

Student Parent Handbook Checklist

Updated 6/17/2021

Listed below are recommended policies to include in your version. This is not an exhaustive list.

Items in **red are mandatory**.

If there is CSO guidance, it will have the policy number listed. Please read the policy to make sure your local policy is aligned and updated, **DO NOT** include the CSO policy number in this publication.

The items listed below are in alphabetical order for easy reference. You may change the order for your version.

yes	no	Section 1: About your school
		Cover- Title Page, address, website, phone number
		Welcome from Head of School
		Mission statement/Vision/Values/Philosophy
		History of School
		Accreditation agencies
		Table of contents
		Right to Amend handbook

yes	no	Section 2: Academic Policies (Policy 5130)
		Academic Probation
		Advancement (Policy 5134)
		Curriculum (Policy 6130)
		Grading scale (Policy 5131)
		Homework: time limits, expectaions (Policy 6226)
		Parental access to student records-Use CSO language (Policy 5115.3)
		Progress reports/ Report cards (Policy 5132)

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yes	no	Section 2: Academic Policies (Policy 5130) - (Continued)
<input type="checkbox"/>	<input type="checkbox"/>	Promotion/Retention/Transfer
<input type="checkbox"/>	<input type="checkbox"/>	Student record/ Cumulative record (Policy 5133)
<input type="checkbox"/>	<input type="checkbox"/>	Student referral for testing and evaluation

yes	no	Section 3: Admission and Registration (Policy 5110)
<input type="checkbox"/>	<input type="checkbox"/>	Age requirements per grade level
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Enrollment agreement -Use CSO language (Policy 3321, Appendix 1 #6)
<input type="checkbox"/>	<input type="checkbox"/>	Order of accepting students
<input type="checkbox"/>	<input type="checkbox"/>	Referral program
<input type="checkbox"/>	<input type="checkbox"/>	Registration/Enrollment
<input type="checkbox"/>	<input type="checkbox"/>	Submission of required documents
<input type="checkbox"/>	<input type="checkbox"/>	Title IX non discrimination policy
<input type="checkbox"/>	<input type="checkbox"/>	Waitlist
<input type="checkbox"/>	<input type="checkbox"/>	Termination of enrollment (Policies 5180, 5182, 5183, 5184, 5185)

yes	no	Section 4: Attendance and Absence (Policy 5120)
<input type="checkbox"/>	<input type="checkbox"/>	Absences and absence due to vacations (Policy 5121)
<input type="checkbox"/>	<input type="checkbox"/>	Arrival/Departure
<input type="checkbox"/>	<input type="checkbox"/>	Before/After school care (Policy 6144)
<input type="checkbox"/>	<input type="checkbox"/>	Inclement weather
<input type="checkbox"/>	<input type="checkbox"/>	Make up work
<input type="checkbox"/>	<input type="checkbox"/>	Pickup during school day (Policy 5124)
<input type="checkbox"/>	<input type="checkbox"/>	School Hours
<input type="checkbox"/>	<input type="checkbox"/>	Tardy (Policy 5122)
<input type="checkbox"/>	<input type="checkbox"/>	Truancy (Policy 5123)

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yes	no	Section 5: Athletics/Extra curriculars (Policy 6143)
<input type="checkbox"/>	<input type="checkbox"/>	Coaching
<input type="checkbox"/>	<input type="checkbox"/>	DPL
<input type="checkbox"/>	<input type="checkbox"/>	Eligibility
<input type="checkbox"/>	<input type="checkbox"/>	Offerings per grade level
<input type="checkbox"/>	<input type="checkbox"/>	Sportsmanship
<input type="checkbox"/>	<input type="checkbox"/>	Student organizations (Policy 5142)

yes	no	Section 6: Discipline (Policy 5170)
<input type="checkbox"/>	<input type="checkbox"/>	Behavioral expectations/Code of Conduct
<input type="checkbox"/>	<input type="checkbox"/>	Bullying/ Cyberbullying (Policy 5162.1)
<input type="checkbox"/>	<input type="checkbox"/>	Corporal Punishment (Policy 5174)
<input type="checkbox"/>	<input type="checkbox"/>	Disciplinary procedure and consequences
<input type="checkbox"/>	<input type="checkbox"/>	Drugs, alcohol, smoking
<input type="checkbox"/>	<input type="checkbox"/>	Expulsion procedure (Use CSO language-Policy 5177)
<input type="checkbox"/>	<input type="checkbox"/>	Grievance policy parents (Use CSO language-Policy 1214a)
<input type="checkbox"/>	<input type="checkbox"/>	Harrassment (Policies 5162.2, 5162.3, 5162.4)
<input type="checkbox"/>	<input type="checkbox"/>	Lockers (Policy 5162.5)
<input type="checkbox"/>	<input type="checkbox"/>	Off campus conduct: sports/extracurricular/field trips
<input type="checkbox"/>	<input type="checkbox"/>	Probation (Policy 5175)
<input type="checkbox"/>	<input type="checkbox"/>	Search and seizure
<input type="checkbox"/>	<input type="checkbox"/>	Suspension (Policy 5176)
<input type="checkbox"/>	<input type="checkbox"/>	Violations resulting in: Detention/Suspension/Expulsion

yes	no	Section 7: Emergency Crisis Procedures (Policy 5165)
<input type="checkbox"/>	<input type="checkbox"/>	Fire and tornado drills
<input type="checkbox"/>	<input type="checkbox"/>	Lock down/ lock out

