

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 47

File: CHCA

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, district regulations, and department 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 as found necessary and desirable.

It is essential that the contents of all handbooks conform with districtwide 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 prior to publication by the superintendent or other district administrator(s) as he directs.

The superintendent shall use his judgment as to whether a specific handbook needs approval by the Board. However, all handbooks published shall be made available to the Board 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.

Adopted: Date of Manual Adoption

Reviewed: January, 1999