

### 3.5 SCHOLARS ACADEMY HANDBOOKS

The Executive Director (or designee) will develop, implement and circulate an Employee Handbook that includes general policies relating to personnel matters, which policies shall be in compliance with and furtherance of legal requirements and in compliance with and furtherance of policies of the Board. Policies and procedures in the Employee Handbook will include, without limitation, policies relating to daily schedule, leave, punctuality and attendance, professional development, staff evaluation, benefits and nondiscrimination.

The Executive Director (or designee) will develop, implement and circulate a Parent/Student Handbook that includes general policies and procedures relating to school operations, which policies and procedures shall be in compliance with and furtherance of legal requirements and in compliance with and furtherance of policies of the Board. Items covered in the Parent/Student Handbook will include, without limitation, policies and procedures relating to student discipline, suspension/expulsion, attendance, dress code, student retention and promotion, exceptional children and intervention, chaperones and volunteers, testing and health/medications.

The Employee Handbook and the Parent/Student Handbook shall be reviewed annually by the Executive Director and a copy of each such handbook shall be provided to the Board no later than the July board meeting of each year.

Adopted: April 25, 2016