

Student Parent Handbook Checklist

Updated 5/31/2024

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.

<input type="checkbox"/>	Section 1: About your school
<input type="checkbox"/>	Cover- Title Page, address, website, phone number
<input type="checkbox"/>	Welcome from Head of School
<input type="checkbox"/>	Mission statement/Vision/Values/Philosophy
<input type="checkbox"/>	History of School
<input type="checkbox"/>	Accreditation agencies
<input type="checkbox"/>	Table of contents
<input type="checkbox"/>	Right to Amend handbook - see sample language
<input type="checkbox"/>	Section 2: Academic Policies (Policy 5130)
<input type="checkbox"/>	Academic Probation
<input type="checkbox"/>	Advancement (Policy 5134)
<input type="checkbox"/>	Artificial Intelligence usage - see sample language
<input type="checkbox"/>	Curriculum (Policy 6130)
<input type="checkbox"/>	Grading scale (Policy 5131)
<input type="checkbox"/>	Homework time limits (Policy 6226)
<input type="checkbox"/>	Parental access to student records-Use CSO language (Policy 5115.3)
<input type="checkbox"/>	Progress reports/ Report cards (Policy 5132)

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- Section 2: **Academic Policies (Policy 5130)** - (Continued)

- Promotion/Retention/Transfer
- Student record/ Cumulative record (Policy 5133)
- Student referral for testing and evaluation
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- Section 3: **Admission and Registration (Policy 5110)**

- Age requirements per grade level set by TCCB ED
- Application
- Enrollment agreement -Use CSO language (Policy 3321, Appendix 1 #6)
- Order of accepting students
- Referral program
- Registration/Enrollment
- Submission of required documents
- Termination of enrollment (Policies 5180, 5182, 5183, 5184, 5185)
- Title IX non discrimination policy
- Waitlist

- Section 4: **Attendance and Absence (Policy 5120)**

- Absences and absence due to vacations (Policy 5121)
- Arrival/Departure times
- Before/After school care (Policy 6144)
- Inclement weather procedures
- Make up work
- Pickup during school day (Policy 5124)
- School Hours
- Tardy (Policy 5122)
- Truancy (Policy 5123)

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<input type="checkbox"/>	Section 5: Athletics/Extra curriculars (Policy 6143)
<input type="checkbox"/>	Coaching
<input type="checkbox"/>	DPL
<input type="checkbox"/>	Eligibility to play and practice -see sample language
<input type="checkbox"/>	Offerings per grade level
<input type="checkbox"/>	Sportsmanship
<input type="checkbox"/>	Student organizations (Policy 5142)

<input type="checkbox"/>	Section 6: Discipline (Policy 5170)
<input type="checkbox"/>	Behavioral expectations/Code of Conduct (Policy 5172)
<input type="checkbox"/>	Bullying/ Cyberbullying (Policy 5162.1)
<input type="checkbox"/>	Corporal Punishment (Policy 5174)
<input type="checkbox"/>	Disciplinary procedure and consequences
<input type="checkbox"/>	Drugs, alcohol, smoking
<input type="checkbox"/>	Expulsion procedure (Use CSO language-Policy 5177)
<input type="checkbox"/>	Grievance policy parents (Use CSO language-Policy 1214a)
<input type="checkbox"/>	Harrassment (Policies 5162.2, 5162.3, 5162.4)
<input type="checkbox"/>	Lockers (Policy 5162.5)
<input type="checkbox"/>	Off campus conduct: sports/extracurricular/field trips
<input type="checkbox"/>	Probation (Policy 5175)
<input type="checkbox"/>	Search and seizure
<input type="checkbox"/>	Suspension (Policy 5176)
<input type="checkbox"/>	Termination of enrollment due to behavior
<input type="checkbox"/>	Violations resulting in: Detention/Suspension/Expulsion

<input type="checkbox"/>	Section 7: Emergency Crisis Procedures (Policy 5165)
<input type="checkbox"/>	Fire and tornado drills
<input type="checkbox"/>	Lock down/ lock out

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<input type="checkbox"/>	Section 8: Field Trips (Policy 6225)
<input type="checkbox"/>	Fees/payment
<input type="checkbox"/>	Permission slip Use CSO Form, Appendix 2
<input type="checkbox"/>	Privilege not a right
<input type="checkbox"/>	Transportation

