

Handbooks. (Student, ESL, SPED, TAP, Coaches, etc.)

Building principals will be responsible for developing student handbooks for their buildings. Student handbooks will contain policies which provide guidelines for the operation of the building (as they pertain to students) and will include policies regarding attendance, grading, homework, and student discipline.

Directors will be responsible for developing other handbooks, providing guidelines for ESL, SPED, TAP, Coaches, etc.

In most cases, the school board will receive handbooks for revision review by June 1st of each year. The proposed revisions will be identified on a cover page. The board will have a "First Reading" of the proposed revisions at the regular June school board meeting, where the board will share concerns and comments. In most cases, the board will approve the handbook revisions at the second meeting in June (Special Board Meeting on 4th Monday).

In special circumstances the board officers may recommend revision and approval all in one meeting.

When possible, "new" handbooks should follow a three-meeting process, similar to policy revision. The first meeting would be the introduction, the second meeting the "first reading", and the third meeting the "approval" of any new handbook.

Annual school board approval of handbooks causes the contents to be considered "application of policy" for the school year.