

**APPROVAL OF HANDBOOKS AND DIRECTIVES**

At the direction of the Superintendent, Building Principal(s) working with other administrators are responsible for the development of employee and student handbooks in this district. All handbooks are to be consistent across the district except where they are grade level specific. The contents of all handbooks must conform to District-wide policies and regulations. The School Board must approve and adopt all handbooks prior to publication and distribution.

**Adopted: December 3, 2002**  
**Reviewed: November 20, 2012, December 18, 2018**