE ORIGINAL BEDB)*

Revised: _____

AGENDA FORMAT

In order to provide reasonable notice of the business to be conducted and to achieve consistency in the order of its meetings, the Board has adopted the following agenda format for its regular and special meetings. Additions and/or adjustments to the agenda for a particular meeting may be made during that meeting in accordance with Board policy. The agenda format may be altered only by vote of the Board and in a manner consistent with its policy adoption process.

[SCHOOL BOARD NAME]

[TYPE OF MEETING]

[DATE]

[TIME]

[PLACE]

A. Call to Order

J. New Business

B. Pledge of Allegiance

1. _____
2. _____
3. _____

C. Attendance/Roll Call

K. Committee Reports

D. Adjustments to the Agenda

L. Board Agenda Requests

E. Approval of the Minutes

M. Calendar/Announcements

F. Comments by Student Representatives

N. Adjournment

G. Public Participation*

H. Communications, including
Superintendent's Report

I. Old Business

1. _____
2. _____
3. _____

The order of business may be altered or items added or deleted from the agenda by a majority [or 2/3] vote of the Board members present and voting.

Cross Reference: BEDB – Agenda
 BEDH – Public Participation at Board Meetings

ADOPTED: _____

RULES OF ORDER

Except as otherwise provided by law, by Maine Department of Education regulations, or by Board policy, *Robert's Rules of Order, Revised* (latest edition available) shall be used to resolve procedural uncertainties.

The Chair will rule on all questions pertaining to rules of order/parliamentary procedure that may arise during a meeting of the Board.

Procedural rules may be suspended at any time for the duration of any one meeting by a majority vote of the Board members present.

MINUTES

The Superintendent, functioning as Board Secretary, shall keep, or cause to be kept, complete records of all regular and special meetings of the board. These minutes shall include:

- A. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes;
- B. Resolutions and motions in full. Reports and documents referred to in formal motion need not be attached to the minutes provided that reference is made to where such materials are located;
- C. A record of the disposition of all matters which the Board considered but did not take action; and
- D. The names of the members present and those absent.

Copies of the minutes shall be sent to all Board members. The town manager, building principals, president of the Cape Elizabeth Education Association, student representatives, and the news media shall receive copies of minutes of regular and special meetings of the Board.

The minutes shall become permanent records of the Board, and shall be in the custody of the Superintendent who shall make them available to interested citizens upon request.

ADOPTED: October 9, 1984
Reviewed: December 4, 1991
Recoded: June 1998
Revised: March 8, 2005

PUBLIC PARTICIPATION AT BOARD MEETINGS

Regular, special and emergency meetings of the Board are open to the public. The Board wishes to provide opportunities for citizens to express their interests, concerns and suggestions related to matters under consideration by the Board. The public is cordially invited to attend and participate in these meetings as set forth in this policy.

In order that the Board may fairly and adequately discharge its overall responsibilities, citizens or groups wishing to address the Board on a topic not otherwise on the agenda must submit a request in writing to the Superintendent at least one full week in advance of the scheduled meeting. The Superintendent and/or Board Chair may add the item to the agenda at their discretion.

As the elected representative body of the school unit, the Board conducts meetings to carry out the official business of the schools. These meetings are not public forums, but are meetings at which the Board does its business in public. An agenda is prepared and published in advance of each meeting in accordance with Board policy. Anyone desiring additional information about any item on the agenda should direct inquiries to the Superintendent's Office.

Generally, opportunities for the public to speak on agenda items will take place prior to the Board's vote on those items.

The Board Chairperson is responsible for ensuring the orderly conduct of Board meetings. The following ground rules shall guide public participation at Board meetings:

- A. Citizens, employees, students and others with a legitimate interest in the Board's business are welcome to participate as provided in this policy.
- B. Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Speakers are to identify themselves by name before they begin speaking and to direct their comments and questions to the Board Chairperson. Board members wishing to address a speaker are asked to direct their comments through the Board Chairperson.
- C. In order to make the most efficient use of meeting time, groups or organizations are asked to designate spokespersons to present their comments. Speakers are also requested to avoid duplication or repetition of remarks made by others. The Board Chairperson has the prerogative to limit the time allotted for comments on a particular topic as well as the time each individual may speak.
- D. Gossip, defamatory comments, and abusive, vulgar, or threatening language are not permitted. The Board Chairperson has the prerogative to stop any presentation which violates this rule or which would violate the privacy interests of any individual
- E. Complaints concerning individual students or employees will not be aired in

PUBLIC PARTICIPATION AT BOARD MEETINGS

public at Board meetings, but will be referred to the administration for resolution as appropriate.

