



DESE Equity Assistance Center: Student Handbook



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 Implementation

- Identify the schools' purpose for the Student Handbook & 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 policies to evaluate their alignment to the vision, mission, funds, & resources
- Review existing policies to evaluate their impact on adult/student behaviors
- Submit new policies or Discipline Policy modifications to the Arkansas Division of Elementary & Secondary Education (DESE) within 30 days of board approval
- Review data concerning submitted complaints to identify successes & training or funding needs

Handbook Written Policies & Procedures

- Be in accordance with federal/state laws & AR DESE rules
- Nondiscrimination statement on the basis of age, color, creed, disability, national origin, race, religion, & sex (Title VI; Title IX; Section 504; Age Discrimination Act)
- Equitable Opportunity Policies & Officers (IDEA, Section 504; Title IX; Title VI)
- Mission & Direction of School District & School
- Contact Number Listing: Section 504, Title IX, Title VI, Transportation, Nurse, Attendance, etc.
- 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(c), 106.45(b); Title II: 28 CFR § 35.107(b))
- Student procedures for filing Sexual Harassment Complaints (Title IX, 106.45(b); 6-15-1005(b))
- Parent-friendly Summary of the Parental Involvement Plan (6-15-1005(f); 6-15-1702; 6-15-1705(a)(3))
- School's process for resolving parental concerns (6-15-1702(b)(7)(B)(i))
- Notice to Parents Required by No Child Left Behind Act of 2001

Additional Handbook Written Policies on Reverse Side

Handbook Development & Communication

- Handbook Team reviews/updates handbook at any time as needed (at least annually).
- Handbook Team includes district administrators, teachers, students, parents, & counselors from diverse racial, gender, & socioeconomic backgrounds.
- Handbook Team includes sufficient number of individuals to provide broad district representation.
- District notifies guardian(s) & students of school rules/procedures and makes it easily accessible in a language/communication format that they understand.
- 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 & Discipline Policy on district website under *State – Required Information*.



Handbook Written Policies (continued)

- Notice to Parents Required by No Child Left Behind Act of 2001
- Student Transfer Information & School Choice Notification
- Student Attendance & Truancy Policies and penalties that include denial of course credit, promotion, graduation, or driving privilege revocation (6-18-107(l); 6-18-203(e); 6-18-209; 6-18-220; 6-18-222; 6-18-229; 7-4-116; 27-16-701)
- Tardy Policy
- Check-out Procedures
- Anti-bullying Policies for Prevention (6-18-514)
- Anti-bullying Notification (6-18-514(f)(2)(F-I))
- Student Conduct expectations & Min./Max Consequences (6-18-502(c))
- Student Discipline Policies (6-18-502, 503)
- 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, 6-18-514(f))
- Due Process Procedures
- Search & Seizure Policy (6-21-608)
- Computer Use Policy (6-21-107)
- School Bus Transportation Expectations (6-19-119; ADPSAFT Rule 4.01.2)
- 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(b)(3))
- If in place, School Uniform Policy (6-18-102; 6-18-503(c))
- Admission & Enrollment Procedures
- Concurrent Enrollment Procedures (6-15-902(c)(5); 6-16-1201 et seq. ; DESE Rules – Grading/Course Credit)
- Policy concerning School Procedures for Classroom Placements to include Multiple Birth Siblings (6-18-106)
- Alternative Learning Program Information (6-48, DESE Rules Student Special Needs Funding)
- Student Promotion & Retention Procedures
- Student Success Plan Information (6-15-2004; 6-15-2005; 6-15-2006; 6-15-2907; 6-15-2911; DESE Rules – AESAA 6.04, 05, 06)
- Grading System & Grade Point Value Procedures (6-15-902; DESE Rules – Grading/Course Credit, 2-1.00 et seq., 4-1.00 et seq.)
- Homework Policy
- Make-up Policy
- Smart Core Requirements & Waiver Form (6-4-302(V, VII); Accreditation Standard 1.C.2; DESE Rules)
- Graduation Requirements (Accreditation Standard 1.C.2)
- Class Rankings Procedures
- Student Records Procedures
- Student Publications Policy (6-18-1201 et seq.)
- Noncurricular Activity Procedures & Equal Access (6-5-201; 6-18-601 et seq.; 6-21-201 et seq.; 20 USC 4071 Equal Access Act)
- Extracurricular Activity Procedures for Elementary, Secondary, & Home Schooled Students (6-4-302(VI); Accreditation Standards 2-A, 6-15-509, 6-18-232, 6-18-710, AAA Handbook)
- Social Media Policy
- Student Welfare – Reporting Child Abuse Notification & Procedures (6-10-124; 6-18-712; 6-18-110)
- 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; DESE 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; ADPSAFT 4.01)
- 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