

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

ADMINISTRATION  
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## HANDBOOKS

It is the policy of the Hortonville Area School District to consider teacher handbooks, support staff handbooks, parent-student handbooks, and student handbooks, and substitute handbooks as developed by the school administration and approved by the Board of Education, to be official Board policy.

The handbook serves as a reference tool.

- A. The teachers' and support staff handbooks will be reviewed and approved by the Board of Education.
- B. Major changes to the handbook that involve a policy will require Board approval. Other changes can be made upon the District Administrator's approval with notification to the Board of Education at a regular Board meeting.
- C. Handbooks, (teacher, support staff, and substitute) are to be reviewed and an Acknowledgement form completed and placed in Personnel File for each staff member each school year. (Occupational Therapists, Physical Therapists, and School Psychologists are required to complete the Teacher Handbook Acknowledgement form.)

Board Approved 2/24/14  
Adoption Resolution 10/13/14  
Board Approved Updates 12/15/14