- F. Employees and employee groups may not discuss matters at Board meetings for which other, more appropriate forums are provided by law or contract.

Legal Reference: 1 M.R.S.A. Section 401 et seq.
20-A M.R.S.A. Section 1001

Cross Reference: BEDB – Agenda

ADOPTED: March 8, 2005 (Replaced original BEDH)
Revised: June 14, 2011

SCHOOL BOARD POLICIES

The development, adoption and review of policies that govern the school district is one of the School Board's most important functions. Board policies establish the goals, direction and structure of the school unit under the authority of state law. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the school unit, to guide the education program, and to provide clear expectations for school staff, students and parents.

Board policies are intended to provide the framework for school district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board will adopt administrative procedures concerning its own operations and when the Board decides that an issue is of sufficient legal, educational and community importance to warrant a Board-level procedure.

Policy Procedure

- A. The Policy Committee is responsible for recommending policy actions to the Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies.
 - 1. Individual Board members, Board standing or advisory committees, the Superintendent or other interested persons may submit policy suggestions and concerns to the Board Chair, who will forward them to the Policy Committee.
 - 2. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate.
 - 3. The Superintendent shall notify the teachers' association of any new, proposed or revised educational policy, and the Superintendent and Policy Committee shall meet and consult with the association upon request.
 - 4. As appropriate to the particular topic, the Policy Committee may also seek input from other affected persons and/or groups.
- B. Recommended new and revised policies and recommendations for policy deletions shall be placed on the agenda of a regular Board meeting for a first reading. Board members shall receive the policy and the Policy Committee's recommendations in advance of the meeting date.
- C. Any changes agreed upon by the Board during the first reading shall be made by the Policy Committee prior to the second reading.

SCHOOL BOARD POLICIES

- D. At the next regular Board meeting (or a later meeting if so agreed by the Board), the policy shall be placed on the agenda for a second reading and action. Amendments may be made and acted upon. If the policy is not approved by majority vote, the process for that policy is ended unless the Board agrees to table consideration of the policy to a specific date.
- E. Approved policies become effective immediately unless the motion to approve the policy includes a specific implementation date.
- F. Notice of new and revised policies will be provided to affected groups (i.e., school staff, students, parents) through a means determined by the Superintendent.
- G. The Superintendent shall retain copies of all policies deleted from the Board policy manual for future reference.
- H. An up-to-date policy manual shall be maintained in the Superintendent's Office and on the school district's website.

Legal Reference: 20-A M.R.S.A. § 1001

Cross Reference: BDE – Board Committees
BEDB – Agenda

ADOPTED: October 9, 1984
Revised: October 11, 1994
March 8, 2005

NEW BOARD MEMBER ORIENTATION

In order that newly elected Board members may cast informed votes and function effectively as board members, the Board and Superintendent will extend to them the fullest measures of courtesy and cooperation, and will make every reasonable effort to assist newly elected Board members in understanding the Board's functions, policies, procedures and current issues.

- A. In the interim between a new member's election or appointment and his/her assuming office, the Board, through the Superintendent, will invite newly elected members to attend meetings, except those held in executive session, and provide newly elected members with agenda, minutes and reports applicable to those meetings. During the time between election or appointment and the assumption of office, the status of the future-member remains that of a private citizen and not that of an elected or appointed official.
- B. The Board, through the Superintendent, will provide new members with copies of appropriate publications, such as the Board policy manual, student handbook(s), collective bargaining agreements, and current budget documents.
- C. The Board Chair or Superintendent will remind Board members of their obligation to complete, not later than the 120th day after the date of taking the oath of office, training on the requirements of Maine's Freedom of Access Law. The Chair or Superintendent will provide Board members with information regarding available training options. Each Board member shall attest by means of a written or electronic record that he/she has completed the training and provide a copy of such record to the Superintendent's Office. To facilitate documentation of training, the Superintendent will make available to Board members copies of the State's sample Certification of Completion of Freedom of Access Training form.
- D. The Board will encourage new members to attend appropriate in-district and out-of-district orientation and/or boardsmanship workshops. Reimbursement for such activities must be approved in advance by the Board Chair, in consultation with the Superintendent, and is subject to the availability of funds.
- E. The Chair and Superintendent will schedule and arrange for an orientation session for new Board members as soon as practicable after election or appointment. A reasonable amount of time will be provided for discussion of the following possible topics:
 - 1. The roles and responsibilities of the Board and individual members;
 - 2. Basic operational procedures of the Board;
 - 3. Placement of items on the agenda;

NEW BOARD MEMBER ORIENTATION

4. The role of committees, subcommittees and advisory committees;
5. How and why executive sessions may be held;
6. What is considered confidential or privileged information;
7. Appropriate responses of an individual member when a request or complaint is made directly to him/her by a student, parent or member of the community;
8. How the Board responds to complaints involving personnel;
9. General information about the school system and its resources;
10. How Board members, in fulfilling their duties, may request information concerning schools and District operations, finances and personnel;
11. How Board members may make arrangements to visit schools and the protocol for such visits;
12. Protocol for interacting with the media; and
13. Other relevant topics.

