

Students should be provided with all 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 shall ensure that a student handbook is prepared, which would contain at least the following:
 - 1.1 The school's philosophy, mission, vision and goals;
 - 1.2 Information about Board policies 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; and
 - 1.2.5 Promotion policy.
 - 1.3 A description of the various courses and programs;
 - 1.4 General information such as the school calendar, fees, 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.
4. The Principal shall submit a copy of the school handbook to the Superintendent at the beginning of each school year.

Reviewed/Revised: March 2014