



## **Background**

Parents and students should be provided with all of the information required to enjoy a successful school experience and to plan, select and reach personal goals and objectives. A school handbook is one of the most effective means of providing this kind of information.

## **Procedures**

1. The principal, in consultation with the Local School Board Committee, shall ensure that a student handbook is prepared, which would contain at least the following:
  - 1.1 The school's philosophy, mission, vision, goals and objectives
  - 1.2 Information on The Local School Board Committee, the board, and school policies, guidelines and administrative procedures in regard to:
    - 1.2.1 Attendance.
    - 1.2.2 Discipline (rules, regulations and expectations).
    - 1.2.3 Appeals procedures.
    - 1.2.4 Evaluation practices.
    - 1.2.5 Promotion policy.
  - 1.3 Description of the various courses and programs
  - 1.4 General information regarding the school such as the school calendar, fees if any, list of staff members, timetables, extra curricular activities, and attendance procedures.
2. The principal shall ensure that the school handbook is current and a copy is made available to each student at the time of registration and to any parent that requests one.
3. A copy of the school handbook should also be placed on the school's web site if one has been developed.
4. The principal shall submit a copy of the school handbook to each member of the Local school Board Committee and the superintendent at the beginning of each school year.