



## ANNUAL DISTRIBUTION OF POLICIES IN STUDENT HANDBOOKS

Various state and federal laws direct school districts to provide policies to students and parents on an annual basis. The following list is an overview of the policies required by law to be distributed. The list also covers policies that are highly recommended for distribution because of legal liability issues.

While we believe the list is comprehensive, school district personnel should consult with legal counsel and others to determine whether the list meets the district's legal and practical needs.

Policies must be distributed because students and parents must have notice of what they can expect when certain circumstances arise during the school year.

When evaluating your policies for distribution to students and parents, ask the following questions:

- Does this policy state an expectation for which there is a possible consequence?
- Does this policy give students and parents notice of important rights and responsibilities?

If the answer to either question is yes, the district should provide the policy to students and parents.

Policies do not need to be provided *verbatim*. However, the policy should be summarized with enough specificity to allow students and parents to know what is expected of them and to inform them of their rights and responsibilities. If a regulation accompanies a policy, it should also be included. Summarizing policies and regulations for use in student handbooks is not an easy task. Please ensure that the person assigned this responsibility has a good understanding of district policy and legal issues. The handbook should be reviewed by legal counsel prior to distribution.

*Note:* The policies, regulations, and exhibits referenced throughout this document refers to CASB sample documents. Your district may have different policies, regulations, and exhibits that cover the same subject matter. If so, this list will not suffice and you will need to look at your district-specific documents; nevertheless, this list may still be helpful in determining the content of your student handbooks.

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### **Policies Covering Information Required by Law to be Distributed to Students/Parents**

AC	Nondiscrimination/Equal Opportunity
AC-R-1	Harassment and Discrimination Investigation Procedures for Students
AC-R-2	Harassment and Discrimination Investigation Procedures for Employees, Applicants for Employment and Members of the Public
AC-R-3	Sexual Harassment Investigation Procedures

ADC	Tobacco Free Schools
IHCDA	Concurrent Enrollment
IKA	Grading/Assessment Systems
JB	Equal Educational Opportunity
JBB*	Sexual Harassment
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles
JICDA	Code of Conduct
JICDD*	Violent and Aggressive Behavior
JICDE*	Bullying Prevention and Education
JICEA	School-Related Student Publications
JICEC*	Student Distribution of Noncurricular Materials
JICF	Secret Societies/Gang Activity
JICH	Drug and Alcohol Involvement by Students
JICI	Weapons in School
JICJ	Student Use of Cell Phones and Other Personal Technology Devices
JIH	Student Interviews, Interrogations, Searches and Arrests
JJA-1 <i>or</i> JJA-2	Student Organizations (Limited Forum <i>or</i> Open Forum)
JK <i>and</i> JK-R	Student Discipline
JK*-2	Discipline of Students with Disabilities
JKA, JKA-R	Use of Physical Intervention and Restraint
JKA-E-2	Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion, 1 CCR 301-45, 2620-R-2.07
JKBA*, JKBA*-R	Disciplinary Removal from Classroom
JKD/JKE	Suspension/Expulsion of Students
JLCB, JLCB-R	Immunization of Students
JLCD	Administering Medications to Students
JLCDA*	Students with Food Allergies
JLCDC*, JLCDC*-R	Medically Necessary Treatment in School Setting
JLDAC	Screening and Testing of Students (And Treatment of Mental Disorders)
JLDAC-E	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
JLFF*	Sex Offender Information
JQ	Student Fees, Fines and Charges
JRA/JRC,	Student Records/Release of Information on Students
JRA/JRC-R, -E-1	Notification to Parents and Students of Rights Concerning Student Education Records
JRCA*	Sharing of Student Records/Information between School District and State Agencies

**The following should be provided if applicable:**

JIHB	Parking Lot Searches ( <i>if the district intends to conduct parking lot searches</i> )
JIHC	Use of Metal Detectors ( <i>if the district intends to use metal detectors</i> )

JLCG*	Medicaid Reimbursement <i>(if the district intends to seek reimbursement)</i>
JS*	Student Use of Technology <i>(if the district offers Internet or email access to students)</i>
JS*-E	Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement) <i>(if the district offers Internet or email access to students)</i>

**The following procedure must be distributed when relevant courses are offered:**

IHAM-R	Health and Family Life/Sex Education (Exemption Procedure)
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**Policies Covering Information Recommended to be Included in Student Handbooks**

ACA	Name Changes
EBCE	School Closings and Cancellations
EEAG	Student Transportation in Private Vehicles
EF-E-1	School Meal Payments
EFC	Free and Reduced-Price Food Services
IC/ICA	School Year/School Calendar/Instruction Time
IJNDAB*	Instruction through Online Courses <i>(if applicable)</i>
IKE	Ensuring All Students Meet Standards (Promotion, Retention and Acceleration of Students)
IKF, IKF-E	Graduation Requirements
IMB	Teaching about Controversial Issues and Use of Controversial Materials
IMBB	Exemptions from Required Instruction
JEA	Compulsory Attendance Ages
JFBA	Intra-District Choice/Open Enrollment <i>(if applicable)</i>
JFC	Student Withdrawal from School/Dropouts
JII	Student Concerns, Complaints and Grievances <i>(and grievance procedure)</i>
JJ	Extracurricular Activity Eligibility
JLC	Student Health Services and Records
JLCDB*	Administration of Medical Marijuana to Qualified Students
JLCE-E	School First Aid and Emergency Medical Care Card
JLF	Reporting Child Abuse/Child Protection
JLIB	Student Dismissal Precautions
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KE	Public Concerns and Complaints <i>(and complaint procedure)</i>
KEC	Public Concerns/Complaints about Instructional Resources
KEF	Public Concerns/Complaints About Teaching Methods, Activities or Presentations
KI	Visitors to Schools
KLG-R	Relations with Federal Immigration Officials

*This resource is for informational purposes only and does not constitute legal advice.  
Specific questions should be referred to the school district's legal counsel.*

