

**Douglas Education
Service District**

Code: **CHCA**
Adopted: 9/18/14

Approval of Handbooks and Directives

In order that pertinent Board policies, regulations, rules and procedures may be known by all staff members, patrons, students and parents affected, ESD administrators are granted authority to issue staff and student/parent handbooks.

It is essential that the contents of all handbooks conform with ESD-wide policies and regulations. It is also important that all handbooks bearing the name of the ESD be of a quality that reflects favorably on the ESD. The Board, therefore, expects all handbooks to be approved by the Board and/or superintendent or designee before publication.

The Board will review and approve ESD personnel handbooks in order that the contents may be accorded the legal status of Board-approved policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need Board approval. All handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)