

POLICY 5370

Student Handbooks

A. All Students

1. All schools are directed to develop, publish, and distribute Student Handbooks. Handbooks can be published hard copy or digitally.
2. All student handbooks must be ~~linked on the school website approved by the Board of Education prior to being distributed to students.~~
 - ~~a. Changes in student handbooks must be approved annually by the Board.~~
 - b. Schools are encouraged to work cooperatively with PTSA's and other organizations in developing, publishing, and distributing student handbooks. However, school-building administrators are responsible for student handbooks.
3. Student handbooks must contain, or make reference to the following Board Policies:
 - a. [Policy 4090 Student Progress Reporting](#)
 - b. [Policy 5000 Equal Education Opportunity](#)
 - c. [Policy 5005 Safe Schools](#)
 - d. [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#)
 - e. [Policy 5290 Student Discipline – Drugs/Alcohol/Tobacco](#)
4. Student handbooks may contain directory information. Directory Information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict

the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." [34 CFR § 99.3 and 34 CFR § 99.37](#).

See FERPA Directory Information Notice at <https://www.besd.net/page/data-privacy-disclosures>.

- ~~5. In grades K-5, handbooks may contain class lists. However, no identifying information (age, telephone number, address, parent's names, etc.) other than the students' names may be included.~~
 - ~~a. If PTSA's or other organizations wish to publish student directories with additional identifying information, they may do so independent of the school and must obtain the information, and permission to publish the information, from parents.~~
- ~~6. In grades 6-12, handbooks may contain student lists by grade level and student telephone numbers if permission has been received. However, no additional identifying information (age, address, parent's names, etc.) may be included.~~
 - ~~a. If PTSA's or other organizations wish to publish student directories with additional identifying information, they may do so independent of the school and must obtain the information, and permission to publish the information, from parents.~~