

Students

Administrative Procedure - Student Handbook Checklist

The following checklist contains mandatory notices and recommended notices that schools should give to their students and the students' parents/guardians. *Mandatory* means that the notices are legally required. *Recommended* means that the notices are not required but to reduce liability, should be included in a handbook. The checklist is in the IASB Policy Reference Manual format and lists corresponding policies, procedures, and exhibits in numerical order within each sub-headed category. It is a resource to assist administrators in creating a student handbook. Any handbook should be reviewed by the board attorney before distribution to ensure that all mandatory notices are included as this checklist is subject to change without notice. This checklist is not a substitute for legal advice.

Mandatory Notices

Student Services

	Mandatory Topics	IASB Policy and Procedure Code
	Transportation policies	4:110, <i>Transportation</i>
	Transportation reimbursement eligibility and dispute resolution	4:110, <i>Transportation</i>
	Any changes in the eligibility criteria for free and reduced lunch. 7 C.F.R. §245.5(b)	4:130, <i>Free and Reduced-Price Food Services</i>
	Policy and procedures for waiver of school fees along with the fee waiver application form	4:140, <i>Waiver of Student Fees</i> 4:140-AP, <i>Fines, Fees, and Charges – Waiver of Student Fees</i> 4:140-E1, <i>Application for Fee Waivers</i> 4:140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i>
	Alternative learning opportunities, description and identity of a staff member to contact	6:110, <i>Programs for Students at At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i>
	Notification to parents/guardians of English Language Learners regarding their child's placement in, and information about, the District's English Language Learners programs	6:160, <i>English Language Learners</i>
	Parental Involvement Policies and Activities under Title I (only when the district receives Title I funds)	6:170, <i>Title I Programs</i>
	Notice to Parents Required by No Child Left Behind Act of 2001	6:170-AP2, <i>Notice to Parents Required by No Child Left Behind Act of 2001</i>
	Surveys that request personal information from students	7:15, <i>Student and Family Privacy Rights</i>

	Mandatory Topics	IASB Policy and Procedure Code
	Birth certificate requirements for enrollment	7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i>
	Administration of medications to students (includes asthma inhalers and epinephrine auto-injectors; and notice to be provided to parents and students within 15 days of the beginning of the school year or within 15 days after student transfers to district)	7:270, <i>Administering Medicines to Students</i> 7:270-AP, <i>Dispensing Medication</i> 7:270-E, <i>School Medication Authorization Form</i>

Student Programs

	Mandatory Topics	IASB Policy and Procedure Code
	Notice of instruction in recognizing and avoiding sexual abuse (if applicable, K-8 only)	6:60-AP, <i>Comprehensive Health Education Program</i> 6:60-E, <i>Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes</i>
	Provision of free appropriate public education to students with disabilities	6:120, <i>Education of Children with Disabilities</i> 6:120-AP ¹ , <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (downloadable from IASB website, www.iasb.com)
	Identification, assessment, and provision of special education services to eligible children not enrolled in the District	6:120, <i>Education of Children with Disabilities</i> 6:120-AP ¹ , <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (downloadable from IASB website, www.iasb.com)

Student Responsibilities

	Mandatory Topics	IASB Policy and Procedure Code
	Absenteeism and truancy	7:70, <i>Attendance and Truancy</i>
	Statement of district ownership of and right to search student lockers	7:140, <i>Search and Seizure</i>
	Search procedures for school grounds and lockers	7:140, <i>Search and Seizure</i>
	Bullying prohibited	7:180, <i>Preventing Bullying, Intimidation, and Harassment</i>
	Prohibition of electronic paging devices, seizure of devices	7:190, <i>Student Discipline</i>

