

2020-2021 BESE Authorized Charter School Student Handbook Checklist

Parent/Guardian Requirements

- Volunteers hours are not listed as a condition for enrollment
- Volunteer hours are **optional**

Dress Code

- Rules are not in violation of religious liberties
- The code does not target a specific race or gender
- Process whereby students may request an economic hardship waiver for uniform(s)
- The criteria by which an economic hardship waiver may be approved

Grievance Policy

- A grievance policy that includes a procedure through which parents, guardians, or other individuals or groups can address any issues or problems. Policy should include processes and contact information for school-based grievances and a hierarchy of appeals, as well as a timeline for expected responses.

Discipline Policy (R.S. 17:3996; R.S. 17:416.1(B); R.S. 17:223)

- If the school uses corporal punishment, adherence to **Bulletin 126 §2803**
- Suspension process is detailed & includes information for parent notification (**R.S. 17:223**)
- The school has written guidelines and procedures in their handbook, for use of seclusion and/or restraint for any student and particularly students with special needs. These processes and procedures have been formally adopted by the charter board. (**R.S. 17:416.21**)
- Expulsion process details members of hearing committee and process for appeal or adherence to common expulsion policy

Student Fees - A fee policy and a current fee schedule that includes the following comprehensive components (R.S. 17:177):

- A description of each student fee
- The dollar amount of each student fee
- The collection method of each fee
- The deadline by which each student fee is due and the desired method of payment
- Process whereby students may request an economic hardship waiver (**Act 240, R.S. 17:177**)
- The criteria by which an economic hardship waiver may be approved (**Act 240, R.S. 17:177**)
- Books & Instructional materials are free of charge
- Fees should not be considered tuition or an attendance/registration fee

Transportation Plan

- Plan must include the process implemented when the parent or guardian of a student under the age of 10 or with a relevant transportation accommodation in the student's IEP is not at the bus stop
- Policies may also include the following information:

- Student bus behavior expectations that align with the school's class behavior expectations and the BESE Model Master Discipline Plan
- Procedures for assigning bus stops to new students
- Procedures for parents and students to notify the school of issues involving transportation
- Bus driver behavior expectations
- Communication procedures between the bus operator, the school and parents in the event of an emergency situation