

## 200-1 Appendix A - School Handbooks

---

### Background

Public support of education depends considerably upon an understanding of the manner in which schools and particularly their educational programs function. As the primary clients of our schools, parents and students shall be provided with a student/parent handbook.

By having an accurate information base, parents and students have an increased understanding of how the educational system operates, thereby enhancing the educational process and helping schools and the school system function more smoothly.

### Procedures

1. Each family in each school is to have in its possession, by September 30 of each school year, a copy of an up to date Student/Parent Handbook, which contains information on policies, procedures, routines and curriculum that apply in their particular school.
2. Copies of the handbook are to be provided in electronic form on the school's website and to the Superintendent.
3. A student/parent handbook is to include:
  - 3.1 A foreword or introduction written by the Principal. It is to include the purpose of the handbook and the importance of good staff/parent relations in helping the children to achieve their potential.
  - 3.2 References to applicable Board policies and Division administrative procedures are to be included.

---

Reference: Section 32, 33, 52, 53, 55, 197, 202, 203, 204, 222 Education Act

Effective: 1998-03-12

Amended: 2017-03-23; 2022-01-01