

**ADMINISTRATIVE RULES DISSEMINATION/APPROVAL OF
HANDBOOKS AND DIRECTIVES**

Certain administrative regulations may be appropriately coded and included as regulations in the School Committee's policy manual, which shall be available at the Committee offices and in an accessible location in each school.

Handbooks and Directives

In order that pertinent Committee policies and administrative regulations and procedures may be known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as found necessary and desirable. However, it is essential that the contents of all handbooks conform to School Committee policies.

The Superintendent shall use his/her judgment as to whether a specific handbook needs approval by the Committee. However, all handbooks published shall be made available to the Committee for informational purposes.

Regulations and handbooks, which pertain to required standards of conduct for employees or students, shall be available to all of the employees or students affected by them.

CROSS REFS.: BFC A, School Committee Review of Administrative Rules
 BFD, Policy Dissemination
 JF-E, Student Rights and Responsibilities, Arlington High School