

Guidelines: Student Services Procedural Handbooks

Updated 4/24/24

Overview and general principles

1. Each employee in student services should have access to a procedural handbook which contains instructions and information relevant to the job duties of their position.
(Recommended by AIR report 2023).
 - a. [Staff groups](#): Special Education Teachers (IS, ISES, DK, Resource), Special Ed paraeducators, [SLA team](#), Psych/BCBA team, Counseling team, OT/PT team, [Nursing team](#), Behavior team, [Assistive Technology](#), Vision/O&M Team, DHH
2. The handbook should have a Table of Contents, with all resources linked and labeled clearly.
3. The format of the Table of Contents may vary depending on the needs of the team.
4. The Table of Contents should be searchable by keyword (using Ctrl+F).
5. All documents linked in the handbook should be saved in a shared google drive, to ensure continuity and access.
6. The Table of Contents should be viewable by all employees in the district.
7. The Table of Contents should be able to be collaboratively edited by administrators and leadership team members, and content should be created collaboratively with impacted certificated staff and paras when possible (options: google docs, PDFs).
8. SPED administrators and their supporting office professionals hold the primary responsibility for maintaining current procedures in the Procedural Handbook for the teams they supervise. Create a procedure and timeline for updating.
9. Do not summarize Edmonds SD documents - link directly to them.

Table of Contents should include: [\[template here\]](#)

1. **Quick Links**
 - a. commonly used forms, calendars, staff rosters, etc
 - b. Link to [Procedural Handbooks](#) for other groups
 - c. Link to Shared Decision Making document for the team (“Draft-5”)
 - d. Link to the [google form](#) to request missing content, or correct outdated information
2. **Training resources**
 - a. Canvas courses for IEP compliance, IEP district representative training materials, etc
3. **Procedural documents**
 - a. Trigger procedures, spring roll-up procedures, procedures for reporting isolation and restraint, records retention policy, therapy documentation procedures, etc.
4. **Additional resources organized by topic**
 - a. Curricular resources, discipline-specific resources, etc.
5. **Archive**
 - a. Old links and resources, preserved for the purpose of institutional knowledge. Archive documents should be labeled “archive” on the document, and on the link in the table of contents.

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Process to add resources to the handbook:

1. Procedures should be drafted and shared with the certificated staff/para leadership team for feedback prior to adding them to the handbook, or with a small group of stakeholders if there is no leadership team, to ensure accuracy and feasibility.
2. While administrators hold the primary responsibility for establishing procedures, staff leadership teams and other staff members with knowledge and expertise are encouraged to contribute to the Procedural Handbook for their job type. The process to add information should be collaborative when possible.
3. All documents should include a “last updated” date.
4. Certificated staff and paras will use a google form to request missing or needed information to be added to the handbook. Make sure it auto notifies administrators.

Process to remove resources from the handbook:

1. Outdated procedures and resources should not be removed until replacement procedures are available and linked.
2. Links to older resources should be maintained (labeled “archive” with the prior date clearly identified) in order to preserve institutional knowledge. Both the link and the document should be labeled as archived.

Timeline

April - May 2024	Identify which admin staff and OPs who are going to be in charge of assisting with this process to ensure formatting, etc. Identify and organize the team for the upcoming school year. SPED admin, OPs, and leadership teams collect current resources and organize them into a Table of Contents for each group.
June 2024	Every group has an identified Table of Contents, with current resources linked and organized. Resources which need to be created are noted on the Table of Contents for each team. Certificated staff and paras are introduced to the Handbooks.
July 2024 - May 2025	SPED admin, OPs, and leadership teams fill in the missing content needed to complete each handbook.
June 2025	Handbooks are complete for each group. Admin and OPs maintain the handbooks, with support and collaboration from leadership teams.