

STUDENT HANDBOOKS

R5302

1. Prior to January 1st, the Principal or designee reviews the existing handbook and notes any necessary additions, deletions, and/or modifications.
2. Prior to February 1st, the Principal or designee shares the student handbook with suggested revisions with the School Council. The School Council recommends additions, deletions, and/or modifications to the existing student handbook.
3. Prior to March 1st, the Principal or designee prepares a draft for the revised student handbook. All Principals of schools at the same age level meet to develop one student handbook. School Council recommendations are reviewed and may be incorporated into the revised handbook upon consensus from the group.
4. Prior to April 1st, the Principal or designee shares the new draft with the School Council and staff members for their final comments.
5. Prior to May 1st, the Principal or designee presents the recommendations for the revised student handbook to the Superintendent for approval.
6. Between May 1st and June 1st, the Principal or designee incorporates any additions, deletions, and/or modifications recommended by the Superintendent into the final draft of the student handbook.
7. The Principal or designee presents the revised student handbook to the School Committee for approval prior to June 1st.
8. The Principal or designee distributes the revised student handbook to all students at the beginning of the school year. Parents/legal guardians review the handbook with their children and return the signed Record of Transmittal prior to September 15th. The Record of Transmittal is located in the back of the student handbook.
9. The signed Records of Transmittal are collected by the teachers and given to the Principal's office. The Principal or designee verifies that all students have returned the form and contacts those parents/legal guardians who have not returned the form and requests that the form is returned.

Regulations Adopted:
Regulations Reviewed:
Regulations Revised:

WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts 01886