<input type="checkbox"/>	Section 9: Financial Policies
<input type="checkbox"/>	Financial delinquency f(Policy 3322)
<input type="checkbox"/>	Penalties for late tuition/fees
<input type="checkbox"/>	Tuition assistance
<input type="checkbox"/>	Tuition payment options
<input type="checkbox"/>	Withdrawal Policy

<input type="checkbox"/>	Section 10: Health (Policy 5150)
<input type="checkbox"/>	Authorization of consent to treat minor (Use CSO language Appendix 1 #5)
<input type="checkbox"/>	Accident/Injury (Policy 5154)
<input type="checkbox"/>	Allergies- Seasonal and food
<input type="checkbox"/>	Annual Health screenings
<input type="checkbox"/>	Illness
<input type="checkbox"/>	Immunizations (Policy 5155)
<input type="checkbox"/>	medical appointments
<input type="checkbox"/>	Medication: Distrubution and Use (Policy 5156)

<input type="checkbox"/>	Section 11: Library
<input type="checkbox"/>	Check out books
<input type="checkbox"/>	Hours

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<input type="checkbox"/>	Section 12: Lunch
<input type="checkbox"/>	Free Reduced Breakfast/Lunch program
<input type="checkbox"/>	Microwave use
<input type="checkbox"/>	Ordering
<input type="checkbox"/>	Outside food

<input type="checkbox"/>	Section 13: Miscellaneous
<input type="checkbox"/>	Child Abuse Law: Mandated reporters
<input type="checkbox"/>	Social Events: parties, dances, prom (Policy 5143)
<input type="checkbox"/>	Reports to and cooperation with law enforcement (Use CSO language Policy 1312.7, appendix 1#2)
<input type="checkbox"/>	Retreats (Policy 5144)
<input type="checkbox"/>	School calendar
<input type="checkbox"/>	Use of school grounds
<input type="checkbox"/>	Use of school logo

<input type="checkbox"/>	Section 14: Parents
<input type="checkbox"/>	Communication between parents, teachers, administration
<input type="checkbox"/>	Custody and family law issues (Use CSO language 5161.3, appendix 1 #1)
<input type="checkbox"/>	Grievance process
<input type="checkbox"/>	Parental cooperation and behavior (Use CSO language 5161.3 Appendix 1 #3)
<input type="checkbox"/>	Parents role in education/ Parents as partners
<input type="checkbox"/>	Reimbursement for school costs and attorney's fees (Use CSO language 5161.3, Appendix 1 #4)
<input type="checkbox"/>	Safe Environment
<input type="checkbox"/>	Student/Parent directory- confidentiality and option to hide their personal information
<input type="checkbox"/>	Termination of enrollment (policy 5180)
<input type="checkbox"/>	Termination of enrollment due to parental behavior (Use CSO language 5185)
<input type="checkbox"/>	Visitors- lunch, recess, library, etc.- see sample language
<input type="checkbox"/>	Volunteering

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<input type="checkbox"/>	Section 15: Technology
<input type="checkbox"/>	Acceptable Use Policy
<input type="checkbox"/>	Cell phone policy
<input type="checkbox"/>	Children's Online Privacy Protection Act (COPPA) Waiver (Use CSO language Appendix 1 #9)
<input type="checkbox"/>	School issued student emails
<input type="checkbox"/>	Security
<input type="checkbox"/>	Smart Watch
<input type="checkbox"/>	Social networking sites

<input type="checkbox"/>	Section 16: Uniform Policy
<input type="checkbox"/>	Accessories/Perfumes/Nails
<input type="checkbox"/>	Dress code (Policy 5141)
<input type="checkbox"/>	Free dress and spirit day guidelines
<input type="checkbox"/>	Hair
<input type="checkbox"/>	Lost and Found
<input type="checkbox"/>	Vendor information

<input type="checkbox"/>	Section 17: Last Section
<input type="checkbox"/>	Signature page acknowledgement and agreement parent (Use CSO language Appendix 1 #9)
<input type="checkbox"/>	Photo video release form- part of parent consent and release
<input type="checkbox"/>	Release and indemnification- Use CSO language Appendix 1 #8
<input type="checkbox"/>	Parent Consent and Release form: athletics, transportation, extra curricular, video image release (Use CSO language Appendix 1 #7)