	Mandatory Topics	IASB Policy and Procedure Code
	Controlled substances	7:190, <i>Student Discipline</i>
	Firearms and other weapons	7:190, <i>Student Discipline</i>
	Gangs and gang-related activity	7:190-AP2, <i>Student Handbook - Gang Activity Prohibited</i>
	Inform parents/guardians when their child or ward engaged in aggressive behavior along with the school's early intervention procedures	7:190-E1, <i>Aggressive Behavior Reporting Letter and Form</i>
	Suspension and expulsion procedures, with due process requirements	7:200, <i>Suspension Procedures</i> 7:210, <i>Expulsion Procedures</i>
	School bus safety procedures	7:220, <i>Bus Conduct</i> 4:170-AP3, <i>School Bus Safety Rules</i>
	Videotape surveillance policies for buses (if applicable)	7:220, <i>Bus Conduct</i> 7:220-AP, <i>Electronic Recordings on School Buses</i>
	Behavior interventions guidelines, policies and procedures (these may be developed through the Spec. Ed. Coop if the district belongs to one)	7:230, <i>Misconduct by Students With Disabilities</i>
	Dress code - school building specific	7:160, <i>Student Appearance</i>
	Co-curricular and athletic codes of conduct (if applicable) school building specific	7:240, <i>Conduct Code for Participants in Extracurricular Activities</i> 7:240-AP1, <i>Code of Conduct for Extracurricular Activities</i>
	All other conduct prohibited by Board policy - school discipline code	7:190, <i>Student Discipline</i>

Student Rights

	Mandatory Topics	IASB Policy and Procedure Code
	Notice of non-discrimination coordinator(s) and procedures for raising complaints of discrimination and sexual harassment	2:260, <i>Uniform Grievance Procedure</i>
	Policy against discrimination on the basis of race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential	7:10, <i>Equal Educational Opportunities</i>

	Mandatory Topics	IASB Policy and Procedure Code
	marital or parental status, including pregnancy	
	Sex equity policy and grievance procedures	7:10, <i>Equal Educational Opportunities</i> 2:260, <i>Uniform Grievance Procedure</i>
	Sexual harassment policy and grievance procedures	7:20, <i>Harassment of Students Prohibited</i> 2:260, <i>Uniform Grievance Procedure</i>
	Notice to parents of their right to request their child's classroom teachers' qualifications	5:190-E1, <i>Notice of Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i>
	Information regarding the educational rights of homeless students in the location where homeless children receive services (such as, schools, family shelters, and soup kitchens)	6:140, <i>Education of Homeless Children</i> 6:140-AP, <i>Education of Homeless Children</i>
	Notice of parent and student rights under the Children's Privacy Protection and Parental Empowerment Act	7:15, <i>Student and Family Privacy Rights</i> 7:15-E, <i>Notification to Parents of Family Privacy Rights</i>
	Notice of parent and student rights under the Illinois School Student Records Act and the Family Educational Rights and Privacy Act	7:340, <i>Student Records</i> 7:340-E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7:340-E2, <i>Using a Photograph or Video Recording of a Student</i>
	Disclosure of directory information	7:340-E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7:340-E2, <i>Using a Photograph or Video Recording of a Student</i>
	Categories of information classified as directory information	7:340-E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i>
	Procedures and timeframe for objecting to disclosure of information	7:340-E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i>
	Military recruiting	7:340-E3, <i>Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information</i> 7:340-E4, <i>Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information</i>
	Student biometric information (when	7:340, <i>Student Records</i>

	Mandatory Topics	IASB Policy and Procedure Code
	applicable)	7:340-E5, <i>Biometric Information Collection Authorization</i>
	Notice of disability accommodation	8:70, <i>Accommodating Individuals with Disabilities</i>

General Information

	Mandatory Topics	IASB Policy and Procedure Code
	Notice to students and their parents/guardians and employees in a school building, at least 2 business days before a pesticide application in or on school buildings or grounds occurs	4:160-AP, <i>Hazardous and Infectious Materials</i> <i>Environmental Quality of Buildings and Grounds</i>
	Building principals shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conference as required by Sex Offender Community Notification Law	4:170-AP2, <i>Criminal Offender Notification Laws</i> 4:170-E6, <i>Informing Parents About Offender Community Notification Laws</i>
	School bus safety procedures	4:170-AP3, <i>School Bus Safety Rules</i>
	School visitation rights notice	8:95-E1, <i>Letter Notifying Parents/Guardians of School Visitation Rights</i> 8:95-E2, <i>Verification of School Visitation</i>
	Statement that the handbook is only a summary of board policies governing the district; board policies are available to the public at the district office	Case law suggests that including this statement may reduce a District's liability.
	Statement that the handbook may be amended during the year without notice	Case law suggests that including this statement may reduce a District's liability.
	Communication of all policies to persons expected to execute and comply with them	Case law suggests that including this statement may reduce a District's liability.

