

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

To make pertinent board policies, district regulations, and departmental and/or school rules and procedures known to all staff members and students, 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 district-wide policies and regulations. Therefore, all handbooks must be approved prior to publication by the superintendent or other district administrator(s).

Prior to the commencement of each academic year, all handbooks will be presented to the board for approval and adoption. Once adopted, the handbooks will have the force of law of the Todd County School District, subject to existing policies of the Todd County Board of Education.

Handbooks published specifically for a particular group of employees will be distributed to all of the employees affected.

Handbooks published particularly for the students will be distributed to all of the students.

ADOPTED: April 18, 1983  
REVISED: January 10, 1994  
REVISED: October 15, 2008  
REVIEWED: August 24, 2015  
REVISED: November 26, 2018