

Policy Information

Series 3000 - Administrative, Personnel

Handbooks

Policy # 3230, 2.3

POLICY

1995

3230

Administration

SUBJECT: HANDBOOKS

The District Superintendent is responsible for handbooks to be developed for all program areas operated by the BOCES.

Handbooks shall be used to provide a written source of information to staff and students regarding policies, regulations, and operating procedures within the organization. To the extent possible, handbooks should contain all appropriate regulations governing the health, safety, and normal operating procedures required by statute, regulation, or policy.

The District Superintendent will designate appropriate persons in each division with the responsibility of keeping handbooks current on an annual basis and assuring that they are reviewed by all employees and students at least once annually.

Board Approved
2/2/94
7/18/95

Adoption Date: 2/2/1994, Revised: 7/18/1995
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