

Students

Exhibit - Student Handbook Checklist

The Checklist contains mandatory and recommended notices that schools should give to their students and the students' parents/guardians.¹ *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, <i>Transportation</i> | 4.10, <i>Bus Transportation</i> |
| Transportation reimbursement eligibility and dispute resolution Note: this program has been withdrawn due to lack of funding | 4:110, <i>Transportation</i> | 4.10, <i>Bus Transportation</i> |
| Eligibility criteria for free and reduced lunch | 4:130, <i>Free and Reduced-Price Food Services</i> 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications | 3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i> |
| 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 Waiver</i> 4:140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i> | 3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i> 3.10-E1, <i>Application for Fee Waiver</i> |
| Alternative learning opportunities | 6:110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School</i> | 2.90, <i>Course Alternatives & Substitutions</i> |

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ In its continuing commitment to help school districts comply with legal requirements for all policies and procedures, the Illinois Principals Association (IPA) in conjunction with the Illinois Association of School Boards' (IASB) **PRESS**, have prepared this checklist to assist school administrators in preparing their student handbooks. A special thank you also goes to the law firm of Hodges, Loizzi, Eisenhammer, Rodick and Kohn for allowing IPA and IASB to cross check this *Student Handbook Checklist* against its annual version.

| Mandatory Topics | IASB PRM | IPA MSH |
|---|---|---|
| | <i>and Graduation Incentives Program</i> | |
| Notification to parents/guardians of English Learners regarding their child's placement in, and information about, the District's English Learners programs | 6:160, <i>English Learners</i> | 12.60, <i>English learners</i> |
| Parental involvement under Title I (only when the district receives Title I funds) | 6:170, <i>Title I Programs</i> 6:170-AP1, <i>Checklist of Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs</i> 6:170-AP1, E1, <i>District-Level Parent and Family Engagement Compact</i> 6:170-AP1, E2, <i>School-Level Parent and Family Engagement Compact</i> 6:170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act</i> | 12.50, <i>Parent Involvement Compact</i> |
| Notice to parents required by No Child Left Behind Act of 2001 | 6:170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and protections of Pupil Rights Act</i> | |
| Surveys that request personal information from students | 7:15, <i>Student and Family Privacy Rights</i> | 11.10, <i>Student Privacy Protections</i> |
| Birth certificate requirements for enrollment | 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> ; 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> | |
| Administration of medications (includes asthma inhalers and epinephrine auto-injectors) | 7:270, <i>Administering Medicines to Students</i> 7:270-AP1, <i>Dispensing Medication</i> 7:270-E, <i>School Medication Authorization Form</i> | 5.20, <i>Student Medication</i> 5.20-E1, <i>Student Medical Authorization Form</i> |

| Mandatory Topics | IASB PRM | IPA MSH |
|-------------------------|-----------------|--|
| | | 5.20-E2, <i>Authorization for Student Self Medication Form</i> |

Student Programs

| Mandatory Topics | IASB PRM | IPA MSH |
|--|---|--|
| Notice of instruction in recognizing and avoiding sexual abuse (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> | 12.40, <i>Sex Education Instruction</i> 12.40-E1, <i>Notice to Parents on Sex Education Instruction</i> |
| Free appropriate public education to students with disabilities Special education services to eligible children whether or not enrolled in the District | 6:120, <i>Education of Children with Disabilities</i> 6:120-AP1, <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (downloadable from IASB website, www.iasb.com) | 10.10, <i>Education of Children with Disabilities</i> |

Student Responsibilities

| Mandatory Topics | IASB PRM | IPA MSH |
|---|---|---|
| IHSA policy on banned substances (required only for IHSA schools) | 6:190, <i>Extracurricular and Co-Curricular Activities</i> 6:190-AP, <i>Eligibility for Participation in Extracurricular Activities</i> 7:240, <i>Conduct Code for Participants in Extracurricular Activities</i> 7:240-AP1, <i>Code of Conduct for Extracurricular Activities</i> | 9.10, <i>Athletic Rules & Code of Conduct</i> |
| Absenteeism and truancy | 7:70, <i>Attendance and Truancy</i> | 2.10, <i>Attendance</i> 2.50, <i>Truancy</i> |
| Statement of district ownership of and right to search student lockers | 7:140, <i>Search and Seizure</i> | 8.10, <i>Search & Seizure</i> |
| Search procedures for school grounds and lockers | 7:140, <i>Search and Seizure</i> | 8.10, <i>Search & Seizure</i> |
| Notification regarding access to student accounts or profiles on social networking websites | 7:140, <i>Search and Seizure</i> | 8.10, <i>Search & Seizure</i> |
| Bullying prohibited and reporting encouraged | 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i> | 6.40, <i>Bullying, Intimidation, & Harassment</i> 6.40-E1, <i>Aggressive</i> |

