Code: 307

Title: Employee Handbook and District Wide Student and Family Handbook

The Council Bluffs Community School District annually updates an Employee Handbook to be made available online or in printed form upon request. The Board must approve all updates and revisions made to the Employee Handbook.

A District-Wide Student and Family Handbook and school building-level handbooks are also annually updated and made available online or in printed form upon request. All handbooks shall comply with Board policies and administrative regulations, be approved by the Superintendent, and be on file at the Educational Service Center.

Staff members are required annually to acknowledge receipt of the Employee Handbook. Parents/guardians are required annually to acknowledge access to the District-Wide Student and Family Handbook on the district's website. They are also informed that printed copies of the publication are available at any school.

Cross References:		Legal References:	
912			
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Approved: <u>Apr. 30, 1985</u>	Reviewed:	Revised: <u>March 23, 2004</u>	
	_	Feb. 26, 2008	
		Aug. 25, 2009	
		March 25, 2014	
		May 28, 2019	
		April 23, 2024	