

**Summary of Changes to Staff Handbook 2025-26 as outlined in the strikethrough document.**  
**Minor, wording, syntax, typo changes not included.**

Page 25 – Addition of Use of Artificial Intelligence (AI) and Natural Language Processing Tools (NLP tools) School Board Policy.

Page 27 – Addition of Emergency School Closures SOP.

Page 30 – Update to Years of Experience for instructional employees.

Page 33 – Clarification of Internal Account/School Funds.

Page 34 – Clarification of Student Fees.

Page 42 – Update to Payroll Information.

Page 42 – Update to Direct Deposit procedures.

Page 43 – Update to Vacation Leave payout procedures.

Page 51 – Update to I.D. Badges/Electronic Access Card procedures.

Page 52 – Update to Visitors procedures.

Page 55 – Update to Work Experience Granted for Previous Employment.

Page 59 – Update to New Employee Benefits Elections procedures.

Page 60 – Update to Benefits While on Retirement procedures.

Page 65 – Update to Vacation/Terminal Pay Benefits procedures.

Page 65 – Update to Workers' Compensation procedures.

Page 68 – Clarification of Student Attendance procedures.

Page 72 – Clarification of Grades procedures.

Page 73 – Update to Instruction procedures.

Page 74 – Update to Instructional Materials Statute.

Page 74 – Clarification of Purchasing Textbook procedures.