Recommended NoticesStudent Services

	Recommended Topics	IASB Policy and Procedure Code
	Secular textbook loan program and process for parent/guardian to request a loan of a secular textbook from ISBE	4:140, <i>Waiver of Student Fees</i>

	Recommended Topics	IASB Policy and Procedure Code
	Fire drill program, building specific plan	4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Crisis Program</i>
	Severe weather or other emergency procedures, building specific plan	4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Crisis Program</i>
	School safety plans	4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Crisis Program</i> 4:170-E1, <i>Accident Form</i>
	Injury or sudden illness to students or staff	4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Crisis Program</i> 4:170-E1, <i>Accident Form</i>
	Home and hospital instruction	6:150, <i>Home and Hospital Instruction</i>
	Student residency and tuition	7:60, <i>Residence</i> 7:60-AP1, <i>Challenging a Student's Residence Status</i> 7:60-AP2, <i>Establishing Student Residency</i> 7:60-AP2, E1, <i>Letter of Residence from Landlord in Lieu of Lease</i> 7:60-AP2, E2, <i>Letter of Residence to be Used When the Person Seeking to Enroll the a Student Is Living with a District Resident</i> 7:60-AP2, E3, <i>Evidence of Non-Parent's Custody, Control, and Responsibility of a Student</i>
	Parking, building specific	7:140, <i>Search and Seizure</i>
	Health and guidance counselor and social work access	7:250, <i>Student Support Services</i>
	Communicable and infectious disease and management of students with the disease	7:280, <i>Communicable and Chronic Infectious Disease</i> 7:280-AP, <i>Managing Students with Communicable and Infectious Diseases</i>
	<i>Food allergy management program</i>	<i>7:285, Food Allergy Management Program</i> <i>7:285-AP, Implementing a Food Allergy Management Program</i>
	Telephone use, building specific	NA

Student Programs

	Recommended Topics	IASB Policy and Procedure Code
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	Recommended Topics	IASB Policy and Procedure Code
	Weighted grades	NA
	Statement of district philosophy and goals	1:30, <i>School District Philosophy</i> 3:10, <i>Goals and Objectives</i> 6:10, <i>Educational Philosophy and Objectives</i>
	Anti-bias curriculum	6:60, <i>Curriculum Content</i>
	Driver education eligibility and requirements (high schools only)	6:60, <i>Curriculum Content</i>
	Parental objections to sex education, family life instruction, and sexually transmitted diseases	6:60-E, <i>Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes</i>
	Bilingual education availability	6:160, <i>English Language Learners</i>
	Co-curricular activities	6:190, <i>Extracurricular and Co-Curricular Activities</i>
	“No Pass, No Play”	6:190, <i>Extracurricular and Co-Curricular Activities</i> 6:190-AP, <i>Eligibility for Participation in Extracurricular Activities</i>
	Parental right to review instructional materials	6:210, <i>Instructional Materials</i>
	Acceptable use and Internet safety policy	6:235, <i>Access to Electronic Networks</i> 6:235-AP1, <i>Acceptable Use of Electronic Networks</i> 6:235-E1, <i>Letter to Parents/Guardians Regarding Student Use of the District’s Electronic Networks</i> 6:235-E2, <i>Authorization for Electronic Network Access</i>
	Social promotion	6:280, <i>Grading and Promotion</i> 6:280-AP, <i>Evaluating and Reporting Student Achievement</i>
	High school graduation requirements (high schools only)	6:300, <i>Graduation Requirements</i>
	Right of students with IEP to participate in graduation ceremony (high schools only)	6:300, <i>Graduation Requirements</i>
	Physical education policy, including waiver of required classes	6:310, <i>Credit for Alternative Courses and Programs, and Course Substitutions</i>
	Class schedules, building specific	NA
	Schedule of testing programs, building	6:340, <i>Student Testing and Assessment Program</i>

