

**Section:** G Personnel

**Policy Code:** GAAB Handbooks

### Employee and Student Handbooks

District handbooks shall contain important and up-to-date information for both employees and students regarding district expectations and directives while on school property or at school sponsored events. This school board recognizes the importance of maintaining a separate handbook for both employees and students which shall function under the authority of the approved board policy, as a means of communication for students, staff, and parents. Any and all handbooks shall be updated annually and remain consistent with current board policies and procedures.

#### **Policy:**

#### Teacher Handbooks

~~The teacher and student handbooks will constitute official School Board policies and will be reviewed and updated each year. Each teacher and student will either be given a copy of the appropriate handbook or given notice that the handbook is available for viewing on the district's website. In the event that a "hardcopy" of a handbook is not given to a teacher or student, a signed verification will be executed to document that said teacher or student has accepted responsibility for reviewing the handbook's contents.~~

~~If a copy of the student handbook is given to a student, the student will sign for the handbook, and the teacher will keep these signatures on file.~~