

File: C7

### **APPROVAL OF HANDBOOKS AND DIRECTIVES**

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

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

The Superintendent shall publish all handbooks. All handbooks published shall be made available to the Committee for informational purposes.

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

Legal Ref.: Statute 71, Section 37H

1st reading: Reg SC Mtg 5/15/2013

2nd reading: Reg SC Mtg 6/5/2013