**ADD TO WAYNE COMMUNITY SCHOOLS POLICIES**

**Policy 8331**

**BOARD OPERATING PROCEDURES**

**Communication of Board Policy and Administrative Regulation**

Students, staff, administration, and the community will have access to all statements of Board policy and administrative regulation. A copy of the Policy and Regulation Manual will be housed in both the central administration office of the District and online of The District website.

In addition to having access to the manual, whenever new statements of policy or administrative regulations or revisions, additions, amendments, and/or deletions of current statements of policy or administrative regulations are made, the people who will be directly affected by the change shall be notified according to the following procedure:

* Employees - by written notification from the superintendent
* Students - by inclusion in building announcements and necessary correction to student handbooks
* Parents/Guardians of students directly affected by the changes - by letter to home address
* All other parents/guardians and community members - by inclusion in the District newsletter

The Board directs the Superintendent to oversee the development of a handbook for employees and a handbook for students that include all necessary and appropriate information regarding procedures reflective of Board policy and administrative regulation. The student handbooks should be distributed to all students at the beginning of each year, and should include a form to be returned to the appropriate building principal indicating by signature of both student and parent or guardian an understanding of the information included in the handbook.