All Board members will be invited to the orientation session and encouraged to attend. The orientation is intended to serve as a useful review of basic boardsmanship concepts for experienced members, as well as an opportunity to provide information and counsel to new Board members.

Legal Reference: 1 M.R.S.A. § 412

ADOPTED: January 14, 1992
Recoded: June 1998
Revised: September 14, 1999
March 8, 2005
January 13, 2009

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Recognizing the value of continuous and life-long learning, the School Board places a high priority on the development of its members' "boardsmanship" skills and on supporting opportunities for in-service education. The purpose of board development is to enhance the quality of education in the school unit and the effectiveness of school unit governance.

Board members need to be well informed and to expand their knowledge of trends and issues affecting education and school governance. In addition, Board members need to develop and reinforce the skills required for effective policy-making, budget planning and communications.

Board members are encouraged to participate in district-sponsored training sessions and/or workshops and in school board or related conferences, seminars, workshops and conventions sponsored by the Maine School Boards Association, the Maine School Management Association, the National School Boards Association and other recognized leaders in education. Board members are also encouraged to be active in leadership opportunities that may be available within regional, state and national associations.

Adequate funds shall be budgeted annually to support Board member development, including participation at meetings, subscriptions to publications that address the concerns of Board members and memberships in school boards associations.

Upon Board approval and within budgetary limitations, reimbursement for travel and necessary expenses will be provided to individual members for activities related to Board development. The Board, on a case-by-case basis, will determine the number of Board members authorized to attend specific meetings, conferences, conventions or other events at the school unit's expense, as warranted by budgetary limitations. Board members may use their own discretion regarding attendance at meetings, conferences, conventions or other events where reimbursement will not be provided by the school unit.

At a Board meeting subsequent to attendance at an educational event, members are encouraged to report briefly to the Board and to the public to share knowledge gained and thoughts on implications for local school governance. Board members are also encouraged to study and share with the Board and Superintendent materials of interest they have collected.

Adopted: _____

SCHOOL SUPERINTENDENT

A primary function of the School Board is to select a Superintendent of Schools. To select a Superintendent, a majority vote of all members of the Board shall be required. He/she may be appointed to a contract of up to five years in accordance with the laws of the state of Maine.

The Superintendent shall be executive officer of the Board. In addition, under Maine statutes he/she shall serve as secretary ex officio to the Board. He/she shall be expected to attend all Board meetings and have the right to speak on all subjects, but shall have no vote.

The Superintendent shall administer and supervise the public educational system of the town. He/she shall have discretionary authority to act upon all emergency matters and those as to which his/her power and duties are not specifically set forth or limited.

The Superintendent shall devote his/her entire working time to the duties of the position. He/she may, without violation of the provisions of this section, perform educational functions outside the town with the approval of the Commissioner of Education and the Board.

Legal Reference: 20-A MRSA §§ 1001, 1053

Cross Reference: CBI – Evaluation of the Superintendent
CHD – Administration in the Absence of Policy

ADOPTED: October 9, 1984

REVIEWED: January 23, 1992
Revised: February 13, 2007

ADMINISTRATION IN POLICY ABSENCE

The Superintendent is authorized to act in the best interest of the District in the absence of School Board policy or guidance. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the possible need for policy or administrative procedure.

ADOPTED: January 14, 1992

Recoded: June 1998

REVISED: January 14, 2003

January 9, 2007

Reviewed:

EXECUTIVE SESSION LAW

~~I. To enter executive session, the board must:~~

~~A. Start with a public meeting;~~

~~B. Have a public recorded vote of 3/5 of members, present and voting.~~

~~C. The motion shall state the precise nature of the business of the executive session. The nature of each matter must be stated if more than one.~~

~~II. Restrictions during executive session:~~

~~A. Only matters stated in the motion may be considered.~~

~~B. No official actions shall be finally approved.~~

~~C. No public record shall be kept.~~

~~III. Items Which May Be Discussed in Executive Session:~~

~~A. Discussion or consideration of: employment, appointment, assignment, duties, compensation, evaluation, resignation, disciplining, promotion, demotion or dismissal of an individual or group of public officials, appointees or employees, or the investigation or hearing of charges or complaints against a person or persons, subject to the following conditions:~~

