

RSU #63

- a. NEPN/NSBA Code:** CHCA
- b. Title:** Approval of Handbooks
- c. Author:** Board of Directors/Superintendent
- d. Replaces Policy:**
- e. Date Approved:** 01/25/2016 RSU #63
- f. Previously Approved:** 10/06/2003
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent and Policy Committee
- i. Date Reviewed:** 01/04/2016 Superintendent
01/04/2016 Policy Committee
- j. References:**
- k. Narrative:**

- I.** In order that pertinent Board of Directors policies, RSU #63 regulations, and departmental and/or school rules may be known by all staff members and students affected by them, RSU #63 administrators and principals are granted authority to issue staff and student handbooks as necessary and desirable.
- II.** It is essential that the contents of all handbooks conform with RSU #63 regulations and policies. It is also important that all handbooks bearing the name of RSU #63 be of a quality that reflects credit on RSU #63 and contain information in compliance with federal and state law. Therefore, the Board of Directors expects handbooks to be reviewed and approved by the Superintendent before being submitted to the Board of Directors for final approval.
- III.** As in the case of regulations and/or policies affecting staff members (non-contracted employees), the Superintendent/designee will ensure handbooks published specifically for a particular group of employees are distributed to those employees affected.
- IV.** The Superintendent shall use his/her judgment as to whether a specific handbook needs approval by the Board of Directors. However, all handbooks published shall be made available to the Board of Directors for informational purposes.