

## Guidelines for the Preparation of School Handbooks and Directives

### **2250.31 (R).**

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#### GUIDELINES FOR THE PREPARATION OF SCHOOL HANDBOOKS AND DIRECTIVES

School Handbooks are designed to assist in the administration and operation of a particular school. They are used by staff, students and parents. They are unique to each school.

The Administrative Rules and Regulations which complement the Board Policies are more system-wide in scope and are issued by the Central Administrative Office with the approval of the Superintendent. They do not replace School Handbooks.

The Superintendent shall approve all School Handbooks prior to publication.

Approved: April 28, 1981

Amended: March 1, 2016

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