~~1. An executive session may be held only if public discussion could be reasonably expected to cause damage to the reputation or the individual's right to privacy would be violated;~~

~~2. Any person charged or investigated shall be permitted to be present at an executive session if that person desires;~~

EXECUTIVE SESSION LAW

3. ~~Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against him be conducted in open session. A request, if made, must be honored; and~~
4. ~~Any person bringing charges, complaints or allegations of misconduct against the individual under discussion shall be permitted to be present.~~

~~B. Discussion or consideration by the Board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, provided that:~~

1. ~~The student and legal counsel, and, if the student be a minor, the student's parents or legal guardians, shall be permitted to be present at an executive session if the student, parents or guardians so desire.~~

~~C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the Board or school department;~~

~~D. Discussion of labor contracts and proposals and meetings between the board and its negotiators. The parties must be named before the Board may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;~~

~~E. Consultations between the board and its attorney concerning the legal rights and duties of the Board or school department, pending or contemplated litigation, settlement offers and matters where the duties of the Board's counsel to his/her client clearly conflict with the Freedom of Access Act, or where premature general public knowledge would clearly place the board or school department at a substantial disadvantage.~~

~~F. Discussions of information contained in records made, maintained or received by the Board or school department, when access by the general public to those records is prohibited by statute.~~

Legal Reference: TITLE 1 MRSA, SECTION 405

Cross Reference: BEC – Executive Sessions

Recorded: June 1998

REVISED: March 8, 2005

POLICY ADOPTION AND AMENDMENT - PROCEDURES

The procedure for proposing the adoption, review, revision or deletion of a school board policy shall be:

1. ~~The Policy Committee is charged with reviewing, developing, and recommending policies, amendments, and revisions.~~

a. ~~Individual board members, other standing committees, members of the public, and the superintendent should submit policy suggestions and concerns to the Policy Committee. The Policy Committee shall have the responsibility to review and research each suggestion in accordance with board policies, procedures and guidelines. If deemed necessary and appropriate, the Committee will prepare drafts and make recommendations to the entire board.~~

~~Any school board member may enter the adoption, revision, or deletion of a policy on the agenda of any regular meeting when the Policy Committee, after having had full opportunity to consider the member's submitted suggestion, fails to recommend action satisfactory to the member.~~

b. ~~At an appropriate stage in the policy consideration, the Policy Committee shall initiate contact with the representative teacher organization to provide opportunity to meet and consult regarding any proposed new or changed educational policy, in accordance with Title 26 MRSA, section 965.1, C.~~

~~Upon recommendation by the Policy Committee, a regular meeting agenda shall include the first reading of a new proposal, revision, or deletion of policy. Discussion may take place on the substance of the policy proposal. Any changes agreed to by consensus shall be made prior to the second reading.~~

2. ~~At a subsequent regular meeting, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of the whole board, the process for that policy is ended unless limited additional time is requested to obtain further information for further consideration by adoption of a motion to table the policy.~~

3. ~~Upon approval, policies/revisions/deletions shall be disseminated.~~

ADOPTED: ~~January 14, 2003~~

Revised: ~~March 8, 2005~~

Reviewed: _____

ADMINISTRATIVE GOALS

~~The purpose of school administration is to help create and foster an environment in which pupils can learn most effectively. All administrative duties and functions shall be appraised in terms of the contribution that they make to better instruction and to high student motivation and achievement.~~

~~The board shall rely on its chief executive officer, the superintendent of schools, to provide the professional administrative leadership that such a goal demands.~~

~~The design of the administrative organization shall be such that all divisions of the School Department and all schools are part of a single system subject to the policies set forth by the board and implemented through a single chief administrator, the superintendent. The principals of all schools and the administrators of all divisions are expected to administer in accordance with board policy and administrative regulations. The execution of directives cannot and could not, by itself, be construed as good administration. Vision, initiative, resourcefulness, leadership and consideration and concern for staff members, students, and parents are essential in effective administration of the schools.~~

~~ADOPTED: October 9, 1984~~

~~REVIEWED: January 23, 1992~~

~~REVISED: February 13, 2007~~

APPROVAL OF HANDBOOKS AND DIRECTIVES

~~Principals have the authority to issue staff and student handbooks.~~

~~It is essential that the contents of all handbooks are consistent with current Board policies, administrative procedures, and applicable laws and regulations. Handbooks shall be reviewed and revised each school year. All handbooks must be approved by the Superintendent prior to publication. Copies of all handbooks shall be available to Board members.~~

~~Notification will be sent to parents and students early in the school year that handbooks are available on the school web site. Parents needing a paper copy may request such from one of the school offices.~~

~~Approved: March 13, 2007~~

~~Reviewed:~~