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yes	no	Section 8: Field Trips (Policy 6225)
<input type="checkbox"/>	<input type="checkbox"/>	Fees/payment
<input type="checkbox"/>	<input type="checkbox"/>	Permission slip Use CSO Form, Appendix 2
<input type="checkbox"/>	<input type="checkbox"/>	Privilege not a right
<input type="checkbox"/>	<input type="checkbox"/>	Transportation

yes	no	Section 9: Financial Policies
<input type="checkbox"/>	<input type="checkbox"/>	Financial delinquency f(Policy 3322)
<input type="checkbox"/>	<input type="checkbox"/>	Penalties for late tuition/fees
<input type="checkbox"/>	<input type="checkbox"/>	Tuition assistance
<input type="checkbox"/>	<input type="checkbox"/>	Tuition payment options
<input type="checkbox"/>	<input type="checkbox"/>	Withdrawal Policy

yes	no	Section 10: Health (Policy 5150)
<input type="checkbox"/>	<input type="checkbox"/>	Authorization of consent to treat minor (Use CSO language Appendix 1 #5)
<input type="checkbox"/>	<input type="checkbox"/>	Accident/Injury (Policy 5154)
<input type="checkbox"/>	<input type="checkbox"/>	Allergies
<input type="checkbox"/>	<input type="checkbox"/>	Annual Health screenings
<input type="checkbox"/>	<input type="checkbox"/>	Illness
<input type="checkbox"/>	<input type="checkbox"/>	Immunizations (Policy 5155)
<input type="checkbox"/>	<input type="checkbox"/>	medical appointments
<input type="checkbox"/>	<input type="checkbox"/>	Medication: Distrubution and Use (Policy 5156)

yes	no	Section 11: Library
<input type="checkbox"/>	<input type="checkbox"/>	Check out books
<input type="checkbox"/>	<input type="checkbox"/>	Hours

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yes	no	Section 12: Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Free Reduced Breakfast/Lunch program
<input type="checkbox"/>	<input type="checkbox"/>	Microwave use
<input type="checkbox"/>	<input type="checkbox"/>	Ordering
<input type="checkbox"/>	<input type="checkbox"/>	Outside food

yes	no	Section 13: Miscellaneous
<input type="checkbox"/>	<input type="checkbox"/>	Child Abuse Law: Mandated reporters
<input type="checkbox"/>	<input type="checkbox"/>	Social Events: parties, dances, prom (Policy 5143)
<input type="checkbox"/>	<input type="checkbox"/>	Reports to and cooperation with law enforcement (Use CSO language Policy 1312.7, appendix 1#2)
<input type="checkbox"/>	<input type="checkbox"/>	Retreats (Policy 5144)
<input type="checkbox"/>	<input type="checkbox"/>	School calendar
<input type="checkbox"/>	<input type="checkbox"/>	Use of school grounds
<input type="checkbox"/>	<input type="checkbox"/>	Use of school logo

yes	no	Section 14: Parents
<input type="checkbox"/>	<input type="checkbox"/>	Communication between parents, teachers, administration
<input type="checkbox"/>	<input type="checkbox"/>	Custody and family law issues (Use CSO language 5161.3, appendix 1 #1)
<input type="checkbox"/>	<input type="checkbox"/>	Grievance process
<input type="checkbox"/>	<input type="checkbox"/>	Parental cooperation and behavior (Use CSO language 5161.3 Appendix 1 #3)
<input type="checkbox"/>	<input type="checkbox"/>	Parents role in education/ Parents as partners
<input type="checkbox"/>	<input type="checkbox"/>	Reimbursement for school costs and attorney's fees (Use CSO language 5161.3, Appendix 1 #4)
<input type="checkbox"/>	<input type="checkbox"/>	Safe Environment
<input type="checkbox"/>	<input type="checkbox"/>	Student/Parent directory- confidential and can hide their personal information
<input type="checkbox"/>	<input type="checkbox"/>	Visitors- lunch, recess, library, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Volunteering expectation

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yes	no	Section 15: Technology
		Acceptable Use Policy
		Cell phone policy
		Children's Online Privacy Protection Act (COPPA) Waiver (Use CSO language Appendix 1 #9)
		School issued student emails
		Security
		Social networking sites

yes	no	Section 16: Uniform Policy
		Accessories/Perfumes/Nail color
		Dress code (Policy 5141)
		Free dress and spirit day guidelines
		Hair
		Lost and Found
		Purchasing site

yes	no	Section 17: Last Section
		Signature page acknowledgement and agreement parent (Use CSO language Appendix 1 #9)
		Photo video release form- part of parent consent and release
		Release and indemnification- Use CSO language Appendix 1 #8
		Parent Consent and Release form: athletics, transportation, extra curricular, video image release (Use CSO language Appendix 1 #7)