	Recommended Topics	IASB Policy and Procedure Code
	specific	
	<i>Sexting prohibited</i>	<i>7:190, Student Discipline</i> <i>7:190-AP4, Guidelines for Investigating Sexting Allegations</i> <i>7:190-E6, Letter to Parents/Guardians about Preventing and Reducing Incidences of Sexting</i>
	Distribution of non-curricular material by students	<i>7:310, Restrictions on Publications and Written or Electronic Material</i> <i>7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Written Material on School Grounds</i>

General Information

	Recommended Topics	IASB Policy and Procedure Code
	Asbestos Management Plan, notice of availability	NA
	School calendar	<i>6:20, School Year Calendar and Day</i>
	Field trip	<i>6:240, Field Trips</i> <i>6:240-AP, Field Trip Guidelines</i>
	Release time for religious instruction/observance	<i>7:80, Release Time for Religious Instruction/Observance</i>
	Extra-curricular drug and alcohol testing (if applicable)	<i>7:240-AP2, Extracurricular Drug and Alcohol Testing Program</i> <i>7:240-E, Consent to Participate in Extracurricular Drug and Alcohol Testing Program</i>
	Identification and registration of persons entering the school building	<i>8:30, Visitors to and Conduct on School Property</i>
	Address of district offices, list of administrators, and contact information	NA
	Board Members' names	NA
	List of district schools and locations	NA
	Statement that the handbook is only a summary of board policies governing the district; board policies are available to the public at the district office	NA

Special Circumstance Notifications

	Special Circumstance Topics	IASB Policy and Procedure Code
	Notification for unsafe school transfer choice	4:170, <i>Safety</i> 4:170-AP5, <i>Unsafe School Choice Option</i>
	Notification of right to review teachers' qualifications	5:190, <i>Teacher Qualifications</i> 5:190-E1, <i>Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i> 5:190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Is Not Highly Qualified</i> 5:190-E3, <i>Letter to Teacher Who Is Not Highly Qualified</i>
	Notification when student is being taught by a teacher who is not highly qualified	5:190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Is Not Highly Qualified</i>
	Notification of school identified as in need of improvement	6:15, <i>School Accountability</i> 6:15-AP3, <i>School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring</i> 6:15-AP4, <i>Compliance Steps for Providing Supplemental Educational Services</i> 6:15-E2, <i>Notice To Parents of Children Enrolled in a School that Missed AYP for Two or More Consecutive Years</i> 6:15-E3, <i>Application for School Choice Transfer Option</i> 6:15-E4, <i>Application for Supplemental Educational Services</i>
	Notification of schools identified for corrective action	6:15, <i>School Accountability</i> 6:15-AP3, <i>School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring</i> 6:15-AP4, <i>Compliance Steps for Providing Supplemental Educational Services</i> 6:15-E2, <i>Notice To Parents of Children Enrolled in a School that Missed AYP for Two or More Consecutive Years</i> 6:15-E3, <i>Application for School Choice Transfer Option</i> 6:15-E4, <i>Application for Supplemental Educational Services</i>

	Special Circumstance Topics	IASB Policy and Procedure Code
	Notification of schools identified for restructuring	6:15, <i>School Accountability</i> 6:15-AP3, <i>School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring</i> 6:15-AP4, <i>Compliance Steps for Providing Supplemental Educational Services</i> 6:15-E2, <i>Notice To Parents of Children Enrolled in a School that Missed AYP for Two or More Consecutive Years</i> 6:15-E3, <i>Application for School Choice Transfer Option</i> 6:15-E4, <i>Application for Supplemental Educational Services</i>
	Notification of eligibility for supplemental educational services	6:15, <i>School Accountability</i> 6:15-AP3, <i>School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring</i> 6:15-AP4, <i>Compliance Steps for Providing Supplemental Educational Services</i> 6:15-E2, <i>Notice To Parents of Children Enrolled in a School that Missed AYP for Two or More Consecutive Years</i> 6:15-E3, <i>Application for School Choice Transfer Option</i> 6:15-E4, <i>Application for Supplemental Educational Services</i>
	Notification to parents in districts offering voluntary school choice	6:15, <i>School Accountability</i> 6:15-AP3, <i>School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring</i> 6:170-AP3, <i>No Child Left Behind Checklist</i>

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