

## **Policy CHCAA - Handbooks**

In order to inform students, parents and staff members of pertinent Board policies, regulations, and District rules and procedures, the administration shall publish and annually revise student handbooks containing information about the school and District as a whole. The Superintendent shall provide the Board with a copy of the school/district handbook on an annual basis. Prior to the issuance, the principal shall insure that the contents of student handbooks conform to School Board policies, administrative procedures, and state and federal laws and regulations.

Handbooks shall be distributed to all students no later than the first week of each school year and to new students when they enroll. Students and parents are expected to familiarize themselves with the handbook.

The school/district handbooks will be made available electronically. Notification of the location of the handbook will be provided to each family, and hard copies will be available upon request.

First Reading: 08/17/16

Second Reading: 09/07/16

Adoption: 09/07/16