

Student Handbook Checklist

"Required" and "Highly Recommended" Provisions	YES	NO	N/A	NOTES
Preamble--establishes rationale for the rules in in the handbook				
Disclaimer--handbook can't include everything--can be changed				
Administering medication processes and procedures				
Transportation policies, etc				
Provisions for school fee waivers				
Discipline policy notification of offenses, possible consequences				
Residency policies				
Attendance Regulations				
Homeless ombudsperson--2006				
Truancy--ROE oversight				
Definition of suspension				
Definition of expulsion				
Student Discipline Due Process				
Dress code/Uniform policy				
Weapons and firearms policy				
Gang Policy				
Aggressive Behavior and Bullying Policy				
Controlled Substances policy				
Computer Acceptable Use Policy				
Student search policy				
District ownership of lockers, commons areas regarding student search				
Free and appropriate education for disabled				
Accommodations for parents with disabilities				
Non-discriminatory statement/grievance procedures				
Sex equity policy/grievance procedures				
Sexual harassment policy/grievance procedures				
Student records notification--ISRA and FERPA				
Disclosure of directory information				
Notice of school visitation rights				
Notice of athletic/extracurricular code				
Pesticide notification and rights				
Uniform grievance procedures--include contact info for grievances				
Graduation requirements				
Videotape surveillance policies				
Cell phone policy				
School policies concerning student and adult sex offenders				
List of fees/tuition and process of exemption				
Free/reduced lunch notification				
Interviews of pupils by law enforcement				
Health examination and immunization compliance				
Grading Practices/Policies/Weighted grades				
Circumstances and procedure for grade change				
Internet policies/Acceptable Use Policy				
Driver's education policies				
Notification of objectionable curriculum topics and how to excuse students				
Physical education exemption				
No social promotion policy and remediation procedures				
Promotion policies and regulations				
Proficiency exam credit				
Safety standards/procedures				
Policies for persons entering buildings and grounds				
Asbestos provisions				
Textbook procedures				
School calendar				
Gift ban				

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ESL / bilingual programs				
Distribution policy of non-curricular literature by students				
School Wellness Policy references				
Vending machine policy				
Public/private/home/correspondence course credit				
Placement of incoming students				
No pass / no play policy statement				
Use of non-sexist language in district's publications				
Homebound instruction				
Wellness Policies				
Policies for students with infectious diseases				
SB 665 Eavesdropping Exemption for School Buses				
SB 641 Vision Exam Requirement				
SB 937 HPV Vaccine Information				
HB 1964 Summer School Food Program				
SB 853 High School Equivalency Testing				
New Illinois Rules and Regs--RTI Children with Disabilities Information				
COMMONLY INCLUDED MATERIAL				
School insurance				
Schedule testing programs				
Telephone policies				
Parking policies				
Student activities				
Information on course offerings/descriptions				
Character education				
Steroid abuse				
District philosophy and goals				
Administrative information				
School Maps				
Class schedules				
Faculty-Staff Contact Information				

This guide is not a complete listing of possible handbook provisions. It is a useful starting point for analyzing and updating your school's handbook. Of course each school's needs are different so what is applicable in one instance may not be applicable in another. If you have questions about what is applicable for your school situation, please contact your school attorney.

Thank you to Eastern Illinois University Professors Drs. Charles Rohn and Linda Morford for their previous efforts to start this list and keep this list updated. If you have any questions about this list or its contents, please contact John Dively J.D., Ed.D. at Eastern Illinois University --271-581-2919 or jdively@eiu.edu. This list will be annually updated for use by the Educational Leadership School Law classes taught at EIU.