

**HANDBOOKS – ADMINISTRATIVE**

Statements contained in the board policy manual may fall short of those necessary for adequate orientation of staff and students for day-to-day activities. Building principals will provide such additional planning and orientation of staff and student handbooks. All handbooks, curriculum guides, manuals, pamphlets, and other directives will be presented to the superintendent or designee prior to publication.

The superintendent will insure that all handbooks, curriculum guides, manuals, pamphlets, and other directives are consistent with board policies and administrative regulations. Those handbook rules and regulations that do not conflict with board policy will take precedence. However, those handbook rules and regulations that are in conflict with established board policy will be superseded by board policy.

All handbooks shall be approved by the board of education