Students

Exhibit - Student Handbook Checklist

The Checklist contains mandatory and recommended notices that schools should give to their students and the students' parents/guardians. *Mandatory* means the notices are legally required. *Recommended* means including the notices are a best practice. The Checklist is in the IASB Policy Reference Manual (PRM) format, and it lists corresponding policies, procedures, and exhibits in numerical order within each sub-headed category. A corresponding citation to the Illinois Principals Association **Online Model Student Handbook (MSH)** is also listed, if one exists. 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 PRM	IPA MSH
Transportation	4:110, Transportation	4.10, Bus Transportation
Transportation reimbursement eligibility and dispute resolution Note : this program has been withdrawn due to lack of funding	4:110, Transportation	4.10, Bus Transportation
Eligibility criteria for free and reduced lunch	 4:130, Free and Reduced-Price Food Services 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications 	3.10, Fees, Fines & Charges; Waiver of Student Fees
Waiver of school fees along with the fee waiver application form	 4:140, Waiver of Student Fees 4:140-AP, Fines, Fees, and Charges - Waiver of Student Fees 4:140-E1, Application for Fee Waiver 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal 	 3.10, Fees, Fines & Charges; Waiver of Student Fees 3.10-E1, Application for Fee Waiver
School Wellness (required if the District participates in the National School Lunch Program or Breakfast Program)	6:50, School Wellness	
Alternative learning opportunities	6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	2.90, Credit for Proficiency, Non- District Experiences, Couse Substitutions and Accelerated Placement

Mandatory Topics	IASB PRM	IPA MSH
Notification to parents/guardians of English Learners regarding their child's placement in, and information about, the District's English Learners programs	6:160, English Learners	12.60, English Learners
Parental involvement under Title I (only when the district receives Title I funds)	 6:170, Title 1 Programs 6:170-AP1, Checklist of Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs 6:170-AP1, E1, District-Level Parent and Family Engagement Compact 6:170-AP1, E2, School-Level Parent and Family Engagement Compact 6:170-AP2, Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act 	12.130, Parent Notices Required by the Every Student Succeeds Act
Notice to parents required by the Elementary and Secondary Education Act	6:170-AP2, Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act	
Surveys that request personal information from students	7:15, Student and Family Privacy Rights	11.10, Student Privacy Protections
Birth certificate requirements for enrollment	 7:50, School Admissions and Student Transfers To and From Non-District Schools 7:50-AP, School Admissions and Student Transfers To and From Non-District Schools 	
Dental examinations	7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	
Eye examinations (K and students enrolling in public school for the first time only)	7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	

Mandatory Topics	IASB PRM	IPA MSH
Vaccinations (influenza and meningococcal)	7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	
Administration of medications (includes asthma inhalers and epinephrine injectors, opioid antagonists, and glucagon)	 7:270, Administering Medicines to Students 7:270-AP1, Dispensing Medication 7:270-E1, School Medication Authorization Form 	5.20, Student Medication 5.20-E1, Student Medication Authorization Form

Student Programs

Mandatory Topics	IASB PRM	IPA MSH
Notice of instruction in recognizing and avoiding sexual abuse (K-8 only)	 6:60-AP, Comprehensive Health Education Program 6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes 	 12.40, Sex Education Instruction 12.40-E1, Notice to Parents on Sex Education Instruction
Free appropriate public education to students with disabilities Special education services to eligible children whether or not enrolled in the District	 6:120, Education of Children with Disabilities 6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities (downloadable from IASB website, <u>www.iasb.com</u>) 6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights 	10.10, Education of Children with Disabilities

Student Responsibilities

Mandatory Topics	IASB PRM	IPA MSH
IHSA policy on banned substances (required only for IHSA schools)	 6:190, Extracurricular and Co- Curricular Activities 6:190-AP, Academic Eligibility for Participation in Extracurricular Activities 7:240, Conduct Code for Participants in Extracurricular Activities 7:240-AP1, Code of Conduct for Extracurricular Activities 	9.10, Extracurricular and Athletic Activities Code of Conduct
Absenteeism and truancy	7:70, Attendance and Truancy	2.10, Attendance 2.50, Truancy

