

It shall be the responsibility of the school administrators to develop, or oversee the development, of the appropriate handbooks needed to advise staff, students, and parents of the policies and regulations of the school district. Such handbooks shall include, but not be limited to, student handbooks, staff handbooks, and athletic handbooks.

These handbooks will be updated annually and presented to the board of education for approval prior to distribution to the intended recipients. If a conflict should occur between the handbook and current school policies or regulations the conflict shall be brought to the attention of the superintendent of schools who shall determine how the conflict should be resolved. Each staff member or activity sponsor shall review the handbook with his or her students. Each student and his or her parent or guardian shall sign a statement indicating the student handbook has been received and he or she have no questions over the contents.