

Handbook Review Checklist

Each LEA shall have written policies governing all school activities as they relate to students, the instructional program, staff, buildings, services, and the curriculum. The Office of School Choice has compiled this list from revised statutes and policies.

Parent/Guardian Requirements

- Volunteer 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 includes a procedure for parents, guardians, or other individuals or groups to address any issues or problems. The policy should include processes and contact information for school-based grievances, a hierarchy of appeals, and 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.
- The suspension process is detailed & includes information for parent notification. ([R.S. 17:223](#))
- The school has written guidelines and procedures in its handbook for seclusion and/or restraint for any student, particularly students with special needs. The charter board has formally adopted these processes and procedures. ([R.S. 17:416.21](#))
- The expulsion process details members of the hearing committee and the process for appeal or adherence to the common expulsion policy ([§3394.\(A\)](#)).

Student Fees

- A fee policy and a current fee schedule that includes the following comprehensive components ([R.S. 17:177](#)) :
 - A list of all fees;
 - A description of each student fee's purpose and use;
 - The dollar amount or authorized range of each student fee;
 - The collection method for each fee and how it is spent;
 - 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](#)), which does not constitute a public record (PII would be contained on the request) but may be audited for compliance purposes;
 - The criteria by which an economic hardship waiver may be approved (Act 240, [R.S. 17:177](#));

- Books and instructional materials are free of charge;
- Fees should not be considered tuition or an attendance/registration fee;
- Statement that failure to pay any required fee shall not result in the withholding of a student's educational record; and
- This policy should be available on the school website in addition to the student handbook.

Transportation Plan

- The 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.

Grading Policy ([R.S. 17:184](#) and 3996(B)(82))

- All public schools, including charter schools, use a uniform 10-point grading scale (100-90: A; 89-80: B; 79-70: C; 69-60: D; 59-0: F). The provisions of this Section do not apply to any school that is operated by the United States Department of Defense and that is located on a federal military installation.

Homework assistance ([§182.1\(B\)](#))

- The information required by this Section, including the appropriate link provided by the State Library of Louisiana, shall be included in each school's student handbook and shall also be posted on the home page of the website of each public school governing authority and each public school that has a website.

Exemptions from compulsory attendance ([§226. \(A\)\(1\)\(b\)](#))

- A student may be absent for up to three days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any schoolwork missed during such absences. Upon the return to school following the second day of mental health absence in any school year, the student shall be referred to the appropriate school support personnel for guidance in addressing the underlying issue, which may include referral to medical services outside of the school setting. Bulletin 741 Chapter 11 §1103

Administration of medication ([§436.1\(K\)\(3\)](#))

- A policy shall be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has an allergy or other condition that puts them at risk of anaphylaxis.

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