

**THE FOLLOWING CHECKLIST IS A RESOURCE FOR DEVELOPING
AND WRITING SCHOOL HANDBOOKS
PARENT AND STUDENT HANDBOOKS**

The following should be included in the local school handbook

- Mission and Philosophy
- Admission Policies/Entrance Requirements
- Academic Policies
- Bus Policies (if applicable)
- Communication Channels
- Discipline Codes
- Dress Code
- Academic Programs (brief description)
- Extra-curricular Activities (brief description)
- Field Trip Policies/Forms
- Health/Medical Regulations
- Hours of Operation
- Liability Insurance Information
- School Policies/Pertinent Archdiocesan Policies
- Parent Organizations
- Retreats/Spiritual Formation
- Safety/Emergency Plan and Procedures
- School Calendar
 - Students' First Day
 - Students' Last Day
 - Number of Pupil Attendance Days
 - Teacher In-service Days
 - Parent/Teacher Conference Days
 - Legal School Holidays
 - Dates and Times of Athletic Events
 - Dates and Times of Special Events, Musicals, Plays, etc.
 - Dates and Times of Early Dismissal II
- Statement of Accreditation and Licensure by Appropriate Agencies
- Statement of Inspection Reports Available (if applicable)
- Transportation Procedures (if applicable)
- Use of School Grounds/Facilities
- Volunteer Requirements/Sexual Abuse Policy
- Non-discrimination Statement
- School Hours, With Specific Information Regarding When Students Should Start Arriving at School and When Supervision is Provided
- Rules for Visitors
- Items Not Allowed in School
- Absence Policy and Reporting Procedure
- Early Dismissal Procedure

- How Tardiness and Truancy Will Be Handled
- Honor Roll Requirements
- Homework Policy and Expectations
- Technology Education
- Students' Responsibilities for Assigned Work
 - During Absences
 - With Regard to Late Assignments
 - With Regards to Testing and Evaluations
- Academic Support Services
- Library Services/Procedures
- Health and First Aid Services
- Vision and Hearing Tests
- Physical Exams for Extracurricular Sports
- Requirements Regarding Physician's Statement
- Communicable Diseases Policy
- Parent(s)/Student's Signed Handbook Agreement
- Discretionary Clause/Right to Amend

Additional areas/items that may be included in Local School Handbook:

- Letter from Principal
- Names of the School Advisory Board Members
- School Address, Telephone Number, Fax Number and E-mail Address
- Office Hours
- Names and Telephone Numbers of Key Personnel, i.e.
 - General Office Secretary
 - Business Coordinator
- What to Do When Students Transfer
- Rules for Evening Activities
- Student Fees
- Rules for Textbook Disbursements
- Policy on School Supplies
- How Hall Lockers Will Be Assigned
- Policy Regarding Personal Property
- Marking Clothing
- Policy on Students Receiving Phone Calls
- Information About School Pictures
- What to Do When You Witness Vandalism of School Property
- Lunch Program — Price and Details
- Lunchroom Conduct
- Policy of the School in Regards to Family Vacations

Handbook Agreement Form

(Sample)

I have read and agree to abide by the policies contained in the Parent/Student Handbook. I understand that nothing herein creates or is intended to create a contract with me. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time in the school's discretion.

Signature

Date

FACULTY HANDBOOKS

The following **should** be included in the local school handbook.

- Mission and Philosophy
- Admission of Students
- A c a d e m i c s
- A c c i d e n t s
- Attendance at Meetings and Other School Events
- Department Chairpersons/Level Coordinators
- Deficiencies and/or Progress Reports
- Discipline
- Dress Code
- Extra Curricular Activities
- Faculty Meetings
- Field Trips
- Fire Drills
- Grading Policy
- Instruction, Supervision, Record Keeping
- Lesson Plans
- Leaving the School Grounds
- Non-teaching Duties
- Non-discrimination Statement
- Pertinent Archdiocesan Policies
- Personnel Policies
- Phone/Parent Conferences
- Policies of the School
- Principal/Assistant Principal
- Professionalism
- Student Discipline, Suspension
- Supervision and Evaluation of Teachers
- Teaching Duties
- Termination of Teachers