The following is to be considered by district & school teams as a resource in their review of the Student Handbook. Any handbook should be reviewed by the board attorney prior to distribution as this resource is subject to change without notice.

Handbook Written Policies

- Be in accordance with federal/state laws and ADE rules
- Equity Compliance Information & Officers (Section 504; Title IX)
- Nondiscrimination statement on the basis of age, color, creed, disability, national origin, race, religion, and sex (Title VI; Title IX; Section 504; Age Discrimination Act)
- Mission and Direction of School District & School
- Site-Based Decision Making Policy (6-13-305)
- Grievance Procedure for complaints to include discrimination based on sex or disability. (6-17-208; Section 504: 34 CFR § 104.7(b); Title IX: 34 CFR § 106.8(b); Title II: 28 CFR § 35.107(b))
- Student procedures for filing Sexual Harassment Complaints (Title IX, 20 USC 1681; 6-15-1005)
- Parent-friendly Summary of the Parental Involvement Plan (6-15-1704; 6-21-201)
- School’s process for resolving parental concerns (6-15-1702)
- Notice to Parents Required by No Child Left Behind Act of 2001
- Student Transfer Information & School Choice Notification

Additional Handbook Written Policies on Reverse Side

Handbook Development & Communication

- Handbook Team updates handbook at any time as needed (usually annually)
- Handbook Team includes district administrators, teachers, students, parents, & counselors from diverse racial, gender, & socioeconomic backgrounds (ADE Rules)
- Handbook Team includes sufficient number of individuals to provide broad district representation (ADE Rules)
- District notifies guardian(s) & students of school rules/procedures and makes it easily accessible
- District requires a signed acknowledgement from guardian(s) that the school's discipline policy was received
- District trains staff on consistent policy implementation
- District communicates availability of a comprehensive list of board policies at the district office
- District posts current written student handbook and discipline policy on district website under State – Required Information

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Handbook Implementation

- Identify the schools’ purpose for the Student Handbook and the outcomes for developing & maintaining such document
- Use the agreed upon purpose/intent of the Student Handbook to guide its development, communication, & implementation.
- Ensure consistent policy implementation by aligning every-day practices, processes & procedures.
- Review existing practices/procedures & determine if policy intent is met.
- Review existing polices to evaluate their alignment to the vision, mission, funds, & resources.
- Review existing polices to evaluate their impact on adult/student behaviors.
- Submit new policies or discipline policy modifications to the Arkansas Department of Education (ADE) within 30 days of board approval.
- Review data concerning submitted complaints to identify successes & training or funding needs.
Handbook Written Policies (continued)

- Student Attendance & Truancy Policies and Penalties that include denial of course credit, promotion, graduation, or driving privilege revocation (6-18-209; 6-18-220; 6-18-222; 6-18-229; 6-27113; 7-4-116; 27-16-701)
- Tardy Policy
- Check-out Procedures
- Antibullying Policies for Prevention (6-18-514)
- Antibullying Notification (Act 115 of 2007)
- Student Conduct expectations & Min./Max Consequences (6-18-507)
- Student Discipline Policies (6-18-503, 516)
- Listing of offenses including assault or threat of assault, weapon, alcohol or drugs, damaging or stealing school property, violence, tobacco, gangs, sexual harassment, & bullying (6-18-502; 6-15-1005)
- Due Process Procedures
- Search & Seizure Policy (6-18-513; 6-21-608; 12-12-509, 510, 516; 9-13-104)
- Computer Use Policy (6-21-107)
- School Bus Transportation Expectations (6-19-119; ADAFT Rules)
- Policy concerning School Removal of Student Hand-held Laser Pointers (6-18-512)
- Enrollment During Expulsion Policy (6-18-507, 510)
- If in place, Corporal Punishment Policy (6-18-503)
- If in place, School Uniform Policy (6-18-102; 6-18-502; 6-18-503)
- Admission & Enrollment Procedures
- Concurrent Enrollment Procedures (6-15-902; 6-16-1201; ADE Rules)
- Policy concerning School Procedures for Classroom Placements to include Multiple Birth Siblings (6-18-106)
- Alternative Learning Program Information (6-48-101, 509; 6-20-2305, ADE Rules)
- Student Promotion & Retention Procedures
- Grading System & Grade Point Value Procedures (6-15-902, 9-28113, Accreditation Standard 12.02; ADE Rules)
- Homework Policy (Accreditation Standard 10.07)
- Make-up Policy
- Smart Core Requirements & Waiver Form (6-4-302; 6-16-149; 6-16-150; 6-16-1406; Act 1280 of 2013; Accreditation Standard 9.03 & 14.02; ADE Rules)
- Graduation Requirements
- Class Rankings Procedures
- Student Records Procedures
- Student Publications Policy (6-18-1202, 1204)
- Noncurricular Activity Procedures & Equal Access (6-5-201; 6-10-130; 6-18-601; 6-21-201; 20 USC 4071 Equal Access Act)
- Social Media Policy
- Student Welfare – Reporting Child Abuse Notification & Procedures
- Health Services Information (i.e. Wellness Policy, mandated health screenings, immunization, medicine administration, communicable disease & head lice) (6-18-702; 20-7-133; 20-7-134; 20-7-135; ADE Rules)
- Nutrition Department Information & Charge Policy
- Evacuation Procedures & Emergency Drills (12-13-109; 6-10-110; 6-10-121; 6-15-1302; 6-15-1303; ADAFT Rules)
- Contact with Students Procedures (6-18-513; 9-13-104; 12-18-609; 12-18-1001)
- School Visitor Procedures & Expectations (6-21-606; 6-21-607)
- School Volunteer Procedures & Expectations
- Website Privacy Policy (15 USC 6501 [COPPA])
- Definitions of Terms used in the Student Handbook

ADE Equity Assistance Center: Student Handbook (continued)

Revised 6.11.19