**Staff Handbook (Outline)**

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The staff handbook may contain many of the components of the student

and parent handbook or may be a supplement to that handbook. Please note that the items below are just a suggested list. You should design staff handbooks to meet the unique needs and expectations of your program.

**A. Student Achievement – Expectations for Staff**

1. Program goals and objectives
2. Lesson planning
3. Terms of employment
4. Schedules, early release, and holidays
5. Enrichment opportunities
6. How progress toward goals and objectives will be measured through continuous assessment and evaluation
7. Assessments of student progress
8. Communication of student progress with students, parents, and day school teachers
9. Maximizing student-teacher interactions/instruction
10. Appropriate homework and tutoring practices
11. Program partners and Advisory Council
12. Results of needs assessment
13. Required documentation

i. Communications with regular day school staff (formal and informal contacts)

ii. Parent contacts

iii. Parent involvement activities

iv. Student attendance

v. Student progress

vi. Other

**B. Expectations for Instructional Staff**

1. Application process for employment
2. Lesson plans
3. Formal and informal observations, walk-throughs, and performance evaluation
4. Professional learning requirements and additional opportunities
5. Evaluations/feedback/results of poor performance and/or employee disciplinary action (follow district/organization’s human resource procedures)
6. Required documentation of time and effort to meet any guidelines
7. Code of Ethics 46 Start-Up Guide
8. Role in parent engagement
9. Policies

i. Conflicts of interest

ii. Purchasing procedures

iii. Inventory and maintenance of supplies, equipment, and materials

iv. Internet and computer usage

v. Reporting of suspected child abuse, etc.

vi. Process for reporting fraud, waste, and abuse

vii. Complaint procedure

viii. Non-discriminatory expectations (see Assurances)

ix. Instructional staff evaluations and subsequent actions

x. Confidentiality requirements

xi. Compliance with ADA, IDEA, other Federal regulations/laws

**C. Student Safety**

1. Emergency plan, evacuation routes, and practice drills
2. Discipline plan at the student, classroom, and grade level
3. Social skill instruction, anti-bullying strategies, and relationship building with students and parents
4. Transportation procedures, drop off and pick up procedures
5. Student Internet usage
6. Fieldtrip procedures

**D. Nuts and Bolts**

1. Obtaining materials and supplies
2. Safeguarding materials, equipment, and supplies
3. Reporting staff absences
4. Staff dress code
5. Observation of copyright laws with copying or using materials