

## **SCHOOL HANDBOOK**

### **Background**

It is recognized that to function effectively, the participants in a school must have a clear understanding of the goals, expectations and procedures by which the school operates.

### **Procedures**

1. Each Principal in the Division is required to develop a handbook which shall include internal procedures at the school level.
2. The handbook shall be updated as required.
3. The initial preparation and all updated sections shall be submitted to the Superintendent for approval.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 31, 32, 52, 53, 55, 196, 202, 203, 204, 222 Education Act