

## Student Handbooks

With the transition to electronic devices for all students, the decision has been made to produce the *2020-21 Student Handbook* as a virtual document in a downloadable *pdf* format. Printing and Publication (P&P) will not be printing the paper handbooks provided in the past. The *2020-21 Student Handbook* will include updated *School Information* pages, the updated *District Handbook* section and the most recently amended version of the *Student Code of Conduct*. On Monday, August 3rd we will begin sending schools an electronic link to the *2020-21 Student Handbook* for their school. In addition to sharing the link with students and families, the *pdf* may be uploaded to your school's webpage.

**Spanish Language translation** – All Schools will receive a Spanish translation for the *District Handbook* section and the *Student Code of Conduct* when translation and formatting is complete. *School Information* pages are only translated for schools who previously requested such format from P&P.

## Receipt of Student Handbook forms

Review of school rules and behavior expectations, including the *Student Code of Conduct*, will need to be covered in the first few weeks of school. We realize the 3/2 Family Model, the shift to an electronic version and staggered iPad deployment schedule will require schools to modify previously developed plans for reviewing and completing the *Receipt of Student Handbook* process.

All students must sign a *Receipt of Student Handbook* form for the 2020-21 school year (at the Elementary level, parents must sign). The form verifies that the student (parent/guardian at the elementary level) is aware that there are school rules and behavior expectations for students in our learning environments.

### Elementary School Options

- At the Elementary level, the pre-printed *Receipt of Student Handbook* form is included in the SAFI Packets provided to schools by Student Information Services (SIS). As parents/guardians complete the SAFI, provide them the link to your school's *Student Handbook* and request that they also sign the *Receipt of Student Handbook* form. You will receive a generic *Receipt of Student Handbook* form with your *Handbook* email for use with families who enroll after SAFI packets were printed.
- Provide your teachers with the electronic *Student Handbook* for review with students in the first few days of school. Even in schools where students have not received their electronic devices, instruction should be covered.
- For grade-levels you deem appropriate, the electronic *Student Handbook* may be a document suggested for students to download and maintain on their school device. Reviewing the *Student Handbook* is a suggested "at-home" learning activity for students and parents – encourage students and parent/guardian to review together, sign the *Receipt of Student Handbook* form and return the form to school.

We are currently working with IMS and Research on an acknowledgement form for parents to complete regarding school rules as part of the iPad deployment process. We will have more information when finalized.

### **Secondary School Options**

In June, you received communication from SIS regarding your preference for printing of SAFI pages, including the *Receipt of Student Handbook* form. We realize with the adjustments to student orientations and guidance on large meeting/gatherings, previously scheduled handbook instruction may have to be altered.

- Provide your teachers with the electronic *Student Handbook* for review with students in the first few days of school. While electronic deployment for students has prioritized elementary learners, higher numbers of secondary students have access to internet devices through previously provided school devices, school computer labs and/or cell phone technology. It is suggested that teachers provide the *Student Handbook* link to all students following the review.
- Suggest teachers provide “at-home” learning activities for students related to school behavior expectations
- Provide all students with the *Receipt of Student Handbook* form to sign and return.

### **For All Grade Levels**

- Reinforce that our district approach to behavior expectations is a *teaching and learning* approach. Consider how your schools’ MTSS-B process reinforces both the student acquisition of skills and the staff reinforcement of desired behavior. **It is not intended as a punitive process.**
- Develop a process that includes a review of the *Student Handbook* and completing the *Receipt of Student Handbook* form for all students who enroll in your school after the opening of the school year.
- Discuss strategies with your staff on how to incorporate the electronic technology and digital availability of the *Student Handbook* into activities for students, staff and families.
- As you plan for opening school under the Family 3/2 Model, remind all staff that having students present for all “in-person” learning days **is essential** for academic progress and social-emotional engagement. Please consider all behavior resolutions before removing a student from the in-person environment.