Mandatory Topics	IASB PRM	IPA MSH
Statement of district ownership of and right to search student lockers	7:140, Search and Seizure	8.10, Search and Seizure
Search procedures for school grounds and lockers	7:140, Search and Seizure	8.10, Search and Seizure
Notification regarding access to student accounts or profiles on social networking websites	7:140, Search and Seizure 7:140-E, Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act	8.10, Search and Seizure
Bullying prohibited and reporting encouraged	7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	 6.40, Prevention of and Response to Bullying, Intimidation, & Harassment 6.40-E1, Aggressive Behavior Reporting Form
Teen dating violence prohibited and reporting encouraged	7:185, Teen Dating Violence Prohibited	
Prohibition of electronic paging devices and making threat by Internet	7:190, Student Behavior	6.30, Student Behavior
 All prohibited conduct in the school discipline code, including, but not limited to: 1. Controlled substances 2. Firearms and other weapons 3. E-cigarettes 4. Gangs and gang-related activity 5. Sexting prohibited 	4:170-AP2, E4, Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting 7:190, Student Behavior 7:190-AP5, Student Handbook - Electronic Devices 7:190-AP6, Guidelines for Investigating Sexting Allegations	6.30, Student Behavior
Inform parents/guardians when their child engaged in aggressive behavior along with the school's early intervention procedures	7:190-E1, Aggressive Behavior Reporting Letter and Form	6.40-E1, Aggressive Behavior Reporting Form
Suspension and expulsion, and due process requirements	7:200, Suspension Procedures 7:210, Expulsion Procedures	
School bus safety	7:220, Bus Conduct 4:110-AP3, School Bus Safety Rules	4.10, Bus Transportation
Videotape surveillance of buses (if applicable)	7:220, Bus Conduct 7:220-AP, Electronic Recordings on School Buses	4.10, Bus Transportation

Mandatory Topics	IASB PRM	IPA MSH
Behavior interventions (these may be developed through the Spec. Ed. Coop if the district belongs to one)	7:230, Misconduct by Students With Disabilities	
Dress code	7:160, Student Appearance	6.20, School Dress Code & Student Appearance
All other conduct prohibited by Board policy - school discipline code	7:190, Student Behavior	6.30, Student Behavior

Student Rights

Mandatory Topics	IASB PRM	IPA MSH
Notice of contact information for nondiscrimination and Title IX coordinator(s) and making reports or complaint of discrimination or sexual harassment	2:260, Uniform Grievance Procedure 2:265, Title IX Sexual Harassment Grievance Procedure	6.40, Prevention of and Response to Bullying, Intimidation & Harassment
Prohibition of 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 marital or parental status, including pregnancy	7:10, Equal Educational Opportunities 2:265, Title IX Sexual Harassment Grievance Procedure	1.50, Equal Opportunity & Sex Equity
Sex equity and grievance procedures	 2:260, Uniform Grievance Procedure 2:265, Title IX Sexual Harassment Grievance Procedure 7:10, Equal Educational Opportunities 7:20, Harassment of Students Prohibited 	1.50, Equal Opportunity & Sex Equity
Sexual harassment prohibited and grievance procedures and age- appropriate information about the sexual harassment policy	 2:260, Uniform Grievance Procedure 2:265, Title IX Sexual Harassment Grievance Procedure 7:20, Harassment of Students Prohibited 7:185, Teen Dating Violence Prohibited 	6.45, Sexual Harassment & Teen Dating Violence Prohibited
Notify parents of their right to request their child's classroom teachers' qualifications	5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications	12.130, Parent Notices Required by the Every Student Succeeds Act

Mandatory Topics	IASB PRM	IPA MSH
Educational rights of homeless students in the location where homeless children receive services	 6:140, Education of Homeless Children 6:140-AP, Education of Homeless Children 	12.30, Homeless Child's Right to Education
Notice of parent and student rights under the Children's Privacy Protection and Parental Empowerment Act	 7:15, Student and Family Privacy Rights 7:15-E, Notification to Parents of Family Privacy Rights 	11.10, Student Privacy Protections
Notice to parents/guardians about social network passwords	7:140, Search and Seizure 7:140- E, Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act	6.70, Access to Student Social Networking Passwords & Websites
Notice concerning privacy and access rights to school student records	 7:340, Student Records 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records 7:340-AP1, E2, Using a Photograph or Video Recording of a Student 	11.20, Student Records
Disclosure of directory information	 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records 7:340-AP1, E2, Using a Photograph or Video Recording of a Student 	11.20, Student Records
Information classified as directory information and for objecting to disclosure of information	7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	11.20, Student Records
Military recruiting	 7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information 7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information 	11.20, Student Records
Student biometric information (when applicable)	7:340, Student Records 7:340-AP1, E5, Biometric Information Collection Authorization	11.30, Student Biometric Information

Mandatory Topics	IASB PRM	IPA MSH
Notice to parents/guardians concerning student data collected by schools and operators under the Student Online Personal Protection Act	7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors	
Notice of disability accommodation	8:70, Accommodating Individuals with Disabilities	1.110, Accommodating Individuals with Disabilities

General Information

Mandatory Topics	IASB PRM	IPA MSH
Notice before a pesticide application	 4:160, Environmental Quality of Buildings and Grounds 4:160-AP, Environmental Quality of Buildings and Grounds 	12.80, Pesticide Application Notice
Availability of information concerning sex offenders	4:175-AP1, Criminal Offender Notification Laws; Screening 4:175-AP1, E1, Informing Parents/Guardians About Offender Community Notification Laws	12.120, Violent Offender Community Notification
School bus safety	4:110-AP3, School Bus Safety Rules	4.10, Bus Transportation
Asbestos management plan, notice of availability		
Notice to parents/guardians and staff of IHSA's online training video about hands-only CPR and AED	4:170, Safety 4:170-AP6, E1, School Staff AED Notification Letter	
Notice that a student athlete and his/her parent must sign acknowledgement of receiving the concussion policy (required only for IHSA schools)	 7:305, Student Athlete Concussions and Head Injuries 7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries 	9.30, Student Athlete Concussions and Head Injuries
School visitation rights notice	8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights 8:95-E2, Verification of School Visitation	12.70, School Visitation Rights

Recommended Notices

Student Services

Recommended Topics	IASB PRM	IPA MSH
Information regarding waiver of student fees	4:140, Waiver of Student Fees	
Fire drill program, building specific plan	4:170, Safety 4:170-AP1, Comprehensive Safety and Security Plan	5.40, Safety Drill Procedures and Conduct
School safety plans, including severe weather and injury or sudden illness	 4:170, Safety 4:170-AP1, Comprehensive Safety and Security Plan 4:170-AP1, E1, Accident or Injury Form 	2.100, Home and Hospital Instruction
Targeted school violence prevention program, including threat assessment teams	 4:190, Targeted School Violence Prevention Program 4:190-AP2, Threat Assessment Team (TAT) 	
Home and hospital instruction	6:150, Home and Hospital Instruction	2.100, Home and Hospital Instruction
Student residency and tuition	 7:60, Residence 7:60-AP1, Challenging a Student's Residence Status 7:60-AP2, Establishing Student Residency 7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease 7:60-AP2, E2, Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident 7:60-AP2, E3, Evidence of Non- Parent's Custody, Control and Responsibility of a Student 	
Parking, building specific	7:140, Search and Seizure	4.20, Parking
Health and guidance counselor and social work access	7:250, Student Support Services	5.30, Guidance & Counseling
Communicable and infectious disease	 7:280, Communicable and Chronic Infectious Disease 7:280-AP, Managing Students with Communicable and Infectious Diseases 	5.50, Communicable Disease 5.60, Head Lice

Recommended Topics	IASB PRM	IPA MSH
Students with diabetes	6:120-AP4, Care of Students with Diabetes	 1.130, Care of Students with Diabetes 1.130-E1, Authorization to Provide Diabetic Care
Medical cannabis administration	7:270-E2, School Medication Authorization Form - Medical Cannabis	
Food allergy management program	 7:285, Food Allergy Management Program 7:285-AP, Implementing a Food Allergy Management Program 	1.120, Students with Food Allergies
Telephone use, building specific		

Student Programs

Recommended Topics	IASB PRM	IPA MSH
Weighted grades	6:280-AP, Evaluating and Reporting Student Achievement	
District philosophy and goals	 1:30, School District Philosophy 3:10, Goals and Objectives 6:10, Educational Philosophy and Objectives 	
Remote Learning and/or e-learning program(s)	6:20, School Year Calendar and Day 6:20-AP, Remote and/or Blended Remote Learning Day Plan(s)	
Anti-bias curriculum	6:60, Curriculum Content	
Driver education eligibility and requirements (high schools only)	6:60, Curriculum Content	
Parental objections to sex education, family life instruction, and sexually transmitted diseases	6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	12.40, Sex Education Instruction 12.40-E1, Notice to Parents on Sex Education Instruction
Biking and Walking Safety Education	6:60-AP, E2, Resources for Biking and Walking Safety Education	
Accelerated placement availability	6:135, Accelerated Placement Program	2:90, Credit for Proficiency, Non- District Experiences,

Recommended Topics	IASB PRM	IPA MSH
		Course Substitutions and Accelerated Placement
Adaptive physical education program exemption	6:310, High School Credit for Non- District Experiences; Course Substitutions; Re-Entering Students	2.80, <i>Exemption from</i> <i>PE Requirement</i> (Regular Education)
Bilingual education availability	6:160, English Learners	12.60, English Learners
Co-curricular activities	6:190, Extracurricular and Co- Curricular Activities	9.10, Extracurricular and Athletic Activities Code of Conduct
"No Pass, No Play"	 6:190, Extracurricular and Co- Curricular Activities 6:190-AP, Academic Eligibility for Participation in Extracurricular Activities 	9.10, Extracurricular and Athletic Activities Code of Conduct
Parental right to review instructional materials	6:210, Instructional Materials	11.10, Student Privacy Protections
Acceptable use and Internet safety	 6:235, Access to Electronic Networks 6:235-AP1, Acceptable Use of the District's Electronic Networks 6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks 6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks 	7.10, Internet Acceptable Use 7.10-E1, Internet Acceptable Use Sign-Off
Social promotion	6:280, Grading and Promotion 6:280-AP, Evaluating and Reporting Student Achievement	2.60, Grading and Promotion
High school graduation requirements (high schools only)	6:300, Graduation Requirements	2.120, Graduation Requirements
Right of students with IEP to participate in graduation ceremony (high schools only)	6:300, Graduation Requirements	10.40, Certificate of High School Completion
Physical education, including waiver of required classes	6:310, High School Credit for Non- District Experiences; Course Substitutions; Re-Entering Students	2.80, <i>Exemption from</i> <i>PE Requirement</i> (Regular Education)

Recommended Topics	IASB PRM	IPA MSH
		10.30, Exemption from PE Requirement (Special Education)
Class schedules, building specific		
Schedule of testing programs, building specific	6:340, Student Testing and Assessment Program	
Student distribution of non- curricular material	 7:310, Restrictions on Publications; Elementary Schools 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools 7:315, Restrictions on Publications; High Schools 7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools 	7.20, Guidelines for Student Distribution of Non-School Sponsored Publications

General Information

Recommended Topics	IASB PRM	IPA MSH
School calendar	6:20, School Year Calendar and Day	
Field trip	6:240, Field Trips 6:240-AP, Field Trip Guidelines	6.60, Field Trips
Release time for religious instruction/observance	7:80, Release Time for Religious Instruction/Observance	2.30, Release Time for Religious Instruction and Observance
Release time for students voting in elections	7:90, Release During School Hours	
Extra-curricular drug and alcohol testing (if applicable)	 7:240-AP2, Extracurricular Drug and Alcohol Testing Program 7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program 	9.10, Extracurricular and Athletic Activities Code of Conduct
Eligibility to remove college entrance exams from student transcripts	7:340, Student Records	11.20, Student Records
Equal access to school facilities	8:20, Community Use of School Facilities	
Identification and registration of persons entering the school building	8:30, Visitors to and Conduct on School Property	1.40, Visitors

Recommended Topics	IASB PRM	IPA MSH
 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 A document that may be amended during the year without notice Is a communication tool of all policies to persons expected to execute and comply with them 	2:240, Board Policy Development	 1.20, Student Handbook Acknowledgement 1.30, General School Information
Address of District offices, list of administrators, and contact information	 2:250, Access to District Public Records 2:250-E2, Immediately Available District Public Records and Web- Posted Reports and Records 	1.30, General School Information
Board members' names	 2:250, Access to District Public Records 2:250-E2, Immediately Available District Public Records and Web- Posted Reports and Records 	1.30, General School Information
List of District school addresses	 2:250, Access to District Public Records 2:250-E2, Immediately Available District Public Records and Web- Posted Reports and Records 	1.30, General School Information

Special Circumstance Notifications

Special Circumstance Topics	IASB PRM	IPA MSH
Notification for unsafe school transfer choice	4:170, Safety 4:170-AP5, Unsafe School Choice Option	12.100, Unsafe School - Transfer
Notification of right to review teachers' qualifications	 5:190, Teacher Qualifications 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications 5:190-E2, Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements 	12.130, Parent Notices Required by the Every Student Succeeds Act

Special Circumstance Topics	IASB PRM	IPA MSH
	5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment	
 Notice when: Student is being taught by a teacher who is not highly qualified, School identified as in need of improvement, Schools are identified for corrective action, Schools are identified for restructuring, There is eligibility for supplemental educational services, and The district offers voluntary school choice, if applicable. 	 5:190-E2, Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements 6:15, School Accountability 	
Credit for proficiency	6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	2.90, Credit for Proficiency, Non- District Experiences, Course Substitutions and Accelerated Placement

APPROVED: