



## 3109 EMPLOYEE & STUDENT HANDBOOK REQUIREMENTS

Policy Type: Human Resources Manual  
Applies To: Administration, All Employees  
Approved By: LCS Head of School  
Policy Reviewed: every 2 years  
Adopted: 06 2020  
Revisions: 05 2025

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### 1. PURPOSE:

- (a) In order to avoid duplication or out of date policies and guidelines, staff handbooks may not contain any information that is contained in other policies or contracts.
- (b) The following guidelines outline for administrators and employees what information must be included in staff handbooks.
- (c) Principals may establish campus specific policies and include them in handbooks provided they are consistent with other LCS policies and contracts.
- (d) LCS policies may be listed with a specific reference to the policy number and location of the policies referenced.

### 2. EMPLOYEE HANDBOOK REQUIRED CONTENTS:

- (a) Calendars and schedules
- (b) Important dates
- (c) School-wide events
- (d) Events staff are required to attend
- (e) Parent teacher conferences expectations
- (f) Teaching schedule template
- (g) TOC/EOC planning expectations

### 3. SCHOOL SPECIFIC PRACTICES AND PROCEDURES SHOULD BE OUTLINED IN EMPLOYEE HANDBOOKS

- (a) Devotions
- (b) Assemblies and chapels
- (c) Safety information including fire drills and where to find Emergency Procedures Manual

- (d) TTOC and EOC book requirements (see 3402 EMPLOYEE-ON-CALL GUIDELINES)
- (e) Attendance procedures
- (f) MyEd and reporting procedures
- (g) Supervision zones and expectations
- (h) ERC information including staff representative contact information
- (i) Restorative framework and/or disciplinary procedures
- (j) Reporting and assessment practices
- (k) Professional development information
- (l) References to relevant policies, forms and where to find them
- (m) Policy implementation procedures, including standardized guidelines for how to implement student dress code

#### 4. STUDENT & PARENT HANDBOOK OF PROCEDURES

- (a) Principals are to ensure there is a standard Student Handbook of Procedures for their respective campus. There should not be any duplication of policies or procedures outlined in LCS policies or contracts.
- (b) Student handbooks are intended to provide an overview of standard practices and procedures that parents and students can easily refer to. They will include but not be limited to:
  - 4.b.1. Principal's welcome
  - 4.b.2. Invitation to PAC and schedule of meetings
  - 4.b.3. Email and contact information for key staff and faculty
  - 4.b.4. What to expect in classrooms: Instructional Guidelines reference
  - 4.b.5. How to report concerns; student safety information
  - 4.b.6. Overview of core pillars on the campus, including activities offered
  - 4.b.7. Attendance procedures, sign in, sign out etc.
  - 4.b.8. Schedules & important dates
  - 4.b.9. References to key aspects of the Parent Agreement and reminder it is renewed each year
  - 4.b.10. References to key policies and where to find them: class placement, supervision etc.
  - 4.b.11. Dress Code implementation procedures and practices
  - 4.b.12. Guidance on conflicts and restorative practices
  - 4.b.13. Information pertinent to LSS practices
  - 4.b.14. How to volunteer in classrooms, and how to get involved
  - 4.b.15. Chapel, spiritual formation practices

## 5. COMMUNICATION PLAN AND BRAND GUIDELINES

- (a) Staff handbooks may only be shared with staff in non-editable PDF format
- (b) Staff handbooks must be submitted to Head of School and distributed to staff no later than September 15 of each school year
- (c) Staff handbooks must adhere to LCS approved branding guidelines including fonts, logos and colours

## 6. APPROVAL AUTHORITY

Alterations or changes to staff handbooks must be submitted to and approved by the Head of Schools, and changes communicated to staff in a timely manner.

### RELATED POLICIES:

3402 EMPLOYEE-ON-CALL GUIDELINES

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Reviewed: 09 2025