

5110 - STUDENT HANDBOOKS

The guidelines and procedures by which students are to function while attending school in the District are to be contained in one (1) or more student handbooks. The principals at the elementary and secondary levels, working with each other are to develop appropriate handbooks which are consistent in content with relevant Board of Education policies and with these guidelines. Each may provide the following types of information and aids:

- A. An initial section containing:
 - 1. the purpose of the handbook;
 - 2. the purpose and goals of the school;
 - 3. the description of how the handbook is to be used;
 - 4. name and phone number of person to be contacted regarding questions about the handbook;
 - 5. a listing of resource people and/or documents which students can use to obtain answers to questions or concerns.

- B. One (1) or more sections containing essential rules, procedures, and/or guidelines needed for students to function properly in the school environment so as to better accomplish their educational goals and the goals of the school. Such sections should include the following areas:
 - 1. Attendance
 - 2. Academics
 - 3. Co-curricular/Extra-curricular Activities
 - 4. Athletics
 - 5. Emergency procedures

For each section, there should be an explanation indicating how the rules, procedures, and/or guidelines contribute to the effective operation of the school.

- C. A section describing, in detail, the Code of Conduct. The Code should describe the behaviors, including dress and grooming, expected of the students on a day-to-day basis. It should also provide an explanation as to why those behaviors are important to the proper development of the student, the productive interactions among the people in the school, and the effective operation of the school.

The Code should also describe those behaviors that will not be tolerated and why they are unacceptable. Such behaviors shall include but not be limited to:

- 1. use, possession, or distribution of drug items defined in Board Policy [5530](#) and any paraphernalia associated with them;
- 2. any illegal activity such as theft, gambling, forgery, extortion, possession of dangerous weapons, etc.;
- 3. unethical actions such as lying or cheating;
- 4. any form of violence, rowdyism, or harassment;
- 5. any action that disrupts the school operation or environment;

6. any action that defaces, damages, or destroys personal or public property;
7. any form of littering or damage to the school environment;
8. any violation of Board policies, District guidelines, or school rules.

The section should also provide a description of the consequences and disciplinary actions up to and including expulsion for noncompliance with school rules and for unacceptable behavior. Included in this description must be a complete and accurate statement of the student's rights to due-process.

- D. A section describing the services that are available to students and their parents to help them accomplish their goals and function effectively in the school environment.
- E. One (1) or more references including a Table of Contents, an Index, if needed and feasible, and appendices when appropriate. Section or chapter headings should be clearly labeled.

The information contained in each handbook should be clear and logically organized, accurate, and sufficient enough so that, when students and their parents refer to it, they can meet the intent of what has been stated.

Prior to the final publication and distribution of a handbook, the copy and proposed format are to be submitted to the Superintendent for review and approval by the Board.