

# Changes to the Handbook

The school administration retains the right to change the regulations of the school which includes the Student Handbook. When changes are made, the student body must be given a two-week notice. This notice can be given either by public announcement in a scheduled student body function or written document. After the two-week notification period, the changes come into effect. Students may also bring proposed changes to school administration for consideration through the following process:

1. The suggested revision is first submitted to the student's class for discussion, revision, and voting. The suggested change must have a majority vote of the class in order to go beyond this stage.
2. The revision is then submitted to a meeting of the class speakers for discussion, revision, and voting. It again must have a majority vote of the class speakers in order to go further.
3. It is next submitted by the class speakers to the faculty and staff for their discussion.
4. When a proposal also receives a favorable hearing in the called faculty/staff meeting, it will then be placed on the agenda of the next scheduled faculty/staff meeting for discussion and for final approval/rejection.
5. In the event a proposal is approved, the student body will be given a two-week notice. This notice can be given either by public announcement at a scheduled student body function or by a written document. After the two-week notification period, the changes come into effect.

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