

# CHCAA Student and District Handbooks

## [Student Handbooks]

In order to inform students, parents and staff members of pertinent Board policies, regulations, and District rules and procedures, the administration shall publish and annually revise student handbooks containing information about the District as a whole and the individual schools. The Superintendent shall provide the Board with a list of changes made to each school handbook on an annual basis. Prior to the issuance, the principal shall insure that the contents of student handbooks conform to School Board policies, administrative procedures, and state and federal laws and regulations.

Handbooks shall be distributed to all students no later than the first week of each school year and to new students when they enroll. Students and parents are expected to familiarize themselves with the handbook.

## [District Handbooks]

The following items should be contained in the District Handbook:

- Mission statement;
- Admission policies including required immunization, age, transfer requirements;
- The school's attendance policy and absence makeup work procedures;
- The school district's graduation requirements (high school handbook);
- Student responsibility for behavior and penalties for failing to conduct oneself in accordance with school district policies including the possibility of suspension and/or expulsion;
- A statement concerning due process and student appeal procedures;
- The district's policies on alcohol and other drugs, tobacco, weapons, violence and threats of violence;
- Academic and conduct-related rules regarding eligibility for extracurricular activities;
- Emergency procedures, including drills, illness and injury;
- Computer and internet use rules;
- Options available to parents for alternative instruction and/or review of instructional materials;

- Statement of nondiscrimination/equal opportunity in education and employment;
- The name, address and telephone number of the person designated to receive complaints concerning discrimination or harassment;
- Policies concerning access to student records; and
- The district's policy and practice concerning school closings or cancellations, including how notices of school delay or closing will be broadcast or how students will be otherwise notified.

The Student and District Handbooks will be made available electronically. Notification of the location of the handbook will be provided to each family, and hard copies will be available upon request.

Adopted: May 8, 2006

Revised: March 25, 2013

---

Revision #1

Created 7 April 2022 15:35:54 by Matt Frey-Davis

Updated 27 April 2023 12:16:12 by Matt Frey-Davis