

## **APPROVAL OF HANDBOOKS**

In order to inform students, parents and staff members of pertinent School Committee policies, administrative regulations and school rules and procedures, the Superintendent/designee shall publish and annually revise student and employee handbooks containing information about the school system as a whole and the individual schools. Such handbooks shall be of high quality and the contents must conform with School Committee policies, administrative regulations, and state and federal laws/regulations. All handbooks and any revisions shall be approved by the Superintendent prior to publication.

Handbooks shall be distributed to all students the first week of each school year and to new students when they enroll. Employees shall receive appropriate handbooks upon their employment and whenever handbooks are revised.

Adopted: March 14, 1995

Revised: April 27, 1999