

- **Parent and Student Handbook Checklist**

The Parent and Student Handbook must include, but is not limited to, the following items. When submitting a copy of your school's handbook, please include this checklist with page numbers indicating where these items can be found. **Note: If policies are also posted as stand-alone files on the school's website, best practice is to include a reference and/or URL in the handbook to those stand-alone files.**

ITEM	PAGE #
Operational protocols	
Volunteering procedures, including required background checks & fee responsibility, training, and check-in practices	9-10
Student drop-off/pick-up procedures with times and locations	11-12
Rights of students with diverse learning needs	6-7
Available courses	3
Code of Honor	12
Policies on enrollment, attendance, retention/promotion/graduation	17-20
Behavioral rules and consequences	7-9
Restorative Discipline policy, including students with disabilities	12-13
Appeal of suspension/expulsion policy (see attached guidance memo for required verbiage in the policy)	14-15
Complaint policy, including how to file a formal complaint	34-35
No fee or required donation for student to attend charter school	35
FERPA policy	31-32
FOIL/Public Records policy	32
Health policies, including those for administering medicine	29-30
School calendar and schedule (i.e., hours the school/campus is open)	34
Rights of individuals to attend Board meetings	36