

This document provides the Outlines for the Handbook which will contain the Policies and Procedures for the quarter project in the UCR Documenting Policies and Procedures class, Winter2015. The quarter project is to develop portfolio of policies and procedures for a private school serving students with learning differences and emotion and behavioral difficulties.

DISCLAIMER:

1. These outlines may be revised, added to, subtracted from or rearranged as needed during further development of the policies and procedures.
2. The handbook or manual will be produced as a PDF.
3. The handbook or manual will be produced as either an online document or an epub document.

OUTLINE for Handbook

1. Table of Contents
2. Purpose (or School Goals/Mission Statement
3. Disclaimer - main or general for entire handbook
4. Acknowledgement Form for Employee Signoff
5. Policies and Procedures
 - A. ADMIN – Staff Cell Phone Use – as separate document
 - B. HEALTH & SAFETY – Building Energy Control – as separate document
 - C. PERSONNEL - Staff Attendance & Tardiness – as separate document

6. Glossary - main for entire handbook
7. Appendices
 - A. Admin Staff - List of Policies and Procedures
 - B. Faculty Staff - List of Policies and Procedures
 - C. Support Staff - List of Policies and Procedures
8. Index
9. References
10. Project Disclaimer -- Assumptions about School and its Computer System