| Mandatory Topics | IASB PRM | IPA MSH |
|---|--|---|
| | | <i>Behavior Reporting Letter & Form</i> |
| Teen dating violence prohibited and reporting encouraged | 7:185, <i>Teen Dating Violence Prohibited</i> | |
| Prohibition of electronic paging devices and making threat by Internet | 7:190, <i>Student Behavior</i> | 6.30, <i>Student Discipline</i> |
| 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, <i>Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i> 7:190, <i>Student Discipline</i> 7:190-AP5, <i>Student Handbook - Electronic Devices</i> 7:190-AP6, <i>Guidelines for Investigating Sexting Allegations</i> | 6.30, <i>Student Discipline</i> |
| Inform parents/guardians when their child engaged in aggressive behavior along with the school's early intervention procedures | 7:190-E1, <i>Aggressive Behavior Reporting Letter and Form</i> | 6.40-E1, <i>Aggressive Behavior Reporting Letter & Form</i> |
| Suspension and expulsion, and due process requirements | 7:200, <i>Suspension Procedures</i> 7:210, <i>Expulsion Procedures</i> | |
| School bus safety | 7:220, <i>Bus Conduct</i> 4:110-AP3, <i>School Bus Safety Rules</i> | 4.10, <i>Bus Transportation</i> |
| Videotape surveillance of buses (if applicable) | 7:220, <i>Bus Conduct</i> 7:220-AP, <i>Electronic Recordings on School Buses</i> | 4.10, <i>Bus Transportation</i> |
| Behavior interventions (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 | 7:160, <i>Student Appearance</i> | 6.20, <i>School Dress Code & Student Appearance</i> |
| All other conduct prohibited by Board policy - school discipline code | 7:190, <i>Student Behavior</i> | 6.30, <i>Student Discipline</i> |

Student Rights

| Mandatory Topics | IASB PRM | IPA MSH |
|---|---|--|
| Notice of non-discrimination coordinator(s) and making complaint of discrimination or sexual harassment | 2:260, <i>Uniform Grievance Procedure</i> | 6.40, <i>Bullying, Intimidation & Harassment</i> |

| Mandatory Topics | IASB PRM | IPA MSH |
|--|---|--|
| 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, <i>Equal Educational Opportunities</i> | 1.50, <i>Equal Opportunity & Sex Equity</i> |
| Sex equity and grievance procedures | 2:260, <i>Uniform Grievance Procedure</i> 7:10, <i>Equal Educational Opportunities</i> | 1.50, <i>Equal Opportunity & Sex Equity</i> |
| Sexual harassment prohibited and grievance procedures | 2:260, <i>Uniform Grievance Procedure</i> 7:20, <i>Harassment of Students Prohibited</i> | 6.40, <i>Bullying, Intimidation & Harassment</i> |
| Notify 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> | 12.10, <i>Teacher Qualifications</i> |
| Educational rights of homeless students in the location where homeless children receive services | 6:140, <i>Education of Homeless Children</i> 6:140-AP, <i>Education of Homeless Children</i> | 12.30, <i>Homeless Child's Right to Education</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> | 11.10, <i>Student Privacy Protections</i> |
| Notice to parents/guardians about social network passwords | 7:140, <i>Search and Seizure</i> 7:140-E, <i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i> | 6.70 (Pending) |
| Notice concerning privacy and access rights to school student records | 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> | 11.20, <i>Student Records</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> | 11.20, <i>Student Records</i> |

| Mandatory Topics | IASB PRM | IPA MSH |
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| | 7:340-E2, <i>Using a Photograph or Video Recording of a Student</i> | |
| Information classified as directory information and 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> | 11.20, <i>Student Records</i> |
| Military recruiting | 7:340-E3, <i>Letter to Parents Concerning Military Recruiters and Post-secondary Institutions Receiving Student Directory Information</i> 7:340-E4, <i>Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information</i> | 11.20, <i>Student Records</i> |
| Student biometric information (when applicable) | 7:340, <i>Student Records</i> 7:340-E5, <i>Biometric Information Collection Authorization</i> | 11.30, <i>Student Biometric Information</i> |
| Notice of disability accommodation | 8:70, <i>Accommodating Individuals with Disabilities</i> | 1.110, <i>Accommodating Individuals with Disabilities</i> |

General Information

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

| Mandatory Topics | IASB PRM | IPA MSH |
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| | <i>tion Rights</i> 8:95-E2, <i>Verification of School Visitation</i> | |

Recommended Notices

Student Services

| Recommended Topics | IASB PRM | IPA MSH |
|--|--|--|
| Information regarding waiver of student fees | 4:140, <i>Waiver of Student Fees</i> | |
| Fire drill program, building specific plan | 4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Security Plan</i> | 5.40, <i>Safety Drill Procedures</i> |
| School safety plans, including severe weather and injury or sudden illness | 4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Security Plan</i> 4:170-AP1, E1, <i>Accident or Injury Form</i> | 2.100, <i>Home and Hospital Instruction</i> |
| Home and hospital instruction | 6:150, <i>Home and Hospital Instruction</i> | 2.100, <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 from Landlord in Lieu of Lease</i> 7:60-AP2, E2, <i>Letter of Residence to be Used When the Person Seeking to Enroll 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> | 4.20, <i>Parking</i> |
| Health and guidance counselor and social work access | 7:250, <i>Student Support Services</i> | 5.30, <i>Guidance & Counseling</i> |
| Communicable and infectious disease | 7:280, <i>Communicable and Chronic Infectious Disease</i> 7:280-AP, <i>Managing Students with Communicable and Infectious Diseases</i> | 5.50, <i>Communicable Diseases</i> 5.60, <i>Head Lice</i> |

| Recommended Topics | IASB PRM | IPA MSH |
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| Students with diabetes | 6:120-AP4, <i>Care of Students with Diabetes</i> | 1.130, <i>Care of Students with Diabetes</i> 1.130-E1, <i>Authorization to Provide Diabetes Care</i> |
| Food allergy management program | 7:285, <i>Food Allergy Management Program</i> 7:285-AP, <i>Implementing a Food Allergy Management Program</i> | 1.120, <i>Students with Food Allergies</i> |
| Telephone use, building specific | | |

Student Programs

| Recommended Topics | IASB PRM | IPA MSH |
|--|---|--|
| Weighted grades | | |
| 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> | 12.40, <i>Sex Education Instruction</i> 12.40-E1, <i>Notice to Parents on Sex Education Instruction</i> |
| Adaptive physical education program exemption | 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> | 2.80, <i>Exception from PE Requirement (Regular Education)</i> |
| Bilingual education availability | 6:160, <i>English Learners</i> | 12.60, <i>English Learners</i> |
| Co-curricular activities | 6:190, <i>Extracurricular and Co-Curricular Activities</i> | 9.10, <i>Athletic Rules & Code of Conduct</i> |
| "No Pass, No Play" | 6:190, <i>Extracurricular and Co-Curricular Activities</i> 6:190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i> | 9.10, <i>Athletic Rules & Code of Conduct</i> |
| Parental right to review instructional materials | 6:210, <i>Instructional Materials</i> | 11.10, <i>Student Privacy Protections</i> |

| Recommended Topics | IASB PRM | IPA MSH |
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| Acceptable use and Internet safety | 6:235, <i>Access to Electronic Networks</i> 6:235-AP1, <i>Acceptable Use of the District's Electronic Networks</i> 6:235-AP1, E1, <i>Student Authorization for Access to the District's Electronic Networks</i> 6:235-AP1, E2, <i>Staff Authorization for Access to the District's Electronic Networks</i> | 7.10, <i>Internet Acceptable Use</i> 7.10-E1, <i>Internet Acceptable Use Sign-Off</i> |
| Social promotion | 6:280, <i>Grading and Promotion</i> 6:280-AP, <i>Evaluating and Reporting Student Achievement</i> | 2.60, <i>Grading & Promotion</i> |
| High school graduation requirements (high schools only) | 6:300, <i>Graduation Requirements</i> | 2.120, <i>Graduation Requirements</i> |
| Right of students with IEP to participate in graduation ceremony (high schools only) | 6:300, <i>Graduation Requirements</i> | 10.40, <i>Certificate of High School Completion</i> |
| Physical education, including waiver of required classes | 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> | 2.80, <i>Exception from PE Requirement (Regular Education)</i> 10.30, <i>Exemption from PE Requirement (Special Education)</i> |
| Class schedules, building specific | | |
| Schedule of testing programs, building specific | 6:340, <i>Student Testing and Assessment Program</i> | |
| Student distribution of non-curricular material | 7:310, <i>Restrictions on Publications; Elementary Schools</i> 7:310-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications</i> | 7.20, <i>Guidelines for Student Distribution of Non-School Sponsored Publications</i> |

General Information

| Recommended Topics | IASB PRM | IPA MSH |
|--|---|-------------------------------|
| Asbestos management plan, notice of availability | | |
| School calendar | 6:20, <i>School Year Calendar and Day</i> | |
| Field trip | 6:240, <i>Field Trips</i> 6:240-AP, <i>Field Trip Guidelines</i> | 6.60, <i>Field Trips</i> |
| Release time for religious instruc- | 7:80, <i>Release Time for Religious In-</i> | 2.30, <i>Release Time for</i> |

| Recommended Topics | IASB PRM | IPA MSH |
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| tion/observance | <i>struction/Observance</i> | <i>Religious Instruc- tion/Observance</i> |
| Extra-curricular drug and alcohol testing (if applicable) | 7:240-AP2, <i>Extracurricular Drug and Alcohol Testing Program</i> 7:240-E, <i>Consent to Participate in Extracurricular Drug and Alcohol Testing Program</i> | 9.10, <i>Athletic Rules & Code of Conduct</i> |
| Eligibility to remove college entrance exams from student transcripts | 7:340, <i>Student Records</i> | 11.20, <i>Student Records</i> |
| Equal access to school facilities | 8:20, <i>Access to School Facilities</i> | |
| Identification and registration of persons entering the school building | 8:30, <i>Visitors to and Conduct on School Property</i> | 1.40, <i>Visitors</i> |
| Statement that the handbook is: 1. Only a summary of board policies governing the district; board policies are available to the public at the district office 2. A document that may be amended during the year without notice 3. Is a communication tool of all policies to persons expected to execute and comply with them | 2:240, <i>Board Policy Development</i> | 1.10, <i>Parent/Guardian Handbook Acknowledgement</i> 1.20, <i>Student Handbook Acknowledgement</i> 1.30, <i>General School Information</i> |
| Address of District offices, list of administrators, and contact information | 2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> | 1.30, <i>General School Information</i> |
| Board members' names | 2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> | 1.30, <i>General School Information</i> |
| List of District school addresses | 2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> | 1.30, <i>General School Information</i> |

Special Circumstance Notifications

| Special Circumstance Topics | IASB PRM | IPA MSH |
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| Special Circumstance Topics | IASB PRM | IPA MSH |
|---|---|--|
| Notification for unsafe school transfer choice | 4:170, <i>Safety</i> 4:170-AP5, <i>Unsafe School Choice Option</i> | 12.100, <i>Unsafe School - Transfer</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 Does Not Meet Applicable State Certification/Licensure Requirements</i> 5:190-E3, <i>Letter to Teacher Who Is <u>Not Highly Qualified</u> Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment</i> | 12.10, <i>Teacher Qualifications</i> |
| Notice when: 1. Student is being taught by a teacher who is not highly qualified, 2. School identified as in need of improvement, 3. Schools are identified for corrective action, 4. Schools are identified for restructuring, 5. There is eligibility for supplemental educational services, and 6. The district offers voluntary school choice, if applicable. | 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 Does Not Meet Applicable State Certification/Licensure Requirements</i> 6:15, <i>School Accountability</i> | |
| Credit for proficiency | 6:110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i> | 2.90, <i>Course Alternatives